



Recruitment & Selection Policy

Chew Valley School

January 2016

Chew Valley School Recruitment and Selection Policy

1. Introduction

- 1.1 The prime objective of the Recruitment and Selection policy and procedures is to recruit the most suitable person for any vacancy.
- 1.2 The school is also committed to equality of opportunity and will ensure that recruitment and selection practices reflect this.
- 1.3 Chew Valley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. Advertising

- 2.1 Where the Headteacher determines an internal appointment is appropriate, such posts will be advertised to all staff in the school. Applications will be invited in the form of a letter setting out experience, suitability and aspirations for the post.
- 2.2 All other appointments will be advertised through an appropriate newspaper, professional journal or web-site. In all cases (internal and external appointments) the salary or salary range will be specified in the advertisement.
- 2.3 Headteacher posts must be advertised nationally.

3. Job Descriptions, Person Specifications and Information

- 3.1 All advertised posts will have an appropriate job description specifying the nature, duties and responsibilities of the position.
- 3.2 The job description will include a person specification which includes the qualifications, experience, competences and qualities that the successful candidate should be able to demonstrate.
- 3.3 The job description will be sent out with information about the school to all potential applicants.
- 3.4 It will include a statement about our commitment to safeguarding and promoting the welfare of children and the necessity for all successful applicants to undertake a criminal record check via the DBS.

4. Application Forms

- 4.1 In the case of all external appointments, applications must be made on the B&NES approved form together with a letter of application setting out experience, suitability and aspirations for the post.
- 4.2 The form requires:
 - full identifying details of the applicant including current and former names, current address, National Insurance number and DFE number (in the case of teachers);
 - a statement of qualifications relevant to the position with details of the awarding body and date of award;
 - a full history in chronological order since leaving secondary education including periods of education, training, voluntary work as well as full time employment with start and end dates, explanations for periods not in employment or education and training, and reasons for leaving employment;
 - a declaration of any family or close relationship to existing employees or employers (including councillors and governors);

- details of two referees, one of whom should be the applicant's current or most recent employer. Referees should not be relatives or people writing solely in the capacity of friends;
- An explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and that any conviction, spent or not, must be declared.

5. Scrutinising and Short-listing

5.1 All applications will be scrutinised to ensure they are fully and properly completed.

5.2 Discrepancies and gaps of employment will be identified. Anomalies on the application form of this sort should be clarified, where possible, before invitation to interview, or at interview where this has not been possible.

5.3 Candidates will be assessed against the criteria contained in the person specification for short-listing purposes.

6. References

6.1 References will be sought directly from the two referees before interview.

6.2 Where referees have not replied in time, a candidate may be offered a post subject to satisfactory references being received.

6.3 The post will not be confirmed until satisfactory references have been scrutinised.

7. Interviews

7.1 Candidates will be invited to spend significant time in the school before the interview. Typically, this would include:

- Initial briefing with the Headteacher and the post-holder's line-manager
- Meetings with the line-manager and other senior colleagues
- A tour of the school (often conducted by students)
- A teaching or other assignment

7.2 The interview will be conducted by the Headteacher (or in exceptional circumstances another senior colleague who has completed 'Safer Recruitment' training), line-manager and, where appropriate, a governor. For more senior positions, the appointments panel may be enhanced. See box below:

Headship Appointment:	Panel of Governors (identified at the time) and an external advisor.
Deputy Headteacher:	Panel of Governors and the Headteacher.
Other Teaching Vacancies:	Panel to include (where possible) at least one Governor sitting with the Headteacher (or nominated representative), the line manager for the post and, where appropriate, an additional member of the senior staff.
Support Staff Vacancies:	The Headteacher (or nominated representative), the line manager for the post and, where appropriate, an additional member of the support staff.

7.3 The Panel will use questions agreed before-hand, though follow-up questions will vary according to individual candidates. All candidates will be treated equally in the way in which the interview is conducted.

7.4 Gaps in employment history and attitudes towards young people will be verified in the interview.

7.5 Candidates will be required to produce proof of identity and evidence of qualifications which will be copied and retained for the purposes of DBS checking.

7.6 The selection panel will keep written notes on each applicant, recording reasons for decisions taken.

7.7 The final decision will be made on the basis of the evidence collected in the recruitment process and measured against the job description and person specification.

7.8 All information obtained during the recruitment process will be kept confidential.

8. Conditional Offer of Appointment: Pre-appointment Checks

8.1 An offer of appointment will be conditional upon:

- Satisfactory references
- Verification of identity
- List 99 check
- Verification of qualifications
- Successful completion of QTS and the statutory induction period or (in the case of non-teaching posts) a satisfactory probationary period
- DBS clearance for all posts. An enhanced DBS disclosure must be obtained for all teachers, other staff and volunteers whose job involves regularly caring for, training or supervising or being in sole charge of children.
- Satisfactory medical clearance.

8.2 These checks will be conducted by the school's HR Manager and validated by the Headteacher.

9. Post Appointment Induction

9.1 All new members of staff will be provided with an induction programme appropriate to their responsibilities and experience.

9.2 The induction will include:

- Training about the school's policies and procedures
- Health and safety
- Child Protection arrangements

Policy Agreed January 2016

Next review: January 2018