

The Royal Borough of Kingston upon Thames

Malden Parochial C of E Primary School



RECRUITMENT AND SELECTION POLICY

Agreed: September 2019
Review date: September 2021



Ethos Statement

This is a Church of England Primary School. As such, its ethos derives from the Christian Gospel. In all that it does or aspires to achieve, the school is informed and strengthened by Christian belief and practice.

At the heart of the school's ethos is the conviction that God loves each person: that God desires the best for each person; that God longs for each person to develop their potential as human beings.

Mission Statement

In accordance with the Ethos Statement, our school will aim to provide high quality education to the children of the local community within a safe, happy and stimulating environment

Love, Learn, Live!

POLICY STATEMENT

“The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

INTRODUCTION

The Governing Body of Malden Parochial Church of England Primary School regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school’s human resource requirements and to deliver the School Development Plan.

At least one member of the Personnel Committee (as well as the Headteacher) will be required to undertake Recruitment Selection Training including Safe Recruitment Training at the earliest opportunity.

The procedure for the appointment of the Headteacher or Deputy Headteacher differs from that of other staff. The differences in procedure are in Appendix 1.

The appointment of all employees will be made on merit and in accordance with the provisions and principles of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 the statutory guidance, *Safeguarding Children: Safer Recruitment and Selection in Education Settings* and the school’s Equal Opportunities Policy.

EQUAL OPPORTUNITIES

The Governors fully recognise that applicants of both sexes and of all racial groups have a right to equal opportunity in employment. The Sex Discrimination Act 1975, the Race Relations Act 1976 and the Disability Discrimination Act 2005 as each amended, make it unlawful to discriminate against an applicant for employment, or an existing employee, on the grounds of race, sex, sexual orientation, marital status, ethnic origin, age or disability, religion or belief.

DELEGATION OF APPOINTMENTS

The Governing Body delegates all support staff appointments and all teaching appointments below the level Assistant Head/Deputy Head to the Headteacher. The Headteacher is expected to involve at least one member of the Governing Body (at least one Foundation Governor) in all appointments, except for supply teachers.

No Governor is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the Governor and the interests of the Governing Body.

A selection panel (including at least one Foundation Governor) will be drawn from all governors who have undertaken recruitment training and who have advised the Clerk to the Governors of his/her wish to be involved in staff appointments as required by the Headteacher.

The Headteacher may not delegate the final decision of appointment to any other senior manager or Governor.

VACANCY FOR ANY POST

In the event of a vacancy, the Headteacher (or in the case of a vacancy of Headteacher or Deputy Headteacher, the Chair of the Personnel Committee) will draw up a job description and person specification for the post, the time schedule for the recruitment and appointment process and will agree the membership of the appointment panel.

Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to race, sex, marital status, ethnic origin, age or disability, religion or belief.

The Headteacher may decide to appoint internally after internal advertisement. In cases of internal advertisement the details will be posted, in writing, on the staff notice board(s) giving at least 5 working days for applications to be made.

In the event that the Governing Body, in consultation with the Headteacher, decide to make a new appointment of an Assistant Headteacher the Personnel Committee of the Governing Body will agree the job description and personal specification for the post.

INFORMATION FOR APPLICANTS

All applicants for all vacant posts advertised internally or externally will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- A person specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.
- Application and Equal Opportunities Monitoring Forms. (The application form should be in accordance with the DfES guidance Safeguarding Children: Safer Recruitment and Selection in Education Settings.
- Information about the School and other general information:
 - a) A description of the school relevant to the vacant post;
 - b) A statement about access to the school for applicants who may wish to see it or who may wish to consult the Headteacher before making an application;
 - c) A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification;
 - d) Reference to the school's policy on Equal Opportunities;
 - e) Reference to the legislation concerning the Protection of Children;
 - f) The name of any person who will be available to provide additional information about the post;
 - g) The closing date for the receipt of applications;
 - h) Interview date(s);
 - i) Salary level of the post;
 - j) Relevant school policies including the school's policy on the recruitment of ex-offenders and child protection.

All documentation will include the school's recruitment selection policy statement.

"This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment."

SHORT LISTING

For all posts outside of the leadership group shortlisting will be the responsibility of the Headteacher, together with a Governor or Governors as indicated in paragraph 2.1 of this policy.

The selection panel will take up two references on each shortlisted candidate in accordance with the DfES guidance Safer Children: Safer Recruitment and Selection in Education Settings. For teaching posts the references will, where appropriate, include the applicant's current Headteacher or Local Authority.

References are the 'property' of the selection panel and strict confidentiality will be observed. References will be sought set against the requirement of the job description and person specification and information regarding issues relating to safeguarding children's protection.

Shortlisting will be based only on substantial information. The job description and the person specification will be used to set the criteria and standards for inclusion on the shortlist of candidates to be invited for interview.

The criteria for selection will be consistently applied to all applicants.

If the field of applicants is felt to be weak the selection panel may recommend to the Headteacher that the post is re-advertised.

INTERVIEWS

The format, style and duration of the interviews are matters for the Headteacher in consultation with Governors involved in the process to decide but the following will be adhered to:

Briefing

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job. All candidates will be required to bring photographic proof of identity (e.g. Passport/Driving License) and proof of their qualifications to interview.

The formal interview process

Before the interviews, the selection panel will agree on the interview process (e.g. tasks, short interviews, final interview etc.) to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of race, sex, marital status, ethnic origin, age or disability, religion or belief. The interview will also deal with the issues of safeguarding children with each candidate.

Before the interviews the Headteacher, in consultation with the Governors involved in the interview, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months by the school; after that time they will be destroyed.

OFFER OF APPOINTMENT BY THE SELECTION PANEL

The offer of appointment by the selection panel is binding on both parties subject to staff qualification requirements, satisfactory DBS check, medical checks and satisfactory references.

APPENDIX 1

SELECTION AND APPOINTMENT OF THE HEADTEACHER OR A DEPUTY HEADTEACHER OR AN ASSISTANT HEADTEACHER

In addition to the requirements set out in the Recruitment Selection Policy and Procedure:

1. The Governors will notify the Local Authority (LA) and Southwark Diocese Board of Education of any vacancy for the Headteacher or Deputy Headteacher posts.
2. At least one Governor on any appointments panel must have the Safer Recruitment training.
3. The Governing Body will appoint a selection panel of at least three Governors including at least one Foundation Governor. The proceedings of the selection panel shall be under the control of the Governing Body. The Governing Body will not delegate the power of appointment, only the selection process.
4. The selection panel will determine the interview process, with advice from the local authority and Southwark Diocese Board of Education, and seek approval from the Governing Body before commencing the process.
5. If the need arises the selection panel will appoint an Acting Headteacher/Deputy Headteacher. Where it is intended to fill an acting position by external temporary appointment of more than one term the post will be advertised within the borough and through Southwark Diocese Board of Education.
6. If an external appointment is to be made to an acting position the Governors will seek to do so by secondment and will seek advice from the Human Resources provider on the contracting of such a secondment.
7. The selection panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. In the case of an Assistant Headteacher vacancy the Governing Body may decide that it will not be advertised nationally. All applicants will receive the information set out in paragraph 4 of the Governing Body's policy statement.
8. The selection panel shall shortlist such applicants for the post as they think fit. In the case of a Headteacher or Deputy Headteacher appointment, if it is able to do so, the selection panel will recommend one of the interviewed applicants to the Governing Body. The decision of the selection panel will be approved by a meeting of the Governing Body, which must be quorate. The selection panel may make a decision about the appointment of an Assistant Headteacher without recommendation to the Governing Body.
9. If the Governing Body approves the recommended candidate for a Head or Deputy Headteacher appointment, the applicant will be offered the appointment subject to a qualification check, medical report, DBS check and two satisfactory references must be received. A decision by the selection panel regarding the appointment of an Assistant Headteacher will also be subject to the above checks.
10. If the selection panel cannot agree or the Governing Body does not approve the recommendation then the Governors may re-advertise as in step 7 or may require the selection panel to repeat step 6. The selection panel shall ensure that an appropriate representative of the LA and for Voluntary Aided schools the Diocese is involved as an observer throughout the selection and appointment procedure of a Headteacher (and if possible at a Deputy Headteacher). The panel shall take into account any recommendations by the LA representative on the suitability or otherwise of the appointment procedure and of the candidacy but the panel and not however obliged to follow any such recommendation.

SUMMARY OF RECRUITMENT PROCEDURES

The Headteacher is responsible for preparing advertisements, writing job descriptions and person specifications and ensuring application packs are ready for distribution with support from the office staff. At Malden Parochial all recruitment advertising and applicant's information contains a prominent safeguarding statement. The job description is clear and succinct and the person specification is clear, specific and includes safeguarding information.

The Headteacher will set short listing and interview dates in consultation with the relevant panel depending on the post advertised. Written references are taken up at short listing stage prior to interview and the interview is conducted by at least two members of staff, at least one of whom has been trained in Safe Recruitment practices.

POST	INTERVIEW PANEL
Headteacher	Chair of Governors Link Inspector Representative from Southwark Diocese Board of Education Governor from the Personnel Committee Parent Governor Vicar of Parish
Deputy Headteacher	Headteacher Chair of Governors Link Inspector Representative from Southwark Diocese Board of Education Governor from the Personnel Committee / Vicar of Parish Parent Governor
Class Teacher	Headteacher Deputy Headteacher Governor from Personnel Committee
School Business Manager	Headteacher Deputy Headteacher Governor from Personnel Committee
Office Administrators	Headteacher or Deputy Headteacher Member of the Leadership Team Governor from Personnel Committee
Site Manager	Headteacher Deputy Headteacher Chair of Governors Governor from Personnel Committee
Teaching Assistant	Headteacher or Deputy Headteacher SENCo Governor from Personnel Committee
Cleaning Staff	Headteacher Site Manager

After interview, if an offer of a position has been made, a careful process of gathering information about applicants and carrying out checks on them is followed in every case. Both the candidates suitability to work with children and their suitability for the advertised post are explored at interview and through DBS clearance checks.

Appointments are then confirmed after all pre-employment checks have been completed satisfactorily. All new staff and volunteers have an induction including appropriate training and mentoring.