



Recruitment and Selection Policy

March 2016

The Local Governing Body of George Spencer Academy adopted this policy on 15 March 2016. It will be reviewed annually by the Personnel Committee of George Spencer Academy, the next such review to be no later than 31 March 2017



Contents

Recruitment and Selection Policy	3
Introduction	3
The Recruitment Processes and Procedures.....	3
Interviews.....	5
Appointments	5
Internal posts	6
General Principles Underlying This Policy	7
Confidentiality	7
Consistency of Treatment and Fairness	7
Delegation.....	7
Grievances.....	7
Monitoring and Evaluation	7
Retention	7
Equality Impact Assessment (EIA).....	7



Recruitment and Selection Policy

Introduction

This policy applies to all Academies within The Spencer Academies Trust. The Directors may approve a transitional policy for recently converted Academies in exceptional circumstances. The Scheme of Delegation for each Academy within the Trust outlines the delegated responsibility for employee matters and the pay and conditions of all employees.

These procedures comply with current education and employment legislation and ACAS guidance. This policy pays full regard to the DfE guidance 'Keeping Children Safe in Education 2015 in force at the date of the adoption of this policy. The Spencer Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

This policy aims to ensure that safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor of recruitment and selection and is an essential part of creating safe environments for children and young people. The Spencer Academies Trust is also committed to ensuring that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be the most suitable.

The Academy is committed to attracting, selecting and retaining employees, both permanent and temporary, who will successfully and positively contribute to providing the very best education for our pupils. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Academy's performance and fundamental to the delivery of high quality education. Those responsible for each stage of the recruitment process will be expected to demonstrate at all times a professional approach by dealing honestly, efficiently and fairly with all candidates.

At every stage of the appointments process, the Local Governing Body is committed to upholding all the principles of its Equal Opportunities Policy to ensure that relevant equalities legislation is adhered to and that applicants are not discriminated against on the grounds of race, gender reassignment, religion or belief, age, disability, marriage and civil partnership, sexual orientation, pregnancy and maternity, and sex (gender). The Academy recognises that the Equality Act 2010 makes a requirement to make reasonable adjustments to the recruitment process, from advert through to appointment.

All appointments, including volunteers will be subject to satisfactory Enhanced Disclosure and Barring Service (DBS) with barred list and disqualification checks (where appropriate), satisfactory health reports and supportive confidential references, which will be taken up immediately after short listing and must be available prior to interview. Should any of these checks be unsatisfactory any offer of employment or engagement, and/or invitation to attend interview or shortlisting will immediately be withdrawn. All appointing bodies within the Trust are committed to the highest standards with regard to child protection and will take all necessary steps to check identity, residency, qualifications, employment history and suitability to work with children.

In this policy reference to the Principal includes the senior leader responsible for the Academy, as applicable taking into account the management structure of the Academy.

The Recruitment Processes and Procedures

1. As a vacancy for CEO or Executive Principal arises the Directors of the Trust will determine whether or not to advertise nationally according to circumstances prevailing at the time. The



recruitment panel shall normally consist of 3 Directors together with such professional support as the Directors deem appropriate.

2. The Local Governing Body and CEO appoint the Principal. As a vacancy for Principal arises, the Directors of the Trust will determine whether or not to advertise nationally according to circumstances prevailing at the time. The recruitment and selection process will be managed by the CEO and Local Governing Body, the recruitment panel being appointed as appropriate to the circumstances and appointment confirmed by the Directors of the Spencer Academies Trust.
3. Vacancies for other Leadership posts will be advertised as deemed appropriate in the circumstances by the CEO, Local Governing Body, Executive Principal, and Principal and the management of the process delegated to the Principal of the Academy. The recruitment panel shall normally consist of the Principal, together with such governors, members of SLT and professional support as the Principal deems appropriate.
4. The Principal or their appointed representative will be responsible for the recruitment of all other employees to the Academy. The recruitment panel shall normally consist of the line manager together with two other employees and/or professional support as deemed appropriate by the Principal.
5. The CEO or their appointed representative will be responsible for all recruitment to the Spencer Academies Trust Central Services Team.
6. All recruitment documentation will include the Academy's safeguarding statement. At least one person on the recruitment panel will have undertaken safer recruitment training as deemed appropriate by the Academy's designated safeguarding lead.
7. A Guide to Recruitment, template forms, letters and checklists are available to support the process. These will be provided to the recruitment panel by the Academy's HR contact who will support the recruitment panel throughout the recruitment and appointment process.
8. As vacancies arise the Principal or their nominated representative will consider whether a replacement is required or whether internal re-structuring is more appropriate. The decision will take into account the staffing structure of the Academy, curriculum and organisational needs and budgetary situation. Where a restructure is proposed advice must be sought from the Trust HR Manager.
9. Where the person leading the recruitment determines that the vacancy is suitable for an internal advert across the Spencer Academies Trust this should be discussed and agreed with the CEO or their appointed representative. The recruitment process will be agreed at this stage.
10. In all cases, prior to advertising, the advert, job description and person specification must be referred to the Trust HR Team for approval. Where there is an increase in responsibility advice should be sought from the Trust HR Team.
11. The Directors of the Trust, Local Governing Body, Principal or their delegated representative will determine how and where the post will be advertised according to circumstances prevailing at the time. All external vacancies will be advertised on the Academy's website and other appropriate



media. The closing date for applications will normally be at least two weeks after advertisement. For internal posts the closing date may be shortened to one week.

12. A recruitment pack will be available to download from the Academy's website. This pack will contain the job description, person specification, current safeguarding procedures, expectations of staff (code of conduct), general information about the Academy, the department, the working environment and health and safety and will contain full details of the method of application and the appropriate application form.
13. Selection will be based on a minimum of a completed application form, a short-listing process and an interview.
14. Supporting shortlisting and equal opportunities data will be recorded and retained for at least six months. Anonymous summary data may be retained for as long as is deemed appropriate.

Interviews

The interview is a two way process. The normal interview procedures are as follows:

15. Candidates are welcomed at the start of the day by the Principal or their appointed representative and are given an introduction to the Academy and full details of the day's arrangements.
16. The Curriculum / Department / Key Stage Leader / Support Staff Team Leader will give an introduction to the Faculty/Team and may arrange for a tour of the Academy, by staff or students. Every opportunity will be made for the candidates to meet prospective colleagues and students and to obtain information they require.
17. Candidates will be observed teaching where appropriate. Other arrangements will be dependent upon the nature of the post being filled, e.g. desk-top exercise, panel interviews, demonstration of practical/presentation skills, student representative panel etc.
18. The candidate's suitability to work with children will be explored at interview asking open-ended questions, as well as questions which explore the candidate's attitude towards child protection.
19. Employees will be recruited on the knowledge, experience and skills needed for the job and their potential contribution to the Trust.
20. At the conclusion of the interview the panel will establish whether each person remains a firm candidate and ensure that candidates know the arrangements for communicating the decision.
21. An offer letter will be sent confirming the terms and conditions of the appointment and that the offer is subject to satisfactory recruitment checks being completed. Where appropriate the offer letter will also ask for confirmation of the date of his/her availability to commence employment with the Academy.

Appointments

22. When agreement to appoint is reached the chosen candidate will be offered the post verbally. A verbal agreement is binding on all parties. The person advising the successful candidate must make it clear that the offer is subject to agreed timescales and start dates and satisfactory recruitment checks.



23. Providing false information in an application is a serious matter which could result in summary dismissal if the applicant has been selected. Failure to disclose information or providing false information in relation to criminal records is an offence which could lead to prosecution.
24. All new appointments to the Academy may be required to work at any Academy within the Spencer Academies Trust as the need arises and will be issued with a Spencer Academies Trust contract.
25. If any individual is allowed to start work in regulated activity before the outcome of a DBS check is available the individual must be appropriately supervised. All other checks including a separate barred list check and risk assessment, must also have been completed by the Principal or their appointed representative.
26. The recruitment lead will ensure that all relevant details relating to the successful candidate for example spinal point, salary scale – are immediately communicated with the Academy's HR contact
27. The HR contact will confirm the appointment by letter, requesting written acceptance as soon as possible. The HR contact will issue the contract of employment and other appropriate recruitment documentation
28. A member of the interview panel will offer to debrief unsuccessful candidates as soon as possible after the interview either face-to-face or by telephone, as appropriate.
29. The outcome of the interview will be published as appropriate as soon as possible after all candidates have been contacted.
30. The Academy maintains a Single Central Record (SCR) detailing all the necessary recruitment checks undertaken.

Internal posts

31. Internal posts will be advertised via e-mail, staff notice boards or otherwise as deemed appropriate by the person leading the recruitment. As a minimum, applicants will be asked to submit an expression of interest, usually a letter of application or other appropriate documents. Internal references may be taken up. Where the post is internal across the Trust it is likely that the full application process will be followed.
32. The usual short listing and interview process will take place. Feedback and advice on the application will be offered to employees who are not short-listed.
33. The outcome of internal interviews will either be communicated to all short listed candidates before publication of the outcome or at the same time. Debriefing opportunities will be offered within a week.



General Principles Underlying This Policy

Confidentiality

Confidentiality is an important part of the procedures provided under this policy. Everyone involved in the operation of the policy is responsible for observing the high level of confidentiality that is required. Details of the recruitment information must only be disclosed on a "need to know" basis.

Recruitment documentation for the successful candidate will be placed on the employee's personnel file, along with a record of the notes taken at interview or other documents compiled during the process. These will be processed in accordance with the Academy's Data Protection Policy.

Breach of confidentiality may give rise to disciplinary action under the Academy's Disciplinary Policy.

Consistency of Treatment and Fairness

The Spencer Academies Trust and Local Governing Body are committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

Delegation

The Scheme of Delegation sets out the rules in respect of the delegation of functions by Trust Directors, CEO, Local Governing Bodies, Principals or other senior leader responsible for the Academy.

Grievances

Where a grievance is raised during the procedure set out in this policy, and that grievance has relevance to the procedure, the process may be temporarily suspended, if appropriate, until the grievance has been resolved or answered. In the situation where there is more than one grievance from the same person these will be heard together. If a grievance restates a complaint they have already raised and had heard or dealt with in the past, they will be asked to explain how the new grievance differs, what new incident has occurred and/or what new evidence has come to light. Where it is clear to the investigator that there is nothing new being raised the grievance can be rejected by the investigator without a formal grievance meeting.

Monitoring and Evaluation

The CEO, Local Governing Body and Principal will monitor the operation and effectiveness of the Academy's recruitment arrangements.

Retention

The Local Governing Body and Principal will ensure that all recruitment records for unsuccessful candidates are retained in a secure place for at least 6 months following the date of the appointment being made and then destroyed.

Equality Impact Assessment (EIA)

An Equality Impact Assessment (EIA) has been completed in relation to this policy.

