

DEMAT Recruitment and Selection Policy & Procedure

In the development of this policy consideration has been given to Equality and Diversity and Data Protection.

Equality and Diversity

The Diocese of Ely Multi Academy Trust (DEMAT) is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio- economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

The principles of non-discrimination and equality of opportunity also apply to the way in which DEMAT staff, Trustees, Directors and Governors treat visitors, volunteers, contractors.

Data Protection

DEMAT will process personal data of staff (which may be held on paper, electronically, or otherwise). DEMAT recognises the need to treat it in an appropriate and lawful manner, in accordance with the General Data Protection Regulations (GDPR).

	Version	Date
Date of EPM Model Policy used as a baseline by DEMAT	1	September 2018
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Date on which the DEMAT consulted with the unions	1	October 2018
Effective date as determined by DEMAT	1	December 2018
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For all questions in relation to this policy please contact the DEMAT HR Manager on 01353 656760 or contact the HR team at: HRteam@demat.org.uk

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Definitions

“Headteacher” also refers to any other title used to identify the Headteacher where appropriate or DEMAT Senior Manager in respect of vacancies within the shared services team.

“Employee” refers to any member of staff, namely teaching, support and those working within the shared services team employed to work within DEMAT.

In cases relating to employees within the DEMAT shared services team, the term ‘Chair of Governor’, ‘Governor’ to be replaced by DEMAT Senior Manager or ‘Trustee’.

Application of the Policy

This policy is to be used by all employees employed by DEMAT involved in recruitment and selection processes. The definitions above are included for reference purposes for both schools and the shared services team to enable clarity and transparency when applying this policy.

1. Introduction

- 1.1. DEMAT is **committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Trust's Equality and Diversity Policy.
- 1.3. DEMAT will ensure that this process complies with its Equality & Diversity principles (see above) to ensure that all applicants are treated solely based on their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender identity, gender reassignment, marital and civil partnership status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4. DEMAT will comply with the requirements of Keeping Children Safe in Education Part 3 with regard to DBS and other pre-employment checks.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. DEMAT delegates the power to offer employment for all posts below the level of Head to the Headteacher. The Headteacher may not delegate the offer of employment to any other Senior Manager or Governor. The CEO and delegated Directors are responsible for the recruitment of Executive Headteachers and Headteachers.
- 2.2. The Headteacher is expected to involve at least one Governor in the appointment of staff.
- 2.3. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equality and diversity training.
- 2.4. We will ensure a gender balance on interview panels where possible.

3. Advertising

- 3.1. All vacant permanent posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. All vacancies must be advertised on the DEMAT website as well as the school's website (and any other mediums deemed appropriate for example the EPM website). The Headteacher is required to notify the DEMAT HR team of all vacancies. In the event that there is a short-term/temporary position, DEMAT may consider alternatives to running advertising campaigns, depending on the circumstances. It is anticipated that in most cases this will apply to posts that will be up to 1 year in duration but discretion may be applied if necessary. Such situations are to be discussed with the DEMAT HR team in advance of any process being undertaken.
- 3.2. If the field of applicants is felt to be weak the post may be re-advertised.
- 3.3. Guidance on the advertising process and a model advert template is contained within Appendix 1.

4. Information for Applicants

- 4.1. All applicants will be provided with:
 - A job description outlining the duties of the post and indicating where the post fits into the organisational structure of the school/Trust. A person specification may also be provided.
 - An application form to complete: CVs will not be accepted.
 - An information pack containing:
 - A description of the School or shared services team structure relevant to the vacant post;
 - Reference to DEMAT's policy on Equality and Diversity;
 - Reference to DEMAT's Child Protection/Safeguarding Policy;
 - DBS and other pre-employment requirements;
 - A statement that canvassing any member of staff, member of the Governing Body or Trustee directly or indirectly, is prohibited and will be considered a disqualification;
 - The closing date for the receipt of applications;
 - Outline of salary.

5. Short Listing and Reference Requests

- 5.1. The selection panel will use an agreed short-listing form (Appendix 2) for each recruitment exercise. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview and the HR Co-ordinator will contact candidates to issue invites and co-ordinate any relevant interview activities and agendas.
- 5.2. The selection panel will take up at least two references on each short-listed candidate. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3. Reference requests will ask the referee to confirm:
 - The referee's relationship with the candidate;
 - Details of the applicant's current / most recent post and salary;
 - Performance history and conduct;
 - Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
 - Details of any substantiated allegations or concerns relating to the safety and welfare of children;
 - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School/Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References will only be shared with the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified, and any discrepancies will be discussed with the candidate at interview.

All references will be requested and managed in accordance with the statutory arrangements contained in the current Keeping Children Safe in Education (KCSIE) guidance.

6. Interviews

- 6.1. The format, style and duration of the interviews are matters for the Headteacher/Senior Manager to decide in consultation with any

Governors/Trustees involved in the process. However, the following will be adhered to:

6.1.1. Briefing:

All candidates will be given relevant information about the school/Trust to enable them to make further enquiries about the advertised role.

6.1.2. The Formal Interview:

Where appropriate, consideration will be given to reasonable adjustments for disabled candidates.

Before the interviews the selection panel will agree on the interview format (Appendix 3). The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.2. The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

7. Conditional Offer of Employment by the Selection Panel

7.1. The conditional offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualification requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition (for teaching posts) and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8. Personnel file and Single Central Record

8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the school/Trust including:

- Application form – signed by the applicant;
- Interview notes – including explanation of any gaps in the employment history;
- References – minimum of 2;
- Proof of identity;
- Proof of right to work in the UK;
- Proof of relevant academic qualifications;
- Certificate of Good Conduct (where applicable);
- Evidence of medical clearance from the Trust's recognised Occupational Health service;
- Evidence of DBS clearance, Barred List and Teacher Prohibition (for teaching posts) checks;
- Offer of employment letter and signed contract of employment.

8.2. The school/Trust will maintain a Single Central Record of employment checks in accordance with *Keeping Children Safe in Education*.

9. Start of Employment and Induction

9.1. The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition (for teaching posts) checks as those must be conducted before an individual starts in a post.

9.2. All new Trust employees will be provided with an induction programme which will cover all relevant matters of School/Trust policy, in particular, safeguarding and promoting the welfare of children.

APPENDIX 1

PLACING ADVERTS

The process of placing adverts is as follows:

1. School must ensure the budget can sustain the costs of the post being recruited to, through budget planning for next 3 years, or for the duration of the proposed role if it is shorter in duration.
2. The attached advert template needs to be completed as followed:
 - a. Black wording – please do not change
 - b. Red wording – please insert school information, this must include the full link to where the vacancy will be on the schools' website, not just directing to the website, please make black when finished
 - c. Green wording – school can use this, but can also adapt this if they have other things to highlight, please make black when finished
 - d. Please add the school logo in the top left-hand corner
3. Email advert to recruitment@demat.org.uk in order that the advert can be proof-read and finalised/signed off by the DEMAT HR team.
4. An initial check will be undertaken as to whether we have anyone within the Trust under risk of redundancy or there exists an opportunity for deployment into the post by an existing Trust employee, identified through talent management.
5. Once finalised, the DEMAT HR Co-ordinator will arrange for it to be added to the DEMAT website.
6. Schools are then responsible for uploading the advert to their own website and other platforms (e.g. EPM) as required.

It is important that adverts are sent through in plenty of time to enable the above process to be carried out efficiently. Please ensure you allow an adequate lead time for the above actions to take place in your timeframe.

ADVERT TEMPLATE

Insert school name

(a part of the Diocese of Ely Multi-Academy Trust)

is seeking to appoint a

Insert job title

Payscale:

DEMAT and **INSERT SCHOOL NAME** are looking to appoint a **INSERT JOB TITLE**.

Insert school name is on an exciting journey and we would love you to join us!

We are looking for an enthusiastic and hardworking teacher to join our highly committed team.

We are looking for

- An enthusiastic, well-motivated and committed teacher
- An outstanding and creative classroom practitioner with high expectations for pupils' work and behaviour
- Good knowledge and understanding of the curriculum

We can offer you:

- Friendly and enthusiastic children
- Excellent support from our dedicated team of staff
- A commitment to on-going professional development
- Strong links with the community and local church groups
- A school committed to staff well-being

For more information and an application pack, please visit our website: http://www.insert_school_website/Vacancies/

Visits to the school are warmly welcomed and encouraged, to arrange an appointment please call: **insert details**
Applications may be returned by email to: **insert email address**

Closing date: **[DATE]** (midday)

Interviews: **[DATE]**

We endeavour to provide feedback to all applicants on the shortlisting process, if requested.

Any appointments will be subject to satisfactory medical checks, references and an enhanced DBS check.

Equality and Diversity

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The principles of non-discrimination and equality of opportunity also apply to the way in which DEMAT staff, Trustees, Directors and Governors treat visitors, volunteers, contractors.

APPENDIX 2

Shortlisting Record

Shortlisting

To ensure and be able to demonstrate a fair and transparent shortlisting process to assess the suitability of candidates against the key competencies required of a post, DEMAT encourages the good practice of using a shortlisting record. This form should be used across the Trust, for all posts regardless of the number of applicants.

1. The essential and desirable criteria will be pre-populated from the person specification and job description. This will be agreed with the recruiting manager and HR (if appropriate).
2. Establish what criteria to include on the shortlisting grid to ensure the panel are consistently assessing against the key responsibilities of the role.
3. The recruitment co-ordinator will pre-populate the names of the candidates.
4. Each member of the interview panel should carry out the shortlisting independently. Once this has taken place, interviewers should arrange to meet to discuss their conclusions and decide who to invite to interview.

The shortlisting record can be provided as an excel document. Please contact Laura Barton for details.

Position Title:

Date:

Name of person shortlisting:

TABLE A

	Candidate Name		Candidate Name	
Evidence of experience against Key Responsibilities of the role	Y	N	Y	N

TABLE B

	Candidate Name		Candidate Name	
Essential Criteria as identified in the Person Specification	Y	N	Y	N

	Candidate Name		Candidate Name	
Desirable Criteria as identified in the Person Specification	Y	N	Y	N

TABLE B KEY

Y = has exceeded the criteria

S = has met some of the criteria

N = has not met the criteria

APPENDIX 3

Interview Record

Notes for Interviewers

The interview

To ensure that a fair and consistent approach to the interview process is adhered to, the process set out below should be followed:

1. Questions to be pre-populated; in advance of the interview, the panel should ensure questions are agreed.
2. All candidates must be asked the same 'open' questions. A funnel approach should be used which will allow for the first question to be the same for each candidate and the follow up questions to be bespoke to the candidate. For example:
 - a) Open questions – ask the candidate to explain what they know about the school/Trust, why they are interested in the role, what transferrable skills they have and what opportunities they feel the role will provide them.
 - b) Probe questions – based on the reply from the candidate and therefore bespoke.
3. Evidence gathered +/- during the interview should be noted.
4. Ensure the same questions are asked of each candidate to ensure consistency. This will help when assessing suitability for the post.
5. After each interview, scoring should take place (this should NOT be carried out en masse at the end of all interviews) whilst the information is still fresh.

Interview Report Form

Name of candidate:

Name of Interviewers:

Position applied for:

Date:

Scoring:

- 5. Significant evidence
- 3. Satisfactory evidence
- 2. Some evidence

Child Protection Questions	Evidence	Score
Please discuss any employment gaps in their application. (If the applicant has lived and/or worked overseas in the past 5 years for a period of 3 months or more, they will need to obtain a Certificate of Good Conduct from the countries in which they have resided).		
What attracted you to this post?		
Tell us about your interests outside of work?		
Give an example of how you have had to respond to challenging behaviour. How did you cope and how did it affect you emotionally?		
What do you understand to be your responsibility in relation to safeguarding children?		
Whose interests come first, those of a disturbed and troublesome child or those of a close and respected colleague, if an allegation is made?		

What process would you follow if you suspected a pupil/colleague was being radicalised?		
Please be aware that this post is subject to an enhanced DBS check. Is there anything you need to declare?		
Questions linked to the JD & PS (to be agreed by the panel in advance of interviews)	Evidence	Score

Please circle:

Offer Post

Reject