



# Wheatley Park School

## Recruitment and Selection Statement

Recruiting the right staff to work in our school is a high priority for us. We aim to establish a safe, fair and effective approach to recruitment and to reach outcomes which meet the needs of our students and the aims of the school. At all times we will prioritise safety and we will always recruit staff who are demonstrably safe to work with children and where there is no risk of harm through unsafe behaviours including radicalisation/extremism.

### 1) Applications

The advert will give clear details about the post including the main area of activity, the salary and the hours. We will give clear contact details and will normally respond within two working days to communications by email, telephone or letter.

At the time of advertising a job description and selection criteria will be drawn up. These will always include a statement about safeguarding the welfare of our students. A plan will document the process and timescale for selection.

Information for prospective candidates will include the following:

- School information leaflet 'Why Wheatley Park'
- Team information where relevant.
- Job description.
- Selection Criteria.
- Recruitment and Selection statement.
- Information about how to apply.

Application forms for all posts are available on the TES website and can only be completed via this site. Curriculum Vitae will not be requested and cannot replace the application form.

Applications will be stored in a secure location and will be signed on the interview date. Information will be treated in confidence and only made available to the selection panel and staff involved in the process of recruitment and selection.

Receipt of applications will be acknowledged.

We welcome applications from candidates with disabilities. We will make reasonable adjustments to the recruitment and selection process.

*Eligibility to work in the UK/Unspent convictions/Equal Opportunities: see attached notes.*

### 2) Short listing

This will be carried out against the published selection criteria based on the evidence provided.

We aim to contact you within two weeks if you have been shortlisted.

Information provided will be properly scrutinised to ensure that there are no gaps or anomalies. We will consider verifying details with current or previous employers if necessary.

### 3) Pre employment checks

In line with our policy on Safeguarding we will make the following checks:

- Two references will be called and reviewed, and they will include reference to safe behaviours.
- Professional qualifications will be checked
- Identification Checks will be completed and DBS process started

- A prohibition from teaching check will be made for all successful candidates (teaching/non-teaching).
- Risk Assessment pending DBS Check will be put in place if the applicant does not have an existing DBS Check.
- An on-line Pre-employment Health Questionnaire is completed by the applicant and outcome is sent to school
- Safeguarding Briefing Handbook is sent to applicant with a pro-forma to be signed confirming that this has been read and fully understood. In addition New Starter related forms will need to be completed.
- Safeguarding training will be given as soon as the applicant takes up their post. There will be regular updates.
- Health and Safety training will also be given when the applicant takes up their post.

#### **4) References**

References will be sought before interview as a means of obtaining objective and factual information about candidates. References will always be sought directly and must be on headed paper with specific responses on safeguarding and disciplinary matters. Open testimonials will not be accepted as the sole source of information.

#### **5) Selection Activities**

When called for interview you will be asked to provide evidence of identity and certificates to verify your qualifications.

You will be informed in advance of the selection activities to be used on the day of interview.

Selection activities are likely to include a range of activities relevant to the selection criteria. Those appointed to teaching posts will normally be asked to teach a group or class of students.

Student panels will be used for most teaching posts and for all leadership posts.

Selection Panels will consist of a minimum of two people who have the necessary authority to make appointments and one of whom will have completed training in Safer Recruitment.

The panel will meet before the interview to prepare a set of questions and agree on issues to be explored with each candidate. Competence based questions will be used to explore the candidate's experience of actual situations. The interview will focus mainly on the selection criteria.

The interview will also include questions which explore the candidate attitudes to young people and their safety; any discrepancies in the information provided; his or her willingness to support the welfare of students; any risk of extremism or radicalisation; any issues which may arise from a DBS check.

The final decision will be made by the selection panel, assessing against the criteria provided. Evidence will include the application form; references; the interview; outcomes of other selection activities.

At the interview candidates will be told when they will hear the final outcome. Feedback on performance in any selection activities or interview will be provided on request.

Occasionally it is necessary to conduct interviews by telephone or Skype. This will only happen when a face to face interview is impossible to arrange. The principles set out here will apply as far as is practical.

We do our best to make our recruitment procedures effective and constructive for all involved. If any candidate wishes to provide feedback or raise concerns about the process of recruitment and selection, their comments should be addressed to the Headteacher.

Tim Martin  
Headteacher

## Appendix

### Eligibility to work in the United Kingdom

- The Asylum and Immigration Act 1996 requires us to check that you are entitled to work in the UK. Further details of evidence you will need to provide will be given to you before your interview or before starting work with us.

### Declaration of Unspent Convictions

- It is the RLT's policy that you declare any unspent convictions when you are applying for a job with us.
- We are asking you for this information because, as a local authority providing public services, we have a duty to balance our commitment to help ex-offenders find work with our need to protect those in our care, receiving its services and the public.
- Only relevant convictions are taken into account.

### Declaration of Spent Convictions

- If the job you are applying for involves substantial access to children and/or vulnerable adults we also need you to declare any spent convictions on your application form as these posts are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975.
- Details of the provisions of the Rehabilitation of Offenders Act 1974 can be found in the booklet produced by the Home Office called "Wiping the Slate Clean" (HMSO).

### Equal Opportunities

- The recruitment monitoring section of the application form (which gives details of your sex, ethnic origin, date of birth and any disability) will be detached before the form reaches the selection panel and this information will not be made available to them.
- The information you provide on the recruitment monitoring section will be held in confidence by the HR department and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable RLT to carry out its equal opportunities monitoring obligations.
- RLT is an equal opportunities employer and is committed to promoting equality and social inclusion. We operate a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help us monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested on the recruitment monitoring section.
- If you have given us information about a disability so that we can make adjustments to the selection process, this will not normally be passed on to the selection panel until after short listing has taken place.

### Medical Clearance

- All offers of appointment are subject to obtaining satisfactory medical clearance. You will be asked to complete a health questionnaire, and in some cases a more detailed questionnaire and/or medical examination may be required. If you are in any doubt about your health it is advisable not to resign from your current job before clearance is obtained.

### Data Protection

The personal data you provide during the recruitment process will be held on file for a period of 6 months, at which time they will be destroyed/deleted.