



Durham Johnston

Recruitment

Author:	A O'Sullivan, Assistant Head
Approved by:	M Wardle, Head (guided by FGP and HR committee)
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RECRUITMENT POLICY

1 INDUCTION

The purpose of this policy is to set out the minimum requirements of the Durham Johnston recruitment process. At Durham Johnston we aim to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2 STATUTORY REQUIREMENTS

The Governing Body of Durham Johnston will ensure that statutory requirements for the appointment of its entire staff, notably the Headteacher and members of the leadership group, will be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures. All of those involved in the recruitment process will have a clear understanding of safeguarding requirements.

4 ADVERTISING AND INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Durham Johnston Comprehensive School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check”.

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- an application form and guidance notes;
- an overview of school achievement;

4.3 All prospective applicants must complete, in full, an application form. CVs alone will not be accepted.

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post. Before each appointment the relevant member of the leadership group will complete a needs assessment to identify the relevant essential qualities needed by candidates. This will be done in consultation with the wider Leadership Group (or the governing body for senior posts).

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be examined during the interview process.

5.3 References will be sought directly from the referee. A detailed questionnaire will be sent to all named referees. References or testimonials provided by the candidate will never be accepted.

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

5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions about:

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

5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require:

- a face to face interview with candidates;
- a lesson to be taught for all teaching posts (or observation and feedback for a lesson for some promoted posts);
- a meeting with a senior member of staff for all teaching posts (or variety of meetings with personnel for senior posts).
- The completion of activities specific to the demands of the post and, for teaching posts, to assess both subject knowledge and the candidate's quality of written expression.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

7.1 All successful applicants are required to:

- provide proof of identity;
- complete a DBS disclosure application and receive satisfactory clearance;
- provide actual certificates of qualifications;
- provide evidence that they are qualified to teach in the UK;
- complete a confidential health questionnaire;
- provide proof of eligibility to live and work in the UK.

8 INDUCTION

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

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).