

# DERBYSHIRE LA

## RECRUITMENT AND SELECTION POLICY

### *Furness Vale Primary School*

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# CONTENTS

## Policy for Recruitment and Selection

	<b>Page No</b>
Policy Statement	3
Review the Vacancy	3
Planning the Process	4
Job Description	4
Person Specification	4
Job Evaluation	5
Application Form	5
Advertisements	5
Scrutinising and Shortlisting	5
References	6
Selection Process	7
Offer of Appointment	8
Monitoring and Evaluation	8
Flow Chart	9

## Advice and Guidance

Introduction	10
Safer Recruitment	10
Policy Statement	10
Training	11
Legislation	11
Staffing Review	12
Planning the Process	13
The Selection Panel	13
The Job Description	14
The Person Specification	15
Job Evaluation	15
Application Form	16
Advertising Vacancies	16
E-Recruitment	17
Applicant's Information Pack	18
Scrutinising and Shortlisting	18
References	19
Selection Process	21
Assessment	25
Selection	25
After the interview	25
Pre-Employment Checks	26
Monitoring and Evaluation	27
Exit Interviews	28
Appendix 2 Other Relevant Documents	29
Appendix 3 Model Reference Pro-forma	30
Appendix 4 Guidance on Positive Action in Recruitment & Selection Decisions	33

## **RECRUITMENT AND SELECTION POLICY**

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, Headteachers and school employees involved in this procedure. Throughout the policy the safeguarding of children is given priority and recommendations from the DfE (formerly DCFS) guidance document “***Safeguarding Children: Safer Recruitment and Selection in Education Settings***” are incorporated. The policy aims to deter, identify, and support the school in rejecting people who may be unsuited 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. This policy takes account of relevant legislation, case law and best practice in human resource management. This policy is consistent with, and links with other, model personnel policies provided by the Local Authority. The Local Authority has no formal statutory role in the recruitment and selection of staff in schools, excepting that of Headteachers.

### **Policy Statement**

Furness Vale 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.

This statement will be utilised on advertisements, information for candidates, person specifications and job descriptions. It is the Governing Body’s policy that at least one member of each interview panel should have completed safer recruitment training.

### **Review the Vacancy**

When a vacancy occurs 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.

### **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 selection panel will:

- Agree the panel member 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 utilised during the selection process.
- Consider whether it would be appropriate to invite external advice or support from the Local Authority, or a trade union observer to attend for monitoring of equal opportunities.

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

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

The members of the selection panel will, wherever possible, be:

- appropriately trained, one member at least holding the 'Safer Recruitment Training' certificate
- available for all stages of the process,
- balanced in respect of race, gender, etc.

### **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. The appropriate level of responsibility for the safeguarding and welfare of children must be included in the Job Description.

### **Person Specification**

Every post will have a person specification. It will be reviewed along with the job description before recruitment is undertaken. The person specification may identify both essential and desirable criteria which are required to perform the duties of the post. The skills, attitudes and expertise required for the level of responsibility for the safeguarding and welfare of children must be included in the Person Specification. The selection panel will use the person specification at both shortlisting and interview.

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

### **Job Evaluation**

The following will be utilised to support the grading and designation of posts:

- Leadership Group - National Standards for Headteachers

- Posts of Responsibility for Teachers - The criteria for the award of Teaching and Learning Responsibility (TLR) payments, in line with the school's pay policy and staffing structure.
- Support Staff Roles – Teaching Assistants - The framework for the roles and responsibilities of Teaching Assistants will be used to assess the level of the post.

Until the outcome of the Single Status review is received other posts will be submitted for evaluation through CAYA HR. Advice to be secured through contacting 01629 535734.

### **Application Form**

All applicants will be required to complete all sections of the relevant standard application form. (*Insert here whether CVs will also be accepted for some posts*). Most posts will also require the submission of a covering letter of application.

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

### **Advertisements**

Consideration will be given by the panel to where the post should be advertised in addition to the Local Authority media. Only essential elements of the person specification will be included in the advert, not desirable criteria. The school's safer recruitment policy statement will appear in the advert. Only a genuine occupational qualifications will be included. Advertisements for Headteachers or Deputy Headteachers will be placed in the printed media circulated throughout England and Wales, except where the Governors secure confirmation from the Local Authority that the situation is one where this may not be required.

### **Scrutinising and Shortlisting**

After the closing date and prior to shortlisting taking place, the delegated panel member 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, they 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:

- All 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. Advice from the CAYA HR team should be sought where an applicant indicates a disability. Such applicants

can anticipate an invitation to interview if they meet the essential criteria. It is advisable that schools receive support to ensure the shortlisting process is robust.

- Applications will be measured against the selection criteria and not other applications.
- Selection criteria may be weighted to recognise more important aspects.
- Unless it is one of the criteria for the post, the application form should not be used as a test of literacy.
- Where the Equality Act may apply to the applicant, further advice will be sought in applying the shortlisting criteria to ensure such applicants are invited to interview where appropriate under the legislation.
- 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.
- Applicants who are not shortlisted will be notified as soon as possible.
- A critical re-appraisal of the original documentation will take place if a sufficient field is not secured before re-advertisement.

## **References**

References will be taken up prior to interview. Wherever possible, adequate time will be allowed between shortlisting 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.

Referees will be supplied with a copy of the job description and person specification and will be asked:

- About their relationship with the candidate. (E.g. how long they have known the candidate and in what capacity.)
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the post.
- How the candidate has demonstrated that they can meet the requirements of the person specification.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, details will be requested of their concerns.

In addition, the applicant's current and/or previous employers will be asked the questions recommended in the guidance on Safer Recruitment from the DfE in 2005 and reissued in 2007.

Information concerning absence, of the candidate who has received a conditional offer only, will be requested from the current (most recent) employer after the interview process. Where the information requires discussion with the candidate, this will be arranged before employment is confirmed.

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 will scrutinise the references before interview and seek clarification where necessary. Any issues will be taken up with the applicant during the interview.

Where such a discussion is held with the provisionally selected candidate who has declared a disability, this will include identification of any reasonable adjustments that may be relevant.

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. Allegations that were not proven or found malicious will not be included in references.

## **Selection Process**

Candidates shortlisted 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 and form of identity to the selection procedure. They will also be asked to bring, in a sealed envelope, a list of any convictions, spent or otherwise, they may hold and any sanctions imposed by a regulatory body. 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 Equality Act 2010.

The selection process for people employed to work with children should 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 DfE (formerly DCFS) updated in January 2007.

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.

Candidates will be asked if they would require any adjustments to carry out the role. Where an intrinsic part of the job requires a significant amount of manual handling, for instance, it is legitimate for the panel to ask about the candidates' experience and skills in relation to fulfilling this aspect of the role.

### Offer of Appointment

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. Information on health and attendance will now be requested from the current employer of the candidate who has received a conditional offer of employment. Arrangements will be made to discuss this information prior to confirming the employment where relevant.

Where this information raises any concerns about the candidates' attendance history, the school will contact CAYA HR for advice.

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.

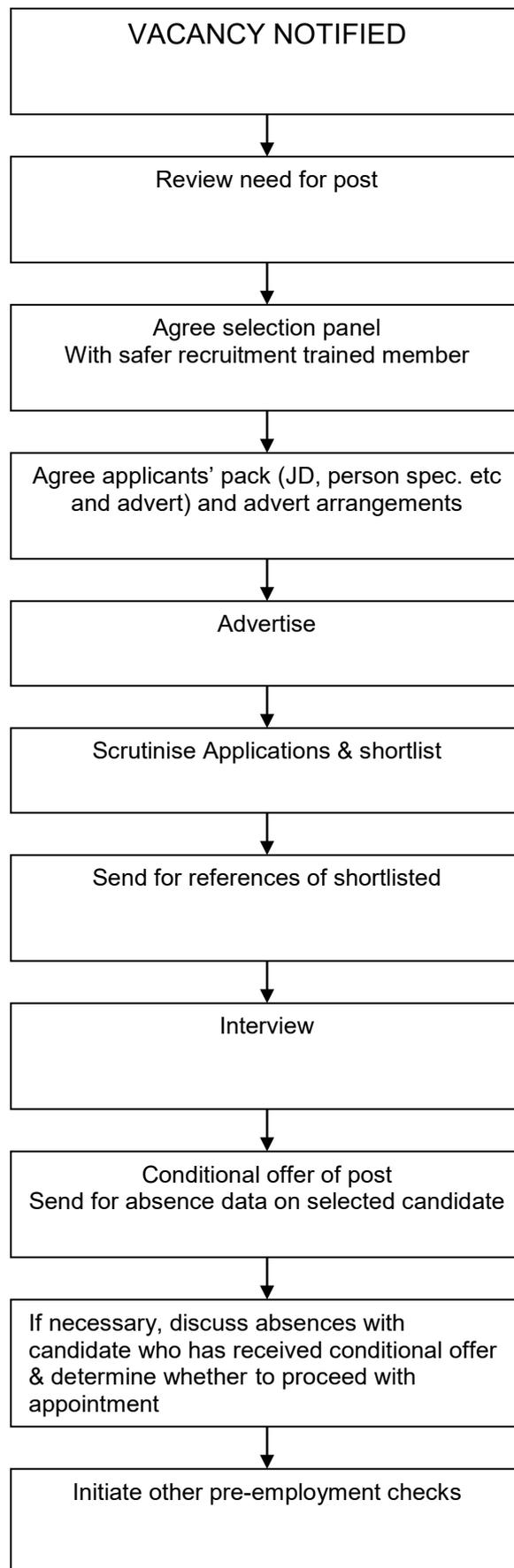
Feedback will be offered after the recruitment process to all applicants.

### **Monitoring and Evaluation**

This policy will be monitored through:

- Feedback from applicants.
- Staff turnover – reasons for leaving.
- Feedback from selection panels.
- Reflection from Headteacher on effectiveness of appointments.

This policy will be reviewed every 3 years or when changes in legislation, best practice indicate/dictate.



## Appendix

### Guidance on using positive action when making recruitment and selection decisions

From April 2011 onwards, the Equality Act 2010 allows positive action to be used on a **voluntary** basis in recruitment and promotion **as a ‘tie-breaker’ between candidates of equal merit.**

#### What is positive action in a recruitment or promotion context?

Positive action means choosing a candidate with a protected characteristic which is under-represented in the workplace. The full list of protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

#### When can positive action be used?

Where appropriate positive action can only be used as a means of distinguishing between candidates of equal merit (sometimes called a tie-breaker). Positive action will only be legal if the candidate is of equal merit to other candidates. A candidate cannot be appointed just because they have a particular protected characteristic such as being from an ethnic minority. Positive action is only legal when it is a proportionate means of achieving the aim of addressing disadvantage or under-representation in the workforce.

#### What is Derbyshire County Council’s position on this?

Derbyshire County Council is keen to have a diverse workforce which represents the community it serves. It must also choose the very best candidate for each and every appointment it makes. There may be circumstances where using positive action in recruitment or promotion is appropriate, but this will only be permissible where it would not mean a compromise on any of our other standards. The following guidance is to help Governing Bodies who may wish to use positive action, where appropriate.

#### When would positive action be appropriate?

Each recruitment situation is different and decisions about positive action should be made on a case-by-case basis. If a certain protected group is under-represented in your workforce, you might consider it. There needs to be some reliable information or evidence to back up the decision – e.g. low numbers of the group in the particular role for which you are recruiting.

Some protected characteristics are more visible than others and you may not be aware that a person has a particular protected characteristic.

For more detailed advice about your specific case you should contact CAYA HR, Advice and Guidance team before making an appointment.

### **How can I be sure I am using positive action correctly?**

You first need to be in a situation where a protected characteristic is under-represented in the part of the workforce to which you are recruiting.

Then when you have considered all the candidates who have applied for the role, positive action can only be used where two (or more) candidates are of equal merit and as qualified as each other. One of the candidates must have a protected characteristic which is under-represented in the workforce. You can take positive action only if there is genuinely no other means of distinguishing between the candidates. If this is the case you may choose the one with the protected characteristic. In practice this situation is likely to arise extremely rarely. **It does it is advised that in these circumstances you contact CAYA HR Service to discuss the situation before making the appointment.**

### **How can I avoid problems in using positive action?**

As with any recruitment decision, you must record the decision making process and outcomes, as you may be challenged by candidates who were not successful.

You will need to be able to show that

- There is sufficient justification for you to have concluded that a particular group is under-represented in the workforce
- Your appointment process has objectively assessed the skills, abilities and qualifications of each candidate and you have kept careful notes to show this
- You cannot choose between the best candidates in any way - the two or more potentially successful candidates were of demonstrably equal merit.
- The candidate you appoint was not chosen just because they have a protected characteristic
- The action you are taking is a proportionate way of addressing any under-representation or tackling disadvantage

### **Where can I go for more help?**

If you are considering using the positive action provisions above, or need to discuss the issues involved in a particular case, please contact the CAYA HR Advice and Guidance team .