



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 sustainably deliver on the key areas in its 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, the statutory guidance on Managing Staff Employment in Schools, *Keeping Children Safe in Education* and the school's equal opportunities policy/plan.
- 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.

2. Vacancy for a Head Teacher or a Deputy Head Teacher

- 2.1** The procedure for the appointment of the Head Teacher or Deputy Head Teacher differs from that of other staff. Please refer to Appendix 1. The process for determining Head Teacher/Deputy Head Teacher salary ranges on appointment can be viewed in the school's Pay and Appraisal Policy document.

3. Delegation of Appointments

- 3.1** The Governing Body delegates all support staff appointments and all teaching appointments below the level of Assistant Head Teacher/Deputy Head Teacher to the Head Teacher. The Head Teacher may involve at least one member of the Governing Body in all appointments, except where indicated in 3.4 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.
- 3.2** No governor is to be excluded from being involved in staff appointments unless there is a conflict of interest or conflict between the interests of the governor and

the interests of the governing body.

- 3.3 A Selection Panel will be drawn up from all governors who have undertaken recruitment training and who have advised the Chair of Governors of his/her wish to be involved in staff appointments as required by the Head Teacher.
- 3.4 The Head Teacher may appoint alone but only for the following categories of staff or similar *e.g. supply teachers, midday supervisors, some Acting posts (Please refer to Appendix 2).*
- 3.5 The Head Teacher may not delegate the final decision of appointment to any other senior manager or governor other than the Head Teacher-Operational for non-managerial posts.

4. Vacancy for an Assistant Head and other Posts

- 4.1 In the event that the Governing Body, in consultation with the Head Teacher, decides to make a new appointment of an Assistant Head Teacher, the Employment & Recruitment committee or the Governing Body will agree or ratify the job description and person specification for the post.
- 4.2 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 people qualified to fill the post and will be equally accessible to both sexes and all ethnic groups.
- 4.3 The Governors may decide to appoint internally after internal advertisement. In cases of internal advertisement, the details will be posted, in writing, in the staff bulletin giving at least 5 working days for applications to be made.

5. 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, barred list and prohibition checks. The school will also complete social media checks on all short-listed candidates as a part of our due diligence process. Please refer to our published Safeguarding Policy for further information.

All applicants for all vacant posts advertised internally or externally will be provided with or given access via the school's website or otherwise such as the TES jobs website/press adverts/advertising portals to:

- 5.1 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- 5.2 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.
- 5.3 An Application Form.
- 5.4 Information about the School and Other General Information:
 - ❑ 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 & Selection and information on Equality and Diversity and the Recruitment of Ex-Offenders
- a statement outlining the school's commitment to 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

6. Short Listing

- 6.1 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 3 of this policy.
- 6.2 The Selection Panel/Human Resources office will take up two references for each short-listed candidate. For teaching posts, the references will, where appropriate, include the applicant's current Head Teacher or employer. 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 an appointment or for further information to be requested where there may be discrepancies, gaps or concerns.
- 6.3 References shall be taken up on behalf of the person delegated to receive the applications. References are the 'property' of the Head Teacher/Chair of the Selection Panel and strict confidentiality will be observed. References will be sought 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.
- 6.4 References will be requested using the standard school pro forma and will specifically request whether the referee has any safeguarding concerns with respect to the candidate.
- 6.5 Incomplete applications may not be accepted and may 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.
- 6.6 Short-listing will be based only on substantive information. The **Job Description** and the **Person Specification** will be used to set the criteria and standards for inclusion on the long list and to reduce this to the shortlist of candidates to be invited for an interview.
- 6.7 The criteria for selection will be consistently applied to all applicants.
- 6.8 If the field of applicants is felt to be weak the post may be re-advertised or

appointments made on a fixed-term or Acting basis should the need arise based on the determination by the Head Teacher and/or chair of the Selection Panel. The Selection Panel/Head Teacher may be authorised to consider candidates for alternative posts or reduced allowances subject to compliance with equal opportunity practice and the requirements of this policy.

- 6.9 Applicants will be informed that as part of the interview process, they will be subject to an initial vetting process which will check the candidate's identity, proof of address, current DBS certificate, social media profile/s and relevant academic & professional qualifications.
- 6.10 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 Head Teacher, prior to any interview and a pro forma completed. Photocopies of documents will not be taken in line with data protection requirements.

7. Interviews

- 7.1 The format, style and duration of the interviews are matters for the Head Teacher/Selection Panel, in consultation with governors who may be involved in the process, to decide but the following will be adhered to:
 - 7.1.1 Briefing:
All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.
 - 7.1.2 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 designated 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.
 - 7.1.3 Before the interviews the Head Teacher/Selection Panel, in consultation with the governors who may be 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.
 - 7.1.4 Before the interviews the Head Teacher/Selection Panel, in consultation with the governors who may be involved in the interview, will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.
 - 7.1.5 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.

8. Offer of Appointment by the Head Teacher/Selection Panel

- 8.1 The offer of appointment by the Head Teacher/Selection Panel is binding on both parties subject to the successful completion of the relevant pre-appointment checks by the Human Resources office/Personnel Officer as listed in the DfE document 'Keeping Children Safe in Education'.
- 8.2 The following pre-appointment checks shall be conducted for 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. Note that where the DBS update service is used, the original physical copy of the DBS certificate must be provided
 - 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 that the candidate is not listed on the DfE prohibited teachers
 - Verification of the candidate's mental and physical fitness to carry out their work responsibilities. It is noted that a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
 - Verification of the person's right to work in the UK, including EU nationals.
 - Further checks as required where a candidate may have lived or worked outside the UK prior to appointment.
 - Verification of professional qualifications, as appropriate. The Teaching Regulation Agency's (TRA) Employer Access Service will be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.
 - For management roles, verification that the candidate is not subject to a Section 128 direction made by the Secretary of State
 - Confirmation of the receipt of two satisfactory references (see above in Section 6.2 & 6.3 above). Open references, i.e. 'to whom it may concern' will not be accepted.
- 8.3 Records of all checks on successful applicants will be maintained through the Single Central Record (SCR) maintained by the Personnel Officer in line with requirements of statutory guidance.

APPENDIX I

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

1. 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 for a Head Teacher or a Deputy Head Teacher to the *Head Teacher; only the operational selection process for a Deputy Head Teacher or an Assistant Head Teacher. See paragraph 3. (**For the purposes of this document Head Teacher refers to Head Teacher-Executive only.*)
2. The Selection Panel will determine the interview process, parameters and seek approval from the Governing Body before commencing the process.
3. The operational process for the assessment, evaluation and selection of short-listed candidates based on the criteria set by the Selection Panel for final Governing Body Panel interviews, for a Deputy Head Teacher or an Assistant Head Teacher post, shall be the responsibility of the Head Teacher with support and advice from the Governing Body HR advisor and/or other consultants as appropriate.
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.
5. If an external appointment is to be made to an Acting position for Head, Deputy Head or Assistant Head Teacher the governors will seek advice from their personnel service provider and/or other suitable advisor/consultant.
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 under particular circumstances decide that it will not be advertised nationally. All applicants will receive the same information as determined by the Selection Panel/Head Teacher as appropriate.
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 for appointment. If the selection panel are in disagreement the decision may be approved by a meeting of the Governing Body or Employment & Recruitment committee, which must be quorate and consist of members who do not have a personal interest in the appointment. The Selection Panel/Governing Body/Audit Committee may defer a decision about the appointment of an Assistant Head Teacher to the Head Teacher at its discretion under particular circumstances.
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 rigorous staff qualification, medical, CRB Disclosure and reference checks. A decision by the Selection Panel regarding the appointment of an Assistant Head Teacher will also be subject to the same level of enhanced rigour.
9. If the Selection Panel cannot agree or the 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 from the original list of applicants, with if necessary amended criteria.

APPENDIX 2

Staff Selection, Appointment or Predetermined Responsibility for an Acting Post

1. An Acting post/position is defined as a temporary position which cannot be commuted to a permanent (indefinite) post without being subject to competitive interview as outlined in this policy and being incorporated in the school shadow staffing structure.
2. Acting positions may or may not attract additional remuneration. Please refer to the school's Pay & Appraisal policy for further details.
3. Some Acting posts will be triggered automatically by dint of predetermined or statutory responsibility e.g. the duty or responsibility to assume an Acting role is incorporated within a job description i.e. a Deputy Head Teacher Acting up for a Head Teacher during any short-term temporary absence of the Head Teacher, a 2 i/c Acting up for a HOD in their short-term temporary absence, a Deputy DSL Acting up for the DSL in their absence etc. Such Acting roles end automatically on the return or availability of the original post holder.
4. Some Acting positions have a defined start and/or end date as determined by the Head Teacher/Selection Panel. This may be different from a fixed-term position in so much as it may be a temporary role that has not been incorporated in the school's shadow support structure and/or the responsibilities may be amended to commensurate responsibilities to meet the needs of the school. This may be as a result of a permanent post-holder becoming available sooner than expected e.g. return from maternity leave. Such determinations are at the sole discretion of the Head Teacher or chair of the Selection Panel and in these circumstances the level of any additional remuneration/TLR associated with the original Acting post will be sustained. Acting posts specifically linked to an unspecified return date such as from staff illness or maternity leave are deemed to have a defined end date.
5. All Acting positions, which are not predetermined, without an in-year defined end date can be terminated by the Acting post holder without notice. This may be because the Acting post holder wishes to apply for an alternative advertised post. However, it is good professional practice for the Acting post-holder to inform the school in advance.
6. All Acting positions without an in-year defined end date can be terminated by the Head Teacher or Audit Committee without notice. However, it is good professional practice for the Acting post-holder to be informed in advance.
7. All Acting positions, which are not predetermined, without a defined end date are automatically terminated on 31st August each year. No advance notification is required or will normally be given.
8. An Acting position may be reinstated at the sole discretion of the Head Teacher or the chair of the Selection Panel on 1st September each year where an employee was acting in the post on the preceding day i.e. 31st August subject to the following conditions:
 - The Acting position is vacant and required
 - The Acting position is a hard to fill post or for a post that has not been advertised
 - The Acting position is cover for continuous staff absence which encompasses consecutive academic years such as maternity cover or ill-health cover
 - The Acting position is for a post that is not incorporated in or may be removed from the school shadow staffing structure
 - The Acting position must not exceed two academic years of continuous employment without the prior approval of the Audit Committee, Chair of Governors or chair of the Selection Panel as appropriate.