



# **Recruitment & Promotions Policy**

**Date: June 2011**

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## **HAWORTH PRIMARY SCHOOL RECRUITMENT AND PROMOTIONS POLICY**

### **This Policy needs to be read in conjunction with the Medical Questionnaire Policy**

This aim of this policy is to create a set of guidelines covering the majority of circumstances in the recruitment and promotion of all staff. These guidelines aim to cover all posts, reflect Haworth's commitment to equal opportunities, incorporate the requirements of employment legislation and provide equal access within school and the wider community. The appointments of a Headteacher or Deputy Headteacher are governed by external regulations which will be followed in addition to the principles outlined in this policy.

### **Identifying the need for post(s)**

1. Following a resignation.

Discussions will involve the Head teacher, member(s) of the Staffing Committee of the Governing Body and appropriate member of SLT and will centre around

- a) Whether or not there is a need to replace, bearing in mind curriculum and/or organisational needs and possible financial constraints, and
- b) any changes to the job description, personnel specification, terms of the contract, e.g. fixed term, temporary, full or part time, term time only, job share etc.

Any revisions to the specification will be referred to the Headteacher as recommendations.

2. As a result of specific funding.

The Headteacher and appropriate member of SLT will determine the need, taking into consideration the conditions in 1(a). The outcome will be to offer an appointment (whole job) or promotion due to increased responsibility (awarding of an allowance and/or time to an existing job holder).

3. As a result of a specific organizational need.

### **Advertising the Post(s)**

The decision on where, how and when to advertise posts will take into account:

- a) The need to develop potential and exploit existing experience and talents
- b) The need to bring in fresh energies, enthusiasms, skills, ideas.
- c) The need to appoint the best person for the job.

Where appropriate, posts will be advertised externally in a relevant publication/online and will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

Opportunities for promotion, responsibility (where there may be budget or other constraints) and posts where additional hours are available, may be advertised internally only. In the case of a requirement for additional hours, where the hours are a natural extension of the role of a current postholder and required the specific skills of that postholder, the current postholder will be given the first opportunity to accept the increase.

## **1. Externally Advertised Posts**

Where posts are advertised internally and externally at the same time, candidates will receive equal treatment in the selection process. In such circumstances, internal candidates will be required to follow the same procedures as external candidates when making their applications (formal letter and completion of application forms, references, and so on). Internal candidates must comply with this request. A basic “expression of interest” will not suffice. CVs, either separate or attached to application forms, will not be accepted in any circumstances.

All candidates will be provided with a job description and personnel specification. Additional information may be provided for specific posts at the discretion of the Headteacher. The covering letter may also invite candidates to give their views on specific issues.

The appropriate member of SLT in consultation with the line manager will prepare job descriptions and personnel specifications. Where appropriate, the current job holder will be consulted.

## **2. Internally Advertised Posts**

Details of internally advertised posts will include specific duties and/or responsibilities, criteria for selection (qualifications, experience, disposition) salary grade, and any specific contractual arrangements. Applications will be invited from existing employees to allow opportunities for promotion or in some cases, a change of career direction.

### **Selection**

At least one member of the Selection Panel will have successfully completed the Safer Recruitment training referred to in the Safeguarding Policy.

Shortlisting will be completed by the interviewing panel and includes the Headteacher, or the Headteacher’s representative and a Governor unless this has been delegated to the Head teacher for certain posts. Applications will be matched to the personnel specification and suitable applicants will be invited for interview.

- Short-listing of candidates will be against the person specification for the post
- References are required for all shortlisted candidates, including internal candidates where the post has been advertised externally.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- References are requested in confidence and are only available to the Selection Panel.
- If an internal candidate has nominated a referee who is also a member of the Selection Panel, the candidate will be notified and invited to select another referee.
- Referees can only be asked health related questions following a conditional offer of the post. The candidate offered the post conditionally, will be asked to complete a health questionnaire and may be asked to undergo a medical as appropriate.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. Candidates will be informed of this process in the letter with the application pack.

- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

**At the interview stage, all shortlisted candidates will be required to:**

- Answer health related questions related *only* to an *intrinsic* part of the post, to see if reasonable adjustments would make the post accessible to the candidate.
- provide proof of identity, qualifications and eligibility to work in the UK.
- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The Selection Panel will consist of a minimum of 2 people. In the case of teaching and support staff, this must consist of at least the Headteacher, or his/her representative and one Governor where available. At all levels of recruitment, the Selection Panel will record the candidate's performance against the criteria. This is an essential requirement as the information may play an important part in determining the equality of the process at some future date.

The Selection Panel will have the final decision over the appointment of a candidate. In situations where candidates are contacted by 'phone after the Panel has dispersed, the Panel should establish a rank order in case the candidate of choice does not accept the offer of the post. It is recognised however, that the Headteacher may sometimes need to make immediate decisions in response to urgent circumstances.

Haworth already has a well established pattern of selection of teaching and support staff, which consists of a formal interview and observation of work with children. This may include teaching a lesson to a class or working with a group of children and an interview with pupil officers.

**General**

This policy and the associated documentation for specific jobs are available to all members of staff and they are encouraged to discuss any aspects of this policy with SLT.

All Chairs of Selection Panels must be given induction to familiarise them with the appointments procedures set out in this document. Every member of a Selection Panel must also have access to the procedure.

Copies of this document are available in the Policy area of the VLE. Internal candidates will be encouraged to read the policy before making an application.

Staff governors must not be members of Selection Panels in their capacity of Governors where there is a potential conflict of interest, although like other members of staff they may be part of the appointment process and a member of a Panel as part of their departmental or pastoral role.

Completed documentation from interviews will be kept securely for six years, in line with data protection Act.

**June 2011**

