



Recruitment and Selection Policy

Prepared by:	Sabrina Frey
Reviewed:	April 2020
Approved by:	Executive Group
Next Review:	August 2021
Status:	Non-statutory

1. Introduction

1.1 The purpose of this policy is to ensure safe, fair and effective recruitment takes place within all Academies within Thomas Deacon Education Trust.

1.2 TDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, complying with relevant legislation, recommendations and guidance.

2. Aims of the Policy

2.1 To provide clear guidance on each step of the recruitment and selection process

2.2 To ensure the recruitment process complies with all relevant guidance and legislation, including DfE Safeguarding Guidance, General Data Protection Regulations (GDPR) and the Equality Act 2010.

2.3 To ensure the most appropriate candidate is successful through a range of assessments e.g. application, interview, lesson observation

3. Responsibilities

3.1 The Principal or nominated person will have responsibility for the approval to recruit, in line with staffing and budget requirements.

3.2 TDET HR have responsibility for ensuring a safe, fair and effective process for all recruitment requirements. They will also ensure KPI's are adhered to and provide support and guidance to recruiting managers.

3.3 With support from HR the recruiting manager is responsible for ensuring the following requirements are met:

- the job description correctly reflects the role
- nominating the recruitment panel
- ensuring the most suitable candidate is appointed to perform the role/task/duties

3.4 The recruitment panel are responsible for considering all candidates consistently, ensuring a non-discriminatory process takes place throughout the recruitment selection.

4. Principles

4.1 All members of the recruitment panel should be familiar with their responsibilities from the start to the end of the recruitment process.

4.2 At least one panel member is required to have completed the safer recruitment training.

4.3 If a staff member is related to or has a close personal relationship to any applicant, they must declare this to HR immediately and a decision will be made on whether they should be removed from the recruitment process.

4.4 All applicant data will be kept confidentially and will be available upon request by the applicant in accordance with GDPR. All applications and other recruitment documentation will be held within HR for 6 months from the month the applicant applies for a position.

4.5 All vacancies must be approved by the Principal or nominated person prior to the post being advertised.

4.6 All roles will be detailed in an approved job description and person specification, which will be included in the advertisement.

4.7 All internal vacancies will be advertised for a minimum of 7 calendar days using the trust recruitment system or email.

4.8 All external vacancies will be advertised for a minimum of 14 days using the trust recruitment system or via job boards, agencies etc.

4.9 All advertisements will include job title, type of contract, working hours/pattern, closing date, start date and a description of the role and requirements.

4.10 In exceptional cases, the Principal may waive the requirement to advertise however, must provide justification for the reasons to do so. Such reasons may include:

- Where existing employees are at risk of redundancy and the vacancy may provide a suitable alternative.
- Where there is a need to fill a vacancy on an immediate basis to ensure the safeguarding and learning of all students is maintained.

4.11 Where there is a requirement to appoint into a temporary post for longer than 4 weeks, HR will support in sourcing a suitable candidate.

4.12 For all temporary assignments of 4 weeks or less, the Cover Manager/Coordinator will source a suitable candidate.

Recruitment and Selection Process

5. Advertising

5.1 Once the vacancy has been approved by the Principal or nominated person, the recruiting manager and HR will prepare the vacancy for advertisement.

5.2 All vacancies will be advertised using the most appropriate and cost effective method to attract the most suitable candidates.

5.3 TDET HR team will ensure all adverts are live within 3 working days from the date the vacancy has been approved.

5.4 All candidates must complete an online application using the appointed recruitment system or a manual TDET application form. TDET will not accept CV's.

6. Shortlisting

6.1 The shortlisting process will require the recruiting manager and a nominated other member of the recruiting panel to assess each candidates' application against the person specification for the role.

6.2 An assessment form will be provided to each member of the panel to ensure assessments are recorded. At least one member of the recruiting panel will have previous recruitment and/or selection and/or interview experience.

6.3 Where possible the shortlisting process will be anomalised to ensure an equal and fair selection is made based on suitability, skill and knowledge.

7. References

7.1 Where possible, references will be sought by email prior to candidates attending an interview.

7.2 References will be requested using a TDET reference form which explores the candidate's suitability for the post and informs the trust of any safeguarding concerns.

7.3 For teaching posts, it is expected the one of the referees will be the Headteacher/Principal of the candidate's current school.

7.4 Where necessary, nominated previous or current employers will be contacted in order to clarify any anomalies or discrepancies and records of this contact will be kept.

8. Interview

8.1 A maximum of 4 candidates will be selected for the interview process. If more than one post is available (e.g. 2 TA's) then a larger pool of candidates may be chosen.

8.2 Candidates will be invited to interview via email or telephone.

8.3 The recruiting manager, with the guidance of HR, will decide what methods to use for selection e.g. interview, lesson observation, in-tray exercise, presentation but must be relevant to the post and be measurable.

8.4 All candidates will be notified of the interview programme upon invitation.

8.5 Where requested and with suitable notice, every effort will be made to make reasonable adjustments for any candidates with disabilities.

8.6 All interview questions will be relevant to the job description and person specification and the candidate's suitability for the position. The interview will include competency based questions as well as exploring the knowledge and understanding of Safeguarding and Prevent.

8.7 All members of the interview panel will have an Interview Assessment Form for each candidate to enable them to record answers, score each question and make any relevant notes to make an informed decision.

9. Appointments

9.1 Once a suitable candidate has been identified, the recruiting manager or TDET HR will make a verbal offer within 2 working days from the date of interview confirming employment start date, hours of work, working pattern and salary.

9.2 If necessary and at their discretion, the Principal may request to award a recruitment and incentive benefit to secure the candidate of their choice. Such requests should be made to TDET HR and approval must be given by the TDET Director of Resources before offered to the candidate.

9.3 All offers will be subject to satisfactory employment checks including confirmation of right to work in the UK, enhanced DBS check and 2 satisfactory references. Other employment checks may be required dependant on the nature of the role.

9.4 TDET HR will issue an employment offer pack (including an offer letter and employment contract) by post within 2 working days from the date of the verbal offer.

9.5 The recruiting manager or TDET HR will notify all unsuccessful candidates by email or telephone and will provide feedback only to those who were unsuccessful at interview stage.

9.6 Should employment checks be returned and are unsatisfactory there may be reason to withdraw the offer of employment. Such cases will be completed promptly and thoroughly and any decision will be formally confirmed in writing to the candidate.

10. Retention and Security of Records

10.1 TDET will comply with its obligations regarding the retention and security of records in accordance with General Data Protection Regulations (GDPR).

10.2 All relevant documentation of successful candidates will be kept in a secure location for the appropriate timeframe.

10.3 All documentation taken for unsuccessful candidates will be destroyed securely after 6 months from the date of application.

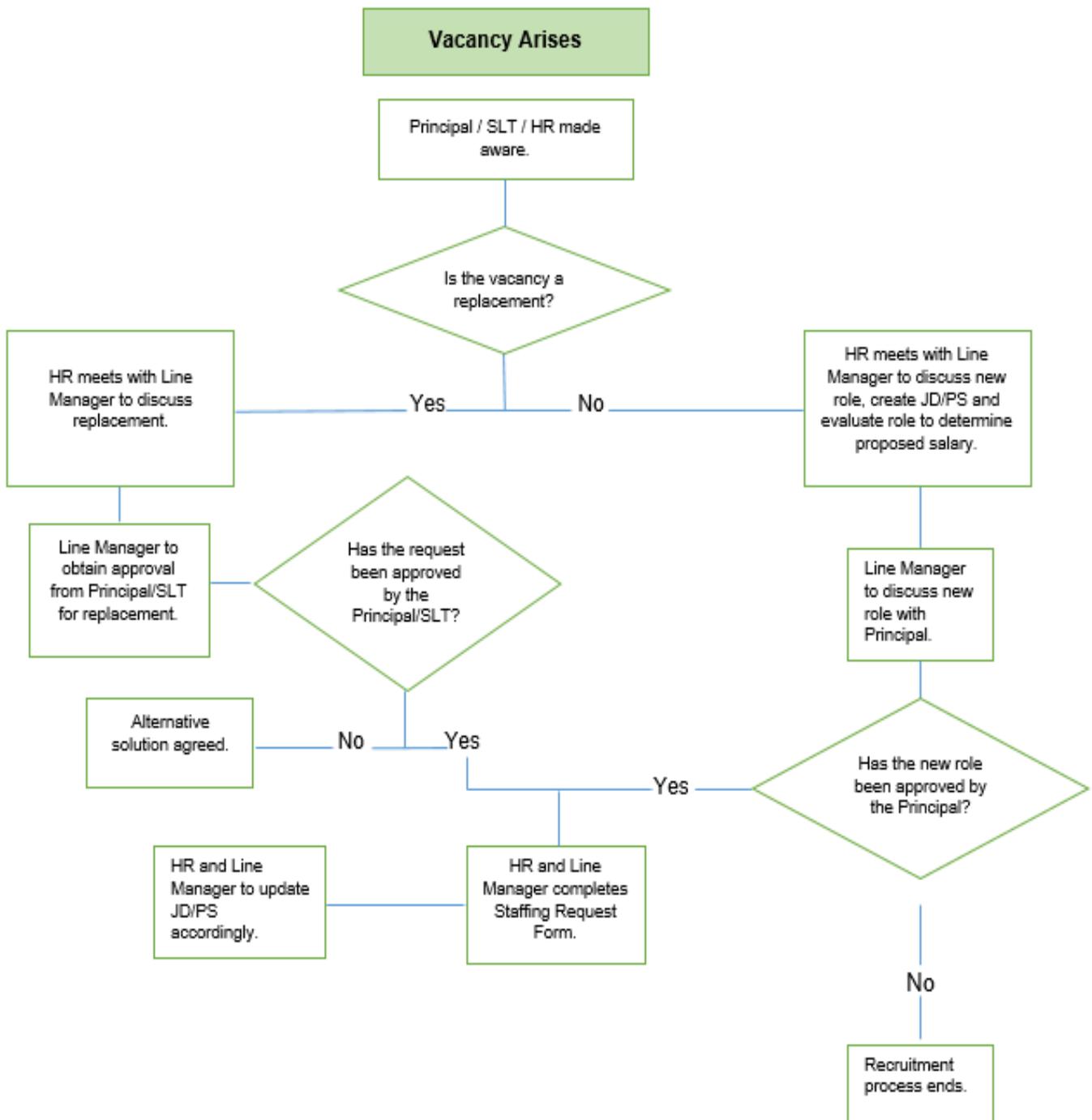
11. Monitoring and review

11.1 The trust will monitor the impact of this policy statement to determine its effectiveness, through the trust's processes of internal review.

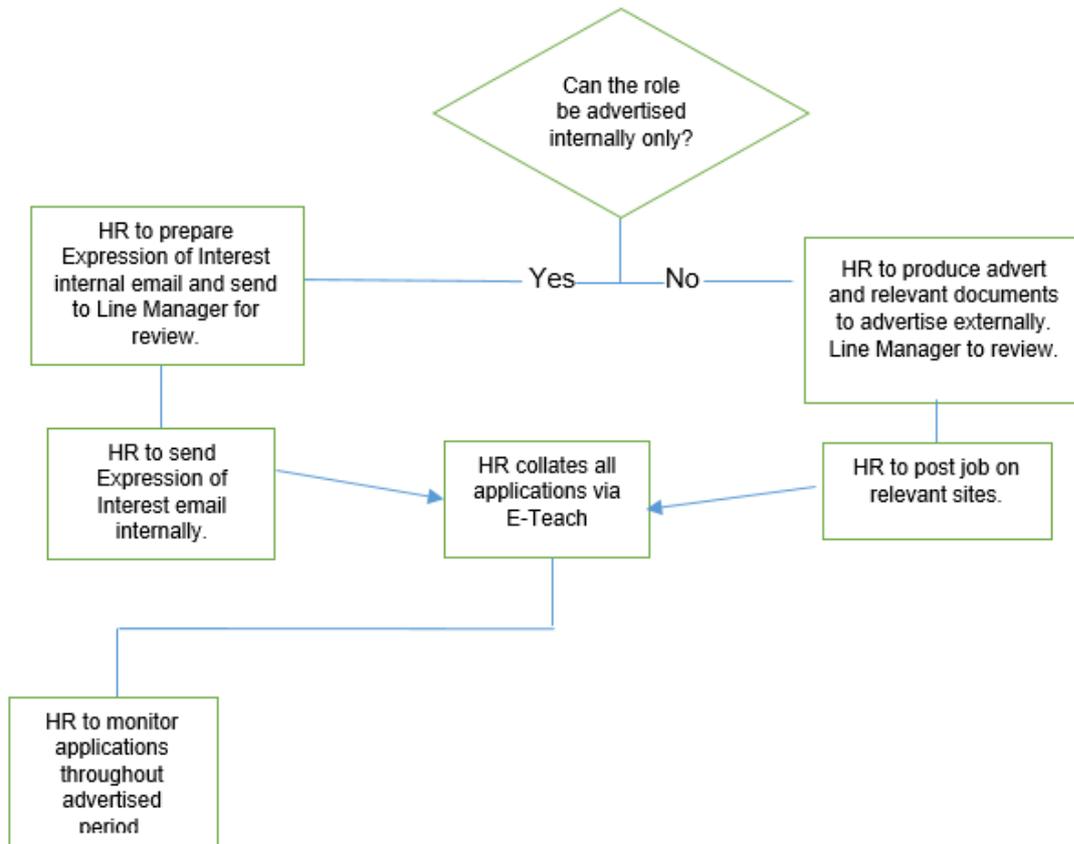
11.2 Monitoring will include:

- The collection and classification of information regarding ethnic/national origin, gender and disability of current employees.
- Examining the recruitment and promotional records of employees, including any decisions and the reasons for them.
- Monitoring of applicants to ensure that the principles of the policy statement are being applied and to respond to any complaints from unsuccessful candidates.
- The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy statement. Consideration will be given if necessary to adjusting the policy statement to afford greater equality of opportunity to all applicants and employees.

TDET Recruitment Process



Advertising



Interview and Selection

