



# Tudor Grange Academies Trust

## Recruitment and Selection Policy and Procedure

<b>Document title</b>	Recruitment and Selection Policy and Procedure
<b>Author/originator</b>	J Brant/J Cook
<b>Date of Approval</b>	8 <sup>th</sup> May 2019
<b>Approving Committee</b>	Trust Board
<b>Version</b>	2.0
<b>Policy review date</b>	June 2021

## **1. Introduction**

- 1.1. Tudor Grange Academies Trust (TGAT) recognise that its staff are fundamental to its success. The Trust therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.
- 1.2. TGAT 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.
- 1.3. The purpose of this Policy and Procedure is to provide a sound framework for the recruitment and selection of staff based on the principles outlined.
- 1.4. 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 school's Equality and Diversity Policy.
- 1.5. TGAT 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.
- 1.6. We will comply with the requirements of [Keeping Children Safe in Education](#) with regard to DBS and other pre-employment checks.
- 1.7. TGAT will ensure compliance with the Data Protection Act (DPA) regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Privacy Notice for Job Applicants provides specific details in accordance with the GDPR principles and can be found at <https://www.tgacademy.org.uk/about/gdpr/>.

## **2. Delegation of appointments and constitution of appointments panels**

- 2.1. The Trust delegates the power to offer employment for all posts below the level of College Leader, to the Principal. The Principal may not delegate the offer of employment to any other senior manager or governor.
- 2.2. The Principal is expected to involve at least one Governor in the appointment of all staff teaching 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.

## **3. Core principles**

- 3.1. TGAT has a principle of open competition in its approach to recruitment.
- 3.2. TGAT will seek to recruit the best candidate for the job based on merit.

- 3.3. The Trust will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- 3.4. TGAT will provide appropriate training and support to those involved in recruitment and selection. As a minimum any member of staff who takes part in any activity under this policy must have first completed a recognised Safer Recruitment course.
- 3.5. Recruitment and selection is a key public relations exercise and should enhance the reputation of the Trust. TGAT will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- 3.6. TGAT will ensure that its recruitment and selection process is cost effective.
- 3.7. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they become aware of the individual's application and then avoid any involvement in the recruitment process.

3.8.

#### **4. Preparation stage**

- 4.1. Recruitment should not commence until a full evaluation of the need for the role against strategic plans and budget has been completed.
- 4.2. The recruitment of staff will take into account the Trust's need for new ideas and approaches, and additionally should support the Trust's commitment to ensuring a diverse workforce by proactively seeking to attract groups that are under-represented in the school's profile within the Trust, to maximise its ability to meet diverse pupil requirements.
- 4.3.
- 4.4. All new or changed posts must be reviewed and graded before advertising to help ensure equal pay for work of equal value.

#### **5. Job description and person specification**

- 5.1. A job description and person specification must be produced or updated for any vacant post.
- 5.2. The job description should accurately reflect the elements of the post.
- 5.3. The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants unless objectively justified.

#### **6. Advertising**

6.1. All vacant 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 or instead of an external advertisement.

6.2. All advertised vacancies will be placed on the Trust website.

## **7. Information for applicants**

7.1. All applicants for all vacant posts will be provided with:

- a job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided;
- an Application Form which should be completed in full. CVs will not be accepted.
- an information pack that includes:
  - a description of the school relevant to the vacant post;
  - reference to the Trust's Policy on Equality and Diversity;
  - reference to the Trust's Safeguarding Children Policy;
  - reference to the Trust's Policy on Recruitment and Selection;
  - DBS and other pre-employment checks required;
  - a statement that canvassing any member of staff, or governor, either directly or indirectly, is prohibited and will be considered a disqualification;
  - the closing date for the receipt of applications;
  - an outline of the terms of employment, including salary.

## **8. Short listing and reference requests**

8.1. The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.

8.2.

8.3. Shortlisted candidates should be provided with details of the selection process, including any tests, in writing, giving as much prior notice as possible. In accordance with the Equality Act 2010 candidates should also be asked to advise if there are reasonable adjustments that should be made so that they can participate fully in the selection process.

8.4. All candidates should be assessed objectively against the selection criteria set out in the person specification.

8.5. 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.

8.6. Reference requests will ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current 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 will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

8.7. 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. On receipt, equality monitoring information must be separated from other application forms.

8.8. If the field of applicants is felt to be weak the post may be re-advertised.

## **9. Selection and interviews**

9.1. Selection is a two-way process; candidates are assessing the role and the school. Those involved should consider how best to convey a positive image.

9.2. The format, style and duration of the interviews are matters for the Principal to decide in consultation with any governors involved in the process but the following will be adhered to.

### **9.2.1. Briefing**

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

### **9.2.2. The formal interview**

Before the interviews the selection panel will agree on the interview format. 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 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 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.

9.3. The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, 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.

## **10. Offer of employment by the selection panel**

The 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;
- qualifications requirements;
- satisfactory DBS Enhanced Disclosure;
- Certificate of good conduct and any relevant sanctions and restrictions;
- teacher prohibition and barred list checks;
- Section 128 check if applicable;
- Disqualification under the Childcare Disqualification Act 2018;
- 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.

## **11. Personnel file and Single Central Record**

11.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- application form – signed by the applicant;
- interview notes – including explanation of any gaps in the employment history;
- references – minimum of two;
- 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 Occupational Health service;
- evidence of DBS clearance, Barred List and Teacher Prohibition checks;
- offer of employment letter and signed contract of employment;
- Section 128 check if applicable.

11.2. The school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

11.3. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the school's data retention policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit they will be securely destroyed.

11.4. The school will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

11.5. The school will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract

with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

- 11.6. You have the right to withdraw your consent at any time and can do so by informing the school's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

## **12. Start of employment and induction**

- 12.1. The pre-employment checks listed in paragraph 10 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 checks.
- 12.2. All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.