



Kingsdale Foundation School

Recruitment & Selection Policy and Procedure

1. Introduction

- 1.1 **The Governing Body of Kingsdale Foundation School 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.**

The Governing Body of Kingsdale Foundation School regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the areas in School Development/Improvement Plan.

- 1.2 The appointment of all employees at Kingsdale Foundation School will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2009 and the statutory guidance on Managing Staff Employment in Schools, *Keeping Children Safe in Education* and the school's equal opportunities policy.
- 1.3 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction. Kingsdale Foundation School complies with the public sector equality duty guidance for schools in England.
- 1.4 The procedure for the appointment of the Head teacher or Deputy Head teacher differs from that of other staff. The procedure for such appointments can be viewed in the school's Pay Policy document.

2. Delegation of Appointments

- 2.1 The Governing Body delegates all support staff appointments and all teaching appointments below the level Assistant Head/Deputy Head to the Head teacher. The Head teacher may involve at least one member of the Governing Body in all appointments, except where indicated in 2.4 below, and governors who wish to be considered for involvement will be expected to undertake recruitment selection training, including "Safer Recruitment" training, at the earliest opportunity.
- 2.2 No governor is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the governor and the interests of the governing body.
- 2.3 A selection panel will be drawn from all governors who have undertaken recruitment training and who have advised the Clerk to the Governors of

his/her wish to be involved in staff appointments as required by the Head teacher.

- 2.4 The Head teacher may appoint alone but only for the following categories of staff: *e.g. supply teachers, mid day supervisors*
- 2.5 The Head teacher may not delegate the final decision of appointment to any other senior manager or governor.

3. Vacancy for an Assistant Head

- 3.1 In the event that Governing Body, in consultation with the Head teacher, decide to make a new appointment of an Assistant Head teacher the Pay and Personal committee of the Governing Body will agree the job description and person specification for the post.
- 3.2 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both sexes and all ethnic groups.
- 3.3 The Governors may decide to appoint internally after internal advertisement. In cases of internal advertisement the details will be posted, in writing, on the staff notice board(s) giving at least 5 working days for applications to be made.

4. Information for Applicants

In keeping with good safeguarding practice, adverts for all posts will contain clear reference to the school's commitment to safeguarding in the form of a statement and inform applicants that they will be required to undertake statutory vetting checks including an Enhanced Disclosure via the DBS.

All applicants for all vacant posts advertised internally or externally will be provided with:

- 4.1 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- 4.2 A Person Specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.
- 4.3 An Application Form.
- 4.4 Information about the School and Other General Information:
 - a description of the school relevant to the vacant post.
 - a statement about access to the school for applicants who may wish to see it or who may wish to consult the Head teacher before making an application.
 - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.

- a copy of the school's policies on Recruitment and Selection and Equality and Diversity.
- a statement outlining the schools commitment safeguarding, a copy of the school's Safeguarding Policy and a summary of the conditional pre-interview identity/qualification checks required.
- the name of any person who will be available to provide additional information about the post.
- the closing date for the receipt of applications.
- salary level of the post.

5. Short Listing

- 5.1 For all posts outside of the leadership group short listing will be the responsibility of the Head teacher, together with a governor or governors as indicated in paragraph 2 of this policy.
- 5.2 The selection panel will take up two references on each short listed candidate. For teaching posts the references will, where appropriate, include the applicant's current Head teacher or Local Authority. In line with safeguarding requirements, references should be requested before an interview is scheduled. This will allow the opportunity for any safeguarding queries or matters to be explored prior to appointment or for further information to be requested where there may be discrepancies, gaps or concerns.
- 5.3 References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References will be sought set against the requirement of the job description and person specification and information regarding issues relating to child protection. Further contact with referees will be made where there are discrepancies in the provided reference or where safeguarding concerns have been indicated.
- 5.4 References will be requested using the standard school proforma and will specifically request whether the referee has any safeguarding concerns with respect to the candidate.
- 5.5 Incomplete applications will not be accepted and will be returned for further completion. CVs will not be accepted. Applications will be scrutinised for obvious gaps in employment history, repeated changes of employment without clear salary or career progression and any unexplained moves from permanent to temporary posts.
- 5.5 Short listing will be based only on substantial information. The **job description** and the **person specification** will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.
- 5.6 The criteria for selection will be consistently applied to all applicants.
- 5.7 If the field of applicants is felt to be weak the post may be re-advertised.
- 5.8 Applicants will be informed that as part of the interview process, they will be subject to an initial vetting process which will check candidate's identity, proof

of address, current DBS certificate and relevant academic & professional qualifications. Identification should comprise two original forms of documentation, one of which should be photographic. One form should include the candidate's name and current address and be dated within three months of the interview date. Vetting of documents will be conducted by the Personnel Officer/Deputy Headteacher, prior to any interview and a proforma completed. Photocopies of documents will not be taken in line with data protection requirements.

6. Interviews

6.1 The format, style and duration of the interviews are matters for the Head teacher in consultation with governors involved in the process to decide but the following will be adhered to:

6.1.1 Briefing:

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.

6.1.2 The formal interview:

Before the interviews the selection panel will agree on the line of questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of 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 grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will be asked. The interview will also deal with the issues of safeguarding and child protection with each candidate.

6.1.3 Before the interviews the Head teacher, in consultation with the governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.

6.1.4 Before the interviews the Head teacher, in consultation with the governors involved in the interview will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.

6.1.5 Student involvement in the interview process is recognised as good practice. This may involve students offering feedback on observed taught lessons, student panels and tours of the school led by students with accompanying staff. In all such interactions, the need to adhere to school safeguarding protocols is explicitly recognised.

7. Offer of Appointment by the Selection Panel

7.1 The offer of appointment by the selection panel is binding on both parties subject to the successful completion of the relevant pre-appointment checks by the Personnel Officer as listed in the DfE document 'Keeping Children Safe in Education'.

7.2 The following pre-appointment checks shall be conducted for the all staff involved in regulated activity:

- Verification of the candidate's identity
- Application for and receipt of an enhanced DBS certificate (including barred list information) which must be presented to the Personnel Officer prior to the commencement of employment;
- A separate barred list check in cases where an individual would start work in regulated activity prior to a DBS certificate being available and where they were supervised in line with school risk assessment procedures;
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities.
- Verification of the person's right to work in the UK.

Further checks as required where a candidate may have lived or worked outside the UK prior to appointment

- Verification of professional qualifications, as appropriate
- Verification that the candidate is registered on the DfE prohibited teachers list
- For management roles, verification that the candidate is not prohibited on Section 128 of the prohibited list
- Confirmation of the receipt of two satisfactory references (see above in Section 5.2 & 5.3 above). Open references, i.e. 'to whom it may concern' will not be accepted.

7.3 Records of all checks on successful applicants will maintained through the Single Central Record (SCR) maintained by the Personnel Officer in line with requirements of the statutory guidance.

APPENDIX I

The Selection and Appointment of the Head Teacher or a Deputy Head Teacher or an Assistant Head Teacher

1. The Governors will notify the LA of any vacancy for the Head teacher.
2. The Governing Body will appoint a Selection Panel of at least three Governors. The proceedings of the Selection Panel shall be under the control of the Selection Panel. The Governing Body will **not** delegate the power of appointment, only the selection process.
3. The Selection Panel will determine the interview process and seek approval from the Governing Body before commencing the process.
4. If the need arises the Selection Panel will appoint an Acting Head teacher/Deputy Head teacher. Where it is intended to fill an acting position by external temporary appointment of more than one term the post will be advertised within the area.
5. If an external appointment is to be made to an acting position the governors will seek to do so by secondment and will seek advice from the personnel service provider on the contracting of such a secondment.
6. The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. In the case of an Assistant Head teacher vacancy the Governing Body may decide that it will not be advertised nationally. All applicants will receive the information set out in paragraph 4 of the Governing Body's policy statement.
7. The selection panel shall shortlist such applicants for the post as they think fit. In the case of a Head or Deputy Head teacher appointment, if it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the selection panel will be approved by a meeting of the Governing Body, which must be quorate. The Selection Panel may make a decision about the appointment of an Assistant Head teacher without recommendation to the Governing Body.
8. If the Governing Body approves the recommended candidate for a Head or Deputy Head teacher appointment, the applicant will be offered appointment subject to staff qualification requirement, medical, CRB Disclosure check and references. A decision by the Selection Panel regarding the appointment of an Assistant Head teacher will also be subject to staff qualification requirement, medical, CRB Disclosure check and references.
9. If the Selection Panel cannot agree or Governing Body does not approve the recommendation then the Governors may re-advertise as in step 5 or may require the Selection Panel to repeat step 6.