

Greenvale School
Staff Recruitment Policy

A. Permanent Posts

- Governors Finance and Resources Committee will review each vacancy immediately notice is received to consider whether direct replacement is the appropriate way forward or if it provides an opportunity for restructuring.
- The Governors Finance and Resources Committee will agree :
 - Job Description
 - Selection Criteria
 - Make up of Selection Panel
 - Set Dates for the Selection Process
 - Advertising
 - Selection Process
- For the majority of posts the process will involve more than an interview. Other tasks will be set to enable candidates to demonstrate that they meet the criteria and are suitable for the post.

All Teachers will be observed teaching in their current setting as part of the selection process. If this is not possible for one candidate then all candidates will be observed teaching in sessions at Greenvale School.
- Advertising will be agreed according to the anticipated response. It could be :
 - Internal school advert
 - LA vacancy Bulletin On line
 - Other appropriate On line web sites such as Jobs Go Public.
 - External local/regional/national advertAll permanent teacher posts will be advertised in the Times Educational Supplement
Any advertisement will state the school's commitment to child protection.
To ensure that any under representation of groups or specific school requirements could be addressed by identifying the need in advance in the advert, job description and person specification;
- A pack will be sent out to all applicants giving details of the post, Job Description, Selection Criteria, information about the school. This will also include a copy of the child protection policy.
- All applicants will be invited and encouraged to visit the school. Tours will be conducted by a member of the leadership team.
- A budget will be allocated annually for recruitment expenses by the Governing Body
- At all times good personnel and equal opportunities practice will be followed as set out in the Lewisham Personnel Handbook and the Equalities Commission good practice guide. Advertisements will specific reference to equal opportunities and welcoming applicants from all ethnic backgrounds and cultural communities.
- Standard forms will be used to record all parts of the process.

- Applications will be scrutinised carefully both to shortlist and in final selection by the panel.
- All shortlisted applications will be scrutinised with regard to candidate's personal histories. Any gaps identified must be accounted for in writing at interview.
- At interview questioning will be designed to explore the candidates motivations for seeking a post working with children. All candidates will be asked to present evidence of their identity, original qualification certificates and to complete a DBS application form when they attend for interview. At interview stage, the panel assess candidates against the Person Specification and Job Description rather than comparing candidates with each other. Only once all appointable candidates are identified will a final comparison take place to identify the most suitable candidate.
- References will be taken up prior to interview unless requested by the candidate. No appointment will be made before references are seen by the panel. A reference from the last employer will be taken up and if possible a reference from previous employment with children. Referees will be asked to identify any child protection concerns, disciplinary matters or enquiries and their outcomes. Any testimonials provided by candidates will be disregarded.
- The appointment will be agreed by the panel as soon as possible at the end of the process. The candidates will be informed in writing of the outcome immediately.
- All Governors and others who take part in recruitment processes will receive appropriate training. At least one member of the panel will have completed the Safer Recruitment Training.

B. Temporary Posts

Temporary posts arise for two reasons :

1. To cover a long term absence or vacancy
2. To cover occasional absence

The posts are filled by staff either from

3. An Agency or
4. By the school's own pool of staff on "As & when required" contracts

Policies relating to these 4 issues are outlined below :

1. Long Term Absence or Vacancy

Classes require stability in order for learning and progress to be maintained. This is the criteria on which decisions are made regarding how to cover such a vacancy.

The school subscribes to the LA's supply insurance scheme which pays towards cover costs for absences after the first 10 days. However there is still a budget implication for the school as it does not cover the full cost of a teacher (but 2/3 cost as it is a special school). It also only covers the salary cost of replacement and therefore if agency staff are used, for example to replace support staff only ½ the cost is refunded.

2. Occasional Absence

Temporary staff are used after all the options for internal arrangements have been exhausted or are impractical. Preference is given to using school pool staff, where possible, rather than agency for this work for reason of cost effectiveness, see above.

3. Agency Staff

The Deputy Headteacher has accounts with a number of agencies. These Agencies know the school well and our requirements. She liaises with them to ensure suitability of candidates. The Agencies are exponents of good practice and carry out the necessary checks regarding qualifications etc.

Agencies regularly supply teachers for both long term and casual vacancies. However part-time permanent staff are asked first for known cover requirements. If agency staff are covering a long term vacancy or absence and are judged by the school management to be effective teachers, after discussion with the Governors Finance and Resources Committee and the expiry of the commitment to the agency, they may be offered a temporary contract with the school. This both supports stability and also can make a saving on daily rate cost.

4. Temporary School Pool Staff

The pool is made up of

Current part time permanent staff eg Meals supervisors, admin staff etc

Previous students from placements at the school

Candidates judged appointable by selection panels who were not, however, appointed to the permanent staff.

Recommendation by well respected sources eg other schools.

Signed

Date