



# Recruitment and Selection Policy

Published October 2010, Reviewed Aug 2012, Sept 2015, Sept 2018

## 1. INTRODUCTION

It is the policy of this school to achieve a consistent and equitable approach to recruitment and selection which will be used by all Governors, Headteacher and school employees involved in this procedure. Throughout the policy the safeguarding of children is given priority and recommendations from the DfES guidance document “**Safeguarding Children: Safer Recruitment in Education 2007**” are followed. The policy aims to deter, identify, and support the school in rejecting people who may be unsuitable to work with children and may present a risk of abuse to children. Safer recruitment practices are considered at every stage of the recruitment process.

In addition to safer recruitment, the policy seeks to eliminate discrimination and promote equal opportunities in employment, thereby enhancing the quality and range of people employed by the school to enrich the education of students.

## 2. POLICY STATEMENT

**Molescroft Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**KEEPING CHILDREN AND YOUNG PEOPLE SAFE IS EVERYBODY'S BUSINESS.**

It is the Governing Body's policy that at least one member of each interview panel will have completed safer recruitment training.

## 3. REVIEWING THE VACANCY

When a vacancy becomes available the need for the post will be reviewed before a recruitment process is undertaken. This will establish whether the need for the duties and responsibilities of the post still exist, have increased, decreased, or changed in any way, taking into account developments that are predicted or anticipated in the foreseeable future. If a change to the nature of the post is planned, the Governing Body will follow an agreed consultation process to amend the staffing structure.

## 4. PLANNING THE PROCESS

Once it has been determined to recruit to a vacant post, a panel will be set up in accordance with the Governing Body's policy. The panel will be decided by the Headteacher in accordance with the delegated responsibility.



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The selection panel will:

- Agree the panel members responsible for scrutinising the applications prior to short listing and references prior to interview.
- Agree a timetable with panel members.
- Review the job description and person specification and ensure any necessary re-evaluation of grade, salary and conditions of service is undertaken when necessary.
- Draft the advertisement and covering letter or delegate this to one member.
- Plan the methods of assessment to be used during the selection process.
- Consider whether it would be appropriate to invite external advice or support from the Local Authority, or other relevant body or expert.

A selection panel will always be of at least 2 people, preferably a minimum of 3.

For the recruitment of a Headteacher or Assistant Headteacher the selection panel must consist of at least 3 Governors. Specific advice from the LA will be obtained whenever the appointment of a Headteacher or Assistant Headteacher is undertaken.

The members of the selection panel will be appropriately prepared for every stage of the process.

## 5. JOB DESCRIPTION

The job description will describe the purpose, scope, duties and responsibilities of the job. The existing job description will be reviewed before a new postholder is recruited to check that the duties, responsibilities and grading of the post are still correct. The job description will provide the basis of the selection procedure along with the person specification.

## 6. PERSONAL SPECIFICATION

Every post will have a personal specification. It will be reviewed along with the job description before recruitment is undertaken. The personal specification will identify both essential and desirable criteria, which are required to perform the duties of the post. The selection panel will use the personal specification at both shortlisting and interview.

The personal specification will indicate how the requirements of the post will be tested and assessed during the selection process.



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## 7. APPLICATION FORM

All applicants will be required to complete all sections of the relevant standard application form. A curriculum vitae will not be accepted in place of an application form.

For online applications, arrangements will be made for candidates to sign the declaration when attending for interview.

## 8. ADVERTISEMENTS

Consideration will be given by the panel to where the post should be advertised in addition to the Local Authority media. Advertisements for Headteachers will be placed in the nationally accessible media.

## 9. SCRUTINISING & SHORTLISTING

After the closing date and prior to shortlisting taking place, the delegated panel member(s) will scrutinise all application forms.

Discrepancies, anomalies or concerns identified will be considered during shortlisting and further investigated prior to interview. If the candidate is selected for interview, any queries will be explored during the selection process.

At shortlisting, the qualifications, experience, knowledge and skills of the candidate will be assessed against the essential and desirable criteria of the person specification. The following principles will be followed:

- At least two members of the panel will be involved in the shortlisting.
- Shortlisting will be based only on the information contained within the application form and letter or arising from scrutiny.
- The criteria will be consistently applied to all applicants.
- Applications will be measured against the selection criteria and not other applications.
- Selection criteria may be weighted to recognise more important aspects.
- Where the Disability Discrimination Act may apply to the applicant, further advice will be sought in applying the shortlisting criteria.
- Any requirement for formal qualifications will be linked to the requirements of the post. Candidates will not be given priority, nor discriminated against, because they hold a higher qualification than specified.
- The reasons for selecting or rejecting candidates for shortlisting will be recorded.
- A critical re-appraisal of the original documentation will take place if a sufficient field is not secured before re-advertisement.



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## 10. REFERENCES

References will normally be taken up prior to interview. The school has a standard reference form, which all referrers will be expected to complete. Wherever possible, adequate time will be allowed between short listing and interview in order for references to be scrutinised. If, in exceptional circumstances, references are taken up after the offer of an appointment has been made, the selection panel will ensure that the references are obtained, scrutinised and any concerns resolved before the appointment is confirmed.

Applicants will be asked to provide the details of two referees. One referee will be the applicant's current or most recent employer. If the applicant is not currently working with children but has done so in the past, details will also be requested of that employer. References will be sent to work based addresses. No open references or testimonials will be accepted, nor references from relatives or people solely in the capacity as friends. (refer to the form for the questions to be asked)

The referee will be informed that they have a responsibility to ensure the accuracy of the reference and that it does not, to the best of their knowledge, contain any misstatements or omissions and that relevant factual content of the reference may be discussed with the applicant.

The nominated panel member(s) will scrutinise the references before interview and seek clarification where necessary. Any issues will be taken up with the applicant during the interview.

Information provided about past disciplinary action or allegations will be considered in the circumstances of each individual case and will not automatically rule out an applicant before the selection procedure.

## 11. SELECTION PROCESS

Candidates short listed for interview will, wherever possible, be given at least 7 days written notice of the procedure. Candidates will be informed what selection procedures will be included in the recruitment process and approximately how long it will take. Candidates will be asked to bring all relevant documentation to verify qualifications, right to work in the UK and a recognised form of identity to the selection procedure. Arrangements will be made to copy the documentation of the successful candidate for retention on file.

Candidates should be asked if they have any specific requirements that need to be taken into account. Where necessary, advice will be sought in relation to making adjustments under the Disability Discrimination Act.



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The selection process for people employed to work with children will always include a face-to-face interview, even if there is only one candidate. The interview will assess the candidate against the job requirements and explore their suitability to work with children. The content of the questions will be planned by the panel beforehand and will reflect the guidance on Safer Recruitment from the DfES updated in January 2007. All candidates will be asked the same questions and explore any gaps in the candidates application form.

The interview panel will explore the candidate's attitude towards children and young people, his or her ability, the school's agenda for safeguarding and promoting the welfare of children, gaps in the candidate's employment history and any concerns arising from the information provided by the candidate and/or referees.

If, for whatever reason, references were not available before the interview, the candidate will be asked if there is anything they wish to declare or discuss as a response to the questions that will have been put to the referees. They will be informed that the appointment will not be confirmed until responses to the range of checks and references have been received.

## 12. CONDITIONAL OFFER OF EMPLOYMENT

The successful candidate will be verbally informed of the intention to offer them the post. It will be made clear that this does not constitute a formal offer of appointment and that a number of checks are required before such an offer can be made. Any written communication will also make this clear.

In the event that the candidate does not take up the appointment any decision to offer the appointment to a second choice candidate will be taken by the whole panel.

Unsuccessful candidates will be advised as soon as possible after the interview. All documentation relating to the selection process will be retained for 6 months.

Whenever possible, the panel will review the process and communicate any learning points to the wider group of those undertaking recruitment for the school.

Feedback will be offered after the recruitment process to all applicants upon request.

## 13. MONITORING & EVALUATION

This policy will be regularly monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping the school recruit, well motivated staff who share our ethos of safeguarding and promoting the welfare of children and young people.



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Any new legislation or directives will be incorporated into the policy as necessary.

## 14. APPENDICES

Standard forms and letters used in the recruitment process.



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## RECRUITMENT ADVERTISEMENT-TEACHING AND SUPPORT POSTS

PLEASE TYPE YOUR ADVERTISEMENT BELOW

Has the post undergone evaluation through Peodosity?

(Support posts)

Post Title		Hours/Days per week (state if term time only)		
Closing Date (Must be filled in)	Interview Date	Temporary/ Permanent?	Pay	Post Number (to be filled in by Rec Services)
School Name and Address		Contact Name and phone number (for queries on advert placement, etc)		
Publications advert is to appear in		Dates	Cost Code	
Is a boxed advert required?		Please state any logos required and email them with form.		
<b>Advert Text</b>				



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<b>How to apply</b>	Application Forms available by
<b>Is this a re-advertisement?</b>	

### **IMPORTANT**

***Please email this recruitment advertisement to [recruitment.services@eastriding.gov.uk](mailto:recruitment.services@eastriding.gov.uk)  
Please attach the job outline and employee specification so they are available to online applicants.***

**Some schools prefer to notify applicants in the advertisement that they will be unable to send individual unsuccessful notifications. If you would like the following statement to appear in your advertisement on [www.recruiteastriding.co.uk](http://www.recruiteastriding.co.uk) please indicate here.**

Please note this school does not have the resources to send individual notifications to all applicants who are not shortlisted so if you have not been contacted within 2 weeks of the closing date you should assume you have been unsuccessful.



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### SAMPLE LETTER INVITING TO INTERVIEW

Dear XXXX

#### **Application for Year x Teacher - Post No.**

I refer to your application for the above post and am pleased to inform you that you have been selected for interview. Your interview has been scheduled for Friday 18<sup>th</sup> June.

The interview will be held at xx p.m.

Please let us know if you are **unable to attend** for the interview.

The purpose of the interview is to assess your suitability for the post and give both the panel and yourself an opportunity to gain further information before making an appointment. It will be used to seek clarification on information that you have provided in your application form and any relevant issues arising from your references.

The selection process and interview questions have been structured around the employee specification and job outline for the post. In addition to your ability to perform the duties of the post, the interview may also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults including:

- Motivation to work with children or vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with vulnerable groups
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Please bring with you to interview original documents as proof of:

- **Identity** – please bring two documents showing name and date of birth and wherever possible including a photograph e.g. passport, driving licence or birth certificate
- **Change of name** if applicable e.g. deed poll, marriage certificate
- **Current address** e.g. a current bank statement or utilities bill
  
- **Educational or professional qualifications** required or relevant for the post. Only original certificates or copies certified by the awarding body will be accepted or written confirmation of the qualification from the awarding body. Any foreign language documents must be accompanied by an authorised translation.
- **General Teaching Council registration** (for teaching posts)
- **Social Worker registration** (for social worker posts)

A criminal records bureau check is required for this post. The above documentation will provide sufficient documentary evidence for completion of your CRB form.



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In addition in order to comply with the requirements of the Immigration, Asylum and Nationality Act 2006, the Council needs to ascertain that all candidates for employment have the legal right to work in this country. You are required, therefore to bring with you original specified documents as listed below:

Any **ONE** of the following secure documents:

- A passport showing that the holder is a British citizen or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country. This must be a national passport or identity card. EEA countries are:

*Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Cyprus, Malta, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia, Romania and Bulgaria.*

- A residence permit issued by the Home Office to an EEA national.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of an EEA national who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom, and that the endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

If none of the above can be produced than you must provide **TWO** documents in one of the following combinations:

## Combination 1

- A document giving the persons permanent National Insurance Number and name. This could be a P45, P60, National Insurance card or a letter from a Government agency

And one of the following:

- A full birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland.
- A certificate of registration or naturalisation stating the holder is a British citizen.



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- A letter issued by the Home Office indicating that the person named can stay indefinitely in the UK.
- An immigration Status Document issued by the Home Office with an endorsement indicating that the person named can stay indefinitely in the UK.

### Combination 2

- A work permit or other approval to take employment that has been issued by Work Permits UK.

And one of the following:

- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

A photocopy of the appropriate documents will be made and the original returned to you immediately. Thank you for your help in this matter.

East Riding of Yorkshire Council is pursuing equality of opportunity in employment. If you have any special requirements regarding access to the building where your interview will be held, please do not hesitate to contact Recruitment Services. Should you require the assistance of an interpreter or a British Sign Language translator, this service is also available.

Yours sincerely



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## THE INTERVIEW PROCESS

1. Candidate arrives.
2. Office to collect documents and immediately ✓ check list A or list B and ✓ check that photocopies have been taken of relevant documents.
3. The above form to be attached to the candidates master pack which is sent to the Safeguarding panel.
4. Candidate attends "Curriculum Interview".
5. Meanwhile Safeguarding panel check the Safe Recruitment checklist particularly the "Before Interview Section" and note any issues for the "At Interview" section to be dealt with.
6. Safeguarding panel calls candidate for interview when ready.
  - a) Ask Safeguarding questions noting positive and negative indicators
  - b) Ask specific questions from the Safe Recruitment checklist
  - c) Ask candidates to sign form where forms were sent electronically "Declaration by Applicant"
  - d) Inform candidate and ✓ check on the checklist of the
    - No smoking policy
    - That any job offer is conditional on references, medical report, CRB status and subject to a probationary period (NQT's only)



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### STANDARD REFERENCE REQUEST

PRIVATE AND CONFIDENTIAL

Dear \*

Application for the Post of \* - Post No. \*

Applicant:	«FIRSTNAME» «LASTNAME»
Address:	«ADDRESS1», «ADDRESS2», «TOWN», «POSTCODE»

The person above has given your name as an employer reference. I would be grateful if you could reply on the pro forma overleaf and return this form as soon as possible in the attached addressed envelope. To assist you, I have enclosed an employee specification. This information is required to assist in reaching a decision on this application and will be treated in strict confidence. Interviews are due to be held on Friday 18<sup>th</sup> June 2010 and a speedy reply would therefore be appreciated.

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions, which would otherwise be considered as “spent” in relation to this application and which you consider relevant to the applicant’s suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of the applicant for a position where such an exemption is appropriate.

Please be aware of your responsibility to ensure references given are accurate and do not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant and you may be contacted for clarification where required.

May I take this opportunity to thank you in advance for your reply.

Yours sincerely

(Headteacher)





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Are you completely satisfied that the applicant is suitable to work with children and/or vulnerable adults? If not, please provide specific details of concerns and reasons why you believe the applicant may be unsuitable:

Please give details of any disciplinary procedure the applicant has been subject to in which the disciplinary sanction is current, or any involving issues related to the safety and welfare of children or vulnerable adults, whether time expired or not, and the outcome of these:

Please give details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or vulnerable adults or behaviour towards vulnerable groups, and the outcome of those concerns, e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved:

Please give any other comments on the applicant's performance history and conduct, including performance management issues:

Please comment on the applicant's behaviour management expertise:



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Please comment on the applicant's honesty, punctuality and reliability:



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With reference to the job details enclosed, please comment on the applicant's suitability for this appointment in terms of ability and standard of work. Please describe any strengths or weaknesses you consider the applicant has demonstrated during their employment especially in relation to the employee specification and:

Please add any other information as to the applicants' character or background relevant to their suitability for this post:

You may wish to attach a separate letter. Universities and Teacher Training bodies may wish to submit standard references for this section.



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In similar circumstances and with your present knowledge, would you re-employ the applicant/re-engage the student? If not, please say why:

Attendance/Health Record: **Number of days absent due to sickness in last full year or, if employed for less than one year, during the period of employment.**

Salary Details: **Please detail the applicant's salary and benefits.**

Data Protection Act 1998

**Will the applicant receive a copy of this reference or otherwise learn of its contents?**

**YES**

**NO**

**If "No" would you have any objections to its contents being revealed during the course of the selection process or at anytime in the future?**

**YES**

**NO**

Signature

Date



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## EMPLOYEE SPECIFICATION AN EXAMPLE

**POST TITLE:**      **JOB - YEAR 4 TEACHER**

**POST NUMBER:**

Temporary

 NO

Permanent

 YES

Part Time

 YES

Full Time

 NO

Hours of Work: 0.5 p/w

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured During Recruitment and Selection Progress</b>
<b>Experience</b>	Awareness of the specific needs of KS2 children.	Experience of teaching Y2 and/or Year 5	Application Form Interview Reference
<b>Education/Training Qualifications</b>	Qualified Teacher Status Right to work in the UK	Additional relevant training post qualification	Documentation Check
<b>Special Knowledge</b>	Understanding the Primary Strategy. Understands the principles of Accelerated Learning. Understands the principles and basis of APP. Is able to differentiate effectively for pupils of all abilities. Understanding of the effective teaching and numeracy and literacy in KS2	Familiar with the requirements of Year 6 re preparations for National Assessment	Application Form Interview



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	Understands how to effectively set and use targets in the classroom		
<b>Skills</b>	Very good classroom practitioner. Familiar with the use of Smart Boards. Able to use ICT effectively in the classroom.	Some knowledge of Spanish would be useful. Additional skills which would be relevant to the Primary School e.g. in relation to Science/Art/Music but also particularly interested in History/Geography and/or RE.	Application Form Interview Reference
<b>Personal Qualities</b>	Suitable to work with children. Good interpersonal skills. High level of Communication Skills. Energy and drive to meet high expectations. Values the Learning Environment and is able to use this as an extension of his/her good teaching. Has a lively and vibrant approach to teaching.		At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from references.  CRB check
<b>Working Arrangements and Personal Availability</b>	Available to work three days one week and two days the next for the part time post.	Available on other days for supply work if needed. (part time post)	Interview
<b>Physical</b>	Judged medically fit to carry out all the duties		Interview, reference and medical report

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_