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**WROTHAM SCHOOL**

**Safer Recruitment Policy**

This policy was reviewed and adopted at the Full Governing Body meeting held on 16th October 2014

**Equality Statement**

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, sex, sexual orientation, transsexualism, and marital status.

**Safer Recruitment Policy**

**Policy Statement and Introduction**

The policy published below is the planned method of recruiting staff and, in an ideal world, will be followed at all times. It is, however, recognised that there will be instances where parts of the procedure may need to be shortened or omitted, and that parts of the process may not happen in the order listed below. In such circumstances all variations to this policy must have the written approval of the Headteacher.

Wrotham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

Wrotham School is committed to following Safer Recruitment practices as outlined in the NCSL and DFE ‘Safer Recruitment Training’, and the 2014 guidance ‘Keeping Children Safe in Education’.

**Principles**

* Wrotham School aims to raise the attainment of students and provide an excellent education experience and a high level of service to its clients by employing, developing and retaining excellent calibre staff at all levels.
* Before recruitment begins, the school will have completed an audit of its needs and defined a post or posts to best serve these needs.
* The Headteacher and the Leadership Team aim to select the best candidates by using the most professional, thorough and objective methods.

**Processes**

1. Vacancy identified.
2. Job description and personnel specification drawn up.
3. Advert written and placed in most appropriate places.
4. Completion of Application Forms
5. Date for interviews selected and selection panel confirmed.
6. Interview schedule and scoring systems devised.
7. Interview questions written and distributed to selection panel in advance if time allows.
8. Long listing by Leadership Team.
9. Short listing by the Headteacher and members of the Leadership Team. Applications copied and sent to the interview panel.
10. References taken up.
11. Candidates invited for interview – any teaching or presentations to be specified in the letter. Schedule for the day to be included in the mailing.
12. Interviews to be carried out.
13. Selection Panel discuss candidates’ performance using the specified scoring system.
14. Appointment made orally and this is followed up in writing.
15. De-Briefing of unsuccessful candidates offered and carried out where necessary by Leadership Group.
16. CRB check and verification of other qualifications of successful candidate.
17. Induction of new member of staff.
18. New member of staff assigned Team Leader for Performance Management or Appraisal process.
19. New member of staff joins the school.
20. All paperwork from the selection process to be retained for a period of six months.
21. All applications should be monitored for ethnicity, race, disability and age range.
22. Internal Appointments.

**Code of Practice for Each Stage**

1. **Vacancy identified**

 Any vacancy identified must be contained as a post within the staffing budget, and must be approved by the Headteacher.

 At this point a decision will be made as to whether the post is to be advertised externally or internally and whether it is a teaching or non-teaching post and if it carries any Teaching and Learning Responsibilities and, if so, where on the scale.

1. **Job Description and personnel specification drawn up**

 A job description and the personnel specification should be carefully drawn up by the Line Manager, and member(s) of the Leadership Group. The job description should contain all the tasks that the post holder may need to carry out in order to fulfil the role and it may also contain behaviours or attitudes Wrotham School would wish to see demonstrated by a post holder. The Personnel Sepcification should outline both essential and desirable qualities for a post. The following headings may be used:

 Qualifications

 Training

 Skills

 Special Knowledge

 Personal Circumstances

 Disposition/Attitude

 Practical/Intellectual

 Physical/Sensory

 Equality

 There should be a column on the personnel specification that indicates where or how each requirement will be identified i.e. CV, application form, interview, teaching activity etc.

 It is important not to discriminate against any group in terms of gender, age, race, disability or sexual orientation in either the Job Description or the Personnel Specification.

 Before the specification is used for recruitment purposes it should, ideally, be reviewed and agreed by as many members of the selection panel as possible. All specifications include the following statements:

 Candidates should indicate an acceptance of, and a commitment to, the Headteacher of Wrotham School’s Equal Opportunities Policy and practices as they relate to employment issues and to delivery of services in the community.

 For the health and safety of employees and as part of its aim to provide positive role models for pupils, Wrotham School operates as rigid no-smoking policy. Any candidate accepting a post at Wrotham School is obliged to accept and enforce this policy.

1. **Advert written and placed in most appropriate places**

 The aim of Recruitment Advertising is to attract the right person for the post, to promote Wrotham School as an interesting and attractive place to work and to promote a public image of efficiency and effectiveness.

 Managers should compose advertisements in a way which makes them as attractive as possible to candidates of all ages, gender, ethnic origin and disability. It may be necessary to include an introductory bonus payment in shortage teaching subject areas, which would require prior financial agreement.

 The advertisement should outline the type and nature of the school, including a favourable quotation from Ofsted and details about the school e.g. address, telephone, fax and e-mail and name of Headteacher. It should also include a closing date for submission of applications.

1. **Completion of Application Forms**

 Candidates for all positions must complete a standard Wrotham School/KCC form (see Annex A). All applicants should be encouraged to provide a letter of support for their application. The letter should be limited to no more than two sides of A4 and in no less than 11 point type.

1. **Date for interviews selected and selection panel chosen**

 All selection panels for both internal and external positions should, whenever possible, include a member of the Leadership Team representing the Headteacher. Other members should include the prospective post-holders Line Manager and may include other senior staff or others with special knowledge of the post.

 Where possible, as many members of the selection panel should be included throughout the whole process from agreeing the job description and personnel specification, to short-listing and appointment.

 The date set for the interviews should provide candidates with adequate notice i.e. at least three days.

1. **Interview schedule and scoring system devised**

 A schedule for the day should be produced, showing the order of any panel interviews, presentations, taught lessons, skills tests, and meetings with other colleagues or guided tours. This should be sent to candidates with the letter inviting them to interview. It should also include details of the selection panel.

 A scoring system from 0-5 (0 – poor and 5 – excellent) should be used. These criteria should be agreed by the selection panel in advance and may be different for each post. However, criteria may include;

* Essential requirements
* Desirable requirements
* Teaching capability/skills test
* Confidence
* Ability to fully answer the questions
* Ability to fulfil the required role in the departmental team
* Innovative ideas
* Examples of previous achievements
* Skills displayed
* Personal presentation
* Inter-personal skills
* Health
1. **Interview questions written and distributed to selection panel in advance**

 Questions should ideally be written by the immediate Line Manager for the post so they can be specifically tailored to the post’s requirements and can solicit in-depth answers. On average there should be between 6 and 8 questions. Different members of the panel may ask the questions. However, it is essential that all candidates are asked the same questions by the same members of the panel, and all are aware of the number of questions and the likely duration of the interview as the interview commences.

1. **Long listing undertaken by Leadership Team**

 Following the closing date for applications, all applications must be read by at least two members of the selection panel (preferably all of them). A long-list should then be advised. The scoring system or matrix as outlined above should also be used here.

1. **Short listing occurs**

 A final short-list should be selected from the long-listed candidates. Ideally, it is preferable if all members of the selection panel are present for this process. Candidates who are unsuccessful at this stage should be told so in writing.

1. **References Sought**

 References of all short-listed candidates should be sought by the Headteacher’s PA. The school may wish to send a pro-forma to assist referees in this process.

1. **Candidates invited for interview – any teaching, skills test or presentations to be specified in the letter. Schedule for the day to be included in the mailing**

 An interview pack should then be sent out to all candidates within three days of the interview. If a lesson is to be taught or presentation given, the facilities provided by the department (i.e. a classroom equipped with computers, interactive whiteboard) should be detailed. In addition to the above, candidates should also be sent a map, Wrotham School prospectus and any additional information necessary.

1. **Interviews carried out**

 The interview panel should ensure EQUALITY OF THE INTERVIEW EXPERIENCE FOR ALL CANDIDATES. During the day external candidates should be given a base, either the staff room or an office, where they can leave their belongings. Refreshments, and in particular water, should be provided.

 All candidates for teaching posts should teach as part of the selection process. This lesson or part lesson should be observed by the Headteacher and at least one other member of the selection panel.

 At the end of the final interview, candidates should be asked if they are still a firm candidate. They should also be asked if they have anything else to say in support of their application, and if they considered the selection process to be fair.

 All panel members should take notes which should be collected at the end of the interview process. These are to be kept by the PA to the Headteacher for a period of 6 months, in case of any challenge to the decisions made and for feedback purposes.

1. **Selection Panel discuss candidates’ performance using the specified scoring system**

 Each member of the panel should have the opportunity to add any additional comments to the scoring process. The ‘chair’ of the selection panel should run the discussions.

 During this process, candidates should either be asked to wait in a designated place within the School or a contact telephone number should be taken and they should be contacted later the same day.

1. **Appointment made orally and this is followed up in writing**

 The successful candidate should be offered the position with salary details. If he/she accepts this verbal offer it should be followed up in writing within 48 hours. This will be followed up with a contract of employment issued by the Headteacher.

1. **De-Briefing of unsuccessful candidates offered and carried out where necessary**

 This should be done as soon as practicable if required in a private and discreet venue. The physical locations of the successful and unsuccessful candidates should be considered by the selection panel so as not to cause any unnecessary upset. The senior manager present on the selection panel should be responsible for debriefing and take notes during the interviews accordingly.

1. **DBS check and verification or other qualifications of successful candidate**

 All candidates should be asked to bring original copies of qualifications and proof of identity to the interview. These should be checked out with 48 hours of the interview.

1. **Introductions of the new member of staff**

 The new member of staff should be offered an appropriate induction programme, to include meeting other colleagues, going through procedures and possibly even shadowing the outgoing incumbent of the post.

1. **New member of staff assigned Team Leader for Performance Management or Appraisal process**

 This is the responsibility of the Senior Leadership Team/Line Manager. Newly Qualified Teachers should be assigned a mentor and time for weekly meetings provided on the timetable.

1. **New member of staff joins the School**

 All new appointments should be announced at the next available staff briefing or meeting. Colleagues should be introduced to the rest of the staff upon arrival at the School.

1. **All paperwork from the selection process should be retained for a period of six months**

 Should an appointment be challenged, it is important to retain the paperwork and all panel notes for a period of six months in case of complaint, grievance or industrial tribunal.

1. **All applications should be monitored for ethnicity, race, disability, gender and age range**
2. **Internal Appointments**
* The same procedures as above should be followed.
* A job description and personal specification should be given to the candidates at least three days before the interview. However, it is also recognised that candidates may wish to approach the Line Manager for the post to ask for clarification on certain points in the literature provided. Candidates may also want to ask further questions relating to the post applied for. Such discussions are helpful in securing the right candidate for the post but will form no part of the selection process.
* Internal candidates for internal posts should be given lesson cover in sufficient time to prepare themselves for the interview i.e. one period previously.
* As candidates may go back to teach following their interview , the senior manager on the interview panel should agree a time and place for communicating the outcome of the interview with candidates later in the day or agree to telephone them with the outcome.
* Any change of the timetable, due for example to the withdrawal of a candidate, should be in agreement with the other candidates.

 Annexes:

1. Application Form