



Recruitment and Appointment Procedures including Safer Recruitment

1 Introduction

- 1.1 Etz Chaim Jewish Primary School recognises that its staff are its single most important resource and that effective recruitment is therefore of particular importance. Recruitment should not be considered as an isolated task but as the beginning of a relationship between the individual and the school.
- 1.2 The aims of these procedures are to:
 - i. secure high quality provision to support pupils' learning by attracting and retaining staff of the highest quality;
 - ii. remain competitive with similar organisations, particularly when seeking to appoint to positions for which high quality candidates are scarce;
 - iii. promote a positive image of Etz Chaim Jewish Primary School;
 - iv. secure effective and positive leadership at all levels;
 - v. enable Etz Chaim Jewish Primary School to select staff on the basis of their ability to undertake the role and to make a distinctive contribution to the life of the school and their potential for further development.
 - vi. Promote welfare of the children and young people at every stage of the recruitment and selection process

2 Scope

- 2.1 This procedure covers appointments to all permanent staff posts.
- 2.2 The Headteacher and Governors are responsible for the appointment of staff covered by this procedure.
- 2.3 Nothing in this procedure takes precedence over the School's Equality and Diversity policy.

3. The Vacancy

- 3.1 When a member of staff leaves the School, the Headteacher should assess whether the role needs to be replaced by reviewing how the role meets the school's present and future needs.
- 3.2 Where an increase in pupil numbers or change in curricular provision generates the need for additional staff, it is the Headteacher responsibility to assess the level and nature of that need and whether it can be resourced within the annual budget.
- 3.3 The Headteacher should consider whether a vacancy could be efficiently filled through a part-time appointment or the extension of the contract of an existing member of staff. Consideration should be given to how best to protect the continuity of pupils' learning.

4. Job Specification and Person Specification

- 4.1 The job description should outline the duties and responsibilities of the job and state that the post requires Enhanced DBS.
- 4.2 The person specification should outline the characteristics and attributes of the ideal candidate.
- 4.3 Consideration can be given to unqualified teachers for the Nursery only. The person specification would be revised to reflect this status.

5. Advertising

- 5.1 The Headteacher should consider whether to advertise the post both internally and externally or internally only. The principal considerations should be the comparative probabilities of securing a candidate of the highest quality and the comparative costs.
- 5.2 A copy of the advertisement should be circulated within the school immediately prior to or contemporaneously with the appearance of any external advertisement. In addition, any individual may be notified personally of the existence of the vacancy and advertisement.
- 5.3 Where recruitment for a particular post is judged to require specialist recruitment techniques, an external agency or consultancy may be engaged.
- 5.4 Adverts for vacancies will demonstrate the school's commitment to safer recruitment and vetting procedures, protecting every applicant from unfair practice and ultimately safeguarding children as much as possible.

6. Information Pack

6.1 An information pack should be prepared prior to the appearance of an advertisement. Where possible it should be made available for download online. The information pack provides a valuable opportunity to show a very favourable image of the School to many more people interested in the work of a Free School than it will be possible to invite for interview, so it should be of a high quality and should include:

- i. Letter from Headteacher
- ii. background information describing the school;
- iii. contextual information relating to the role and its position within the staffing structure;
- iv. a copy of the school's standard application form which includes a brief statement on equal opportunities;
- v. job description;
- vi. person specification;
- vii. equal opportunities monitoring form;
- viii. child protection policy.

If the post is being re advertised due to lack of previous applicants, then any applicant who has applied for the same role in the last 12 months, will be unable to re apply.

7. Short-listing and references

7.1 Short-listing of candidates should be against the person specification for the post.

7.2 Where possible references should be taken up before the selection stage so that any discrepancies can be addressed during the selection stage.

7.3 References should be sought directly from the referee. References or testimonials provided by the candidate should never be accepted.

7.4 Where necessary, referees may be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note should be kept of such exchanges.

7.5 Referees should always be asked specific questions about:

- i. the candidate's suitability for working with children and young people;
- ii. any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;

- iii. the candidate's suitability for the post
- 7.6 Employees of the school are entitled to see and receive, if requested, copies of their employment references.
- 7.7 All unsuccessful applicants will be contacted by letter/email.

8. Selection

- 8.1 The Headteacher should decide the size and composition of the Selection Panel taking into account the nature and seniority of the post. It should include at least two people for all posts. For leadership team roles governors will also be involved at the review of the vacancy, short listing and selection stages. At least one member of the interview panel will have passed the assessment process for Safer Recruitment in line with DfE guidance.
- 8.2 The Selection Panel should undertake a short listing process to select candidates for interview (see section 7). A record of the decisions should be made, including the reasons why unsuccessful applicants were not selected for interview.
- 8.3 The arrangements for interviews affect how the School is perceived by both successful and unsuccessful candidates. The arrangements should take account of any reasonable requests made by candidates with disabilities or special dietary requirements in line with national requirements and guidance. Where candidates will be required to undertake particular activities, for example teaching a sample lesson or making a presentation, the Selection Panel should have a clear rationale, including how the outcomes relate to the job or person specifications, and the shortlisted candidates should be fully informed of the requirements with sufficient notice to plan their approach and prepare resources or presentations.
- 8.4 The Selection Panel should also make effective provision for candidates to learn about the School and the role in more detail, for example by touring the buildings in normal operation and meeting relevant staff and pupils.
- 8.5 Panel members should meet sufficiently in advance of the start of interview to plan the interviews, including agreeing questions and protocol.
- 8.6 The interview for all applicants for the same position will follow the same structure and format.
- 8.7 Following the interview process, a record of the decisions should be made, including the reasons why those not selected were unsuccessful. The record should be sufficiently detailed to allow comprehensive feedback to each candidate regarding their relative strengths and weaknesses throughout the selection process.

8.8 Once the decision has been made, all candidates should be notified of the outcome as soon as is practicable.

9. Conditional Offer

9.1 The offer of appointment to an external candidate will normally be conditional on receipt of:

- i. satisfactory references;
- ii. satisfactory evidence of qualifications claimed on the application form usually in the form of actual certificates;
- iii. satisfactory clearance by the DBS
- iv. satisfactory registration with ISA;
- v. completion of a confidential health questionnaire
- vi. for non-EU citizens, satisfactory evidence of permits to work and reside in the UK;
- vii. Staff who have lived or worked abroad will need to obtain a check from the relevant consul confirming that they do not have any police convictions or are subject to any police investigations. Staff will need to obtain such confirmation if they have lived overseas (that is, anywhere outside of the United Kingdom) for more than 12 months within the past 10 years. Anyone who has lived or worked abroad for less than 12 months (for example on a gap year programme) or who has been resident in the UK for 10 or more years, does not need to obtain a check.
- viii. in the case of posts to be filled by qualified teachers, for appointees who have not successfully completed recognised teacher training within the EU, satisfactory evidence that they have been awarded qualified teacher status for UK secondary schools.
- ix. pre-employment health questionnaire

9.2 Any written offer of appointment must state that it is conditional, clearly indicating the information on which the offer is dependent.

9.3 The Headteacher is responsible for deciding the level of pay for the successful candidate in accordance with Etz Chaim Jewish Primary School's Pay Policy and any guidelines set by the Governing Body. The decision should reflect the qualifications and experience of the successful candidate.

10. Induction

10.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

10.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate managers to support individuals in a

way that is appropriate for the role in which they have been engaged and also provide opportunities for the new member of staff to discuss any issues or concerns.

10.3 All new staff are allocated an informal mentor.

11. Monitoring, Evaluation and Review

11.1 The Governing Body will review this procedure within two years and assess its implementation and effectiveness.

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