



Whole School Staff Recruitment Policy and Procedure

2019

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Caxton College is committed to the safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Staff Recruitment policy is to ensure the practice of safe recruitment of staff, ensuring the process is conducted in a fair, effective and economic manner and to ensure those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

The school is committed to attracting, selecting and retaining the best possible employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.

The recruitment and selection process will identify the person best suited to the job based on the applicant's abilities, qualifications, experience and merit, measured against the job description and person specification.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

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 are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

EQUAL OPPORTUNITIES

The school is committed to providing the quality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Board of Directors to ensure the school has effective policies and procedures in place for recruitment of all staff, contractors, volunteers and agency workers in accordance with legal requirements and guidance and monitor compliance.

It is the responsibility of the Principal, Director of Administration and the person in charge of recruitment to ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff, contractors who work at the school, agency workers and volunteers before the work or volunteering commences. Responsibilities also include monitoring contractors' and agencies' compliance with this document and promoting the welfare of children and young people at every stage of the procedure.

All line managers should be aware that satisfactory enhanced DBS disclosures must be received for all new staff.

ASCERTAINING AVAILABLE POSITIONS:

Heads of Primary and Secondary meet with all teaching staff in January where they will discuss their continuity at Caxton for the following September.

In January each year, Heads of Primary and Secondary look at timetabling requirements for the following year to see if any extra staff are required.

Heads of Primary and Secondary inform management of the teachers who will be leaving and of the positions that will be available.

Admissions draw up a document with the teachers leaving and the positions available and send it to the Board of Directors.

ADVERTISING THE POSITIONS:

The school will generally advertise vacant posts to encourage as wide a field of applicants as possible. Normally this entails advertisement in the TES and on the school's own website. Any advertisement will include a clear statement of the school's commitment to safeguarding and promoting the welfare of children.

The advert will include the following documents as attachments:

Job description

The job description outlines the general nature of the post including the main duties and responsibilities.

Information for candidate handbook

This document gives a description of the school, the department and the background information to the post, salary, etc. It also incorporates the person specification (qualifications, attributes and skills required) and it is these criteria that are used as short-listing criteria by those scrutinising the applications.

The school uses the online TES application form which incorporates some specific questions set by the school. All applicants for employment are required to complete this form before their application can be considered. This form contains questions about their academic achievements and full employment history. All applicants are required to account for any gaps or discrepancies in employment history and provide reasons for moving between posts.

The application form includes the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.

The application form should be accompanied by a covering letter, when requested, outlining the applicant's suitability for the role.

RECEIVED APPLICATIONS AND SHORTLISTING

Handling applications

Applications are only scrutinised by the person responsible for handling the applications, the Principal, the Head of Primary and the Academic Co Head of Secondary.

Any applicant who has not completed the school's application form in full will be asked to do so if they wish to have their application considered further.

All those involved in the short-listing process have a responsibility to scrutinise the application forms and letters of application carefully. In addition to judging the application against the criteria for the post, anyone noticing an anomaly should make a written note to that effect.

The person responsible for scrutinizing the applications will have specific responsibility for ensuring that this has been done thoroughly, as per safer recruitment guidelines, prior to the interview. This should include a full record of employment since leaving school to the present date. Any gaps should be noted and followed up either immediately before or at interview. This scrutiny will form part of the specific questions regarding safeguarding during the formal interview process.

Shortlisting

The person in charge of the selection process selects the applications that fulfill the following criteria:

- Candidates must have the following qualifications – a good degree in their specialist subject and a teaching degree.
- At least two years previous UK teaching experience.
- The application must contain address, email and telephone contact details of two professional referees to include the headteachers of their current and previous schools. Where they have only worked in one school the Headteacher and HoD or Deputy Head.
- There should be a logical order to their previous employment and no unexplained gaps.

The Principal selects the candidates for interview from those that meet the school criteria.

The person in charge of staff selection sends an email and an informative document with further details about the post, including salary, to the selected candidates. Candidates are informed in the email that if they wish to continue with the selection process, they should reply forthwith accepting the offer of interview and informing them that their references will then be requested.

REFERENCES

The person responsible for teaching staff selection requests references for the candidates who wish to continue with the selection process.

References of applicants who meet the short-listing criteria will be taken up, where possible, before interview. Referees are sent the following:

- standard letter via email
- school standard reference template, which should be completed in addition to a

written reference.

Referees must include the most recent employer, in particular the Headteacher of the applicant's current or last school. Open references or references that are solely character references from close family members or friends are not acceptable.

Where a reference appears inadequate or incomplete, invites further contact, or contains conflicting information, contact should be made by the Principal or Head of school by telephone, to probe further.

INTERVIEW PROCESS

Candidates receive an informative email regarding the interview which includes:

- The date and time of interview
- Interviewers names and roles within the school
- Any documentation they will be required to produce at interview (in the case of a personal interview)

Most interviews are conducted via Skype as the majority of candidates apply from overseas.

Interviews are conducted by the Principal and the relevant headteacher (primary or co-head of Academics in secondary).

The interviewers follow the interview questionnaire for teaching staff and add any specific questions relating to the individual's application.

During the interview

Candidates will always be required to:

- explain satisfactorily any gaps in employment or significant periods of time working or living abroad
- explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
- declare any information that is likely to appear on an enhanced disclosure
- demonstrate their capacity to safeguard and protect the welfare of children and young people.
- State at the end of the interview whether they are in a position to accept the post if offered to them.

Notes are taken of responses and of any questions asked by the interviewee.

CANDIDATE SELECTION

Final Selection

Once all interviews have been carried out and all references received, the final decision regarding which candidate has been selected for appointment is made by the Principal and relevant headteacher.

The following documents are collated:

The successful candidate's application, covering letter, any further correspondence of interest, interview notes, both references, any reference notes taken after phone calls to referees. These documents are then transferred to a personnel file.

Contacting referees by telephone

If there are any queries around information provided on a reference a verbal contact must be gained from the referee, ensuring that we are speaking directly with the referee, question the areas on the reference that require further clarification and evaluate the response.

Accurate notes of the telephone call should be made (the written references should be annotated, dated and signed).

Communicating the outcome

The headteacher or person responsible for the selection process telephones the successful candidate ASAP.

If verbal acceptance is received, the confirmation of employment letter is drafted and signed by the Principal.

The verbal and written email offers will be subject to the receipt of two satisfactory references (if both references not received prior to interview), and checks including a DBS enhanced disclosure, verification of identity, proof of right to work in Spain, and proof of qualifications. When the written acceptance letter is received, regrets to non-shortlisted applicants are sent by the person responsible for staffing.

The email is sent to the selected candidate along with a copy of the Teacher's Manual.

The selected candidate is asked to confirm acceptance of the post in writing. Once this is received the candidate is invited to visit the school in their holiday period.

If the successful candidate declines the offer of the post, the selection committee

reconvenes.

NEW EMPLOYEE ADMINISTRATION AND INDUCTION

Pre-employment vetting checks and commencing employment

A new appointee should not commence employment until all criteria have been met. The process of checking qualifications, verifying identity and prohibitions, suitability of a newly appointed member of staff must be logged carefully on the Single Central Register. Vetting checks will be determined by whether an individual will be involved in regulated activity.

All teachers and managers will be checked for the following:

- Prohibition from teaching and/or management
- Failing to successfully complete their induction or probation period
- Suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current.

The single central record

In addition to the various staff records kept in school and on individual personnel files, a single central record of recruitment and vetting checks is kept in accordance with DfE requirements. This is kept up-to-date by the HR team.

The single central record contains details of the following:

- all employees who are employed to work at the school
- all employees who are employed as supply staff to the school whether employed directly or through an agency
- all others who have been chosen by the school to have regular contact with children. This will cover volunteers, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches etc.

Vetting checks

Identity checks and right to work

All successful candidates are required to provide identification documentation such as: passport; birth certificate, driving licence etc as proof of identity and as eligibility to work in Spain. Copies of the original documents are retained on personnel files.

All employees of the school are in regulated activity and therefore the UK Enhanced DBS Disclosure, including barred list check will be required for those staff employed from the

UK. Staff employed from Spain will provide the Spanish equivalent of this document “certificado de delitos sexuales”. Where possible Spanish staff will also supply a “certificado de antecedentes penales”.

The school informs all candidates that before they commence their contract they must supply either the UK Enhanced DBS or the Spanish equivalent. UK Candidates receive information on how to apply for the enhanced disclosure through Capita Education before any start date, and as soon as practicable after appointment, but no earlier than three months before employment commences.

It is the school’s policy to re-check employee’s DBS certificates for any employee that takes leave for more than three months (e.g. career breaks etc.) before they return to work.

The school requests renewal of the Spanish equivalent of DBS for all employees every five years.

Barred list

All staff employed from the UK carry out an Enhanced Disclosure and Barring check at the same time through Capita Education therefore there should never be a time where the barred list check needs to take place before the enhanced disclosure.

It is illegal for schools to employ anyone who is on the barred list.

Medical fitness

There are certain questions the school may ask at an interview stage to determine whether applicants can undertake a function which is intrinsic to the job.

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed.

All teaching staff undergo a full medical test at the start of their contract and each year thereafter.

Qualifications

All new employees will be asked to bring in original documents or certificates of relevant registration, training or qualifications so that copies can be lodged on their personnel file.

Additional checks on those who have lived abroad

The application for an enhanced DBS check may be submitted whilst an applicant is overseas so long as identity documents have been checked from a reliable source. If the applicant has lived abroad for more than three months in the last five years they will be required to provide the school with evidence, such as an official certificate of good

conduct, or police or criminal record check from their country of origin.

Rehabilitation of offenders disclosure

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those considered as 'spent', must be declared. If an applicant has a criminal record this will not automatically debar them from employment. Each case will be assessed fairly by reference to the school's objective assessment procedure.

Any employee who is convicted of, or cautioned for, any offence during their employment with the school must immediately notify in writing the headteacher, school business manager or HR manager of the offence and penalty.

Induction

All new staff new are required to undertake induction training. This will include:

- induction meeting and briefing with the HR team
- induction meeting and briefing with heads or co-heads of school
- safeguarding
- ICT training
- provision of key safeguarding policies: the safeguarding policy; the staff code of conduct; equal opportunities policy; and the whistleblowing policy
- health and safety training

Record retention/data protection

All interview notes on all applicants will be retained for a period of 6 months after which time they are destroyed.

Data protection

The organisation processes information about an individual's criminal convictions in accordance with its data protection policy / policy on processing special categories of personal data. Data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

The organisation is also committed to going through the proper DBS channels to establish whether an individual has a criminal record. The organisation will not require job applicants or existing employees to use their subject access rights under data protection provisions

to provide criminal record details.

Leaving employment

All staff leaving employment will be invited to attend an exit interview at which time an exit questionnaire will be completed by the employee and line manager. This will be forwarded to the HR department for retention monitoring purposes and be included in the individual's personnel file.

Use of contractors

Contractors that are used within the schools should comply with the schools safeguarding and safer recruitment regulations. The identity of contractors will be checked on arrival by the head of department that they will be working in. Employees of contractors who work at school on a long-term basis will be subject to the same checks as school employees.

Supply staff

A record of the checks for supply staff will be included in the single central register. Access to the check is only required where there is information contained in the enhanced DBS Disclosure. Any such information would be treated as confidential and a documented risk assessment conducted.

Agency staff are not employed at Caxton College.

Volunteers

Volunteers who are working within the school must gain the authorisation of the Principal, Vice Principal or headteacher/co-heads. Volunteers are supervised and assessed to see whether they will be in regulated activity; if they are they will be asked to complete identity checks, and a Spanish enhanced disclosure will be applied for. They will also be asked for references and will require an informal interview. Where checks are carried out these will be recorded on the single central register.

One off volunteers for day outings, school concerts etc. do not require vetting checks but must never be left unsupervised or undertake personal care and must be risk assessed.

All volunteers are asked to read the staff code of conduct and the safeguarding policy to acknowledge in writing that they have understood these and have no further questions.

Visiting speakers

As visiting speakers are never left alone with pupils they are not subject to safe recruitment vetting checks. However, it is the school's responsibility to ensure that visiting speakers are suitable and that they are appropriately supervised. Invitations to guest

speakers must be agreed with the Principal and Vice Principal before the invitation is confirmed via the “External Speakers Visit” form. When organizing talks, topics of religion and politics should be avoided.

Visiting professionals

The identity of visiting professionals should be checked on arrival. These include healthcare professionals, sports instructors, referees, consultants, trainee teachers etc. Appropriate checks should have been carried out by their employing organisation and confirmed to the school in letter form.

ACCOMMODATION

Admissions maintain regular contact with the candidates from the moment of appointment to the start date in September to advise them regarding accommodation.

Candidates are asked to supply their preferences regarding accommodation and the person responsible for recruitment will attempt to fulfill the requirements for the new teacher.

Current members of staff are consulted regarding any accommodation that may become available for September.

When recommending accommodation that is not already being rented by a member of staff, it is important that the property is in a good state and that the contract is in line with the current Spanish law.

ARRIVAL AND THE LEGALISATION PROCESS:

Admissions staff ask new teachers to provide their arrival dates and times. Collection is organised where necessary.

Teachers are required to be in school during the third week of August for induction and to commence the legalization process.

At this meeting staff are required to fill out application forms for their residency, their National Insurance numbers and an authorization form. Staff also complete an internal form with their contact details.

New staff are accompanied to:

- their local Town Hall to obtain their registration certificate.

- the Police Station in Sagunto to apply for their residency.

With the NIE number the National Insurance number is requested.

Admissions give HR copies of NIE and National Insurance so that they can be registered as employed.

Admissions assist staff with

- the opening of a bank account
- register with their local doctor.

CONTINUED SUPPORT

Admissions provide support to new staff during their first year, helping with:

- Doctor's appointments
- Telephone companies
- Other services, gas, electricity, water
- Landlords
- Banks