

<b>Title</b>	Recruitment Policy
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Single Equality (TPO/EO/01)</li> <li>• Safeguarding and Child Protection (TPO/HS/05)</li> <li>• Staff Induction (TPO/STA/15)</li> <li>• Staff Records (TPO/STA/16)</li> </ul>

REVIEWED: JUNE 2015

NEXT REVIEW: JUNE 2018

## 1. Policy Statement

- 1.1 The purpose of this policy is to ensure the recruitment of both permanent and temporary staff is conducted in a fair, effective and economic manner with the objective of maintaining a recruitment process which will attract, select and retain staff who will successfully and positively contribute to the future development of the Trust.
- 1.2 As per the Equality Act (2010), Brooke Weston Trust 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.
- 1.3 Brooke Weston Trust 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.
- 1.4 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 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.

## 2. Who is responsible for carrying out this policy?

- 2.1 The Principal and CEO has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Principal has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review.
- 2.2 All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with it and act in accordance with its aims and objectives. Those involved in management or recruitment may request training and address any questions about the content or application of this policy.

## 3. Delegation of Appointments and Constitution of Appointments Panels

- 3.1 Brooke Weston Trust delegates the power to offer employment for all posts below the level of Vice Principal to the Principal. The Principal may not delegate the offer of employment to any other senior manager.
- 3.2 The Principal may involve at least one Governor in the appointment of teaching staff below Vice Principal level, however is accountable for the final decision.
- 3.3 The CEO is responsible for appointment of all Principals, Executive Principals and central team staff.
- 3.4 A selection panel will be appointed to oversee the recruitment process of the specific post. Selection panels will comprise a minimum of two people (normally three). The members of the selection panel will:
  - have the designated authority to make decisions on who is appointed to the post

- be appropriately trained i.e. DfE recognised Safer Recruitment Training or general recruitment/equalities training.
- meet prior to the interview to reach a consensus on the required standard for the post
- declare an interest where a candidate is known personally. It may be necessary to change the panel to ensure there no conflict of interest and equality principles are adhered to.

### 4. Procedures – Vacancy arises

- 4.1 Before preparing to fill a post the Principal should (in line with recruitment flow chart, appendix 1):
- Consider if the post is still required or needed in its present form
  - Decide on what type of contract is appropriate
  - Review and revise the job description and person specification
  - Consider who will be involved in the recruitment process
  - Draw up a clear and realistic timeline for recruitment
  - Complete an Approval to Recruit form (appendix 2)

### 5. Preparing the job description and person specification

- 5.1 The Principal should ensure there is clarity on the content of the job and the attributes the job holder needs to undertake it. The job description and person specification are therefore an essential part of the preparation for recruitment.
- 5.2 The job description should clearly state:
- The main duties and responsibilities of the post
  - The individual's responsibility for promoting and safeguarding the welfare of child and young persons that they are responsible for or come into contact with
- 5.3 The person specification should include:
- Qualifications, skills and experience and any other requirements needed to perform the role in relation to working with children and young people
  - The competencies and qualities that the successful candidate should be able to demonstrate
  - Explain how these requirements will be tested during the selection process.
- 5.4 The selection criteria for the role will be based on the requirements identified through the job description and the qualities and experience that the applicant(s) bring to the role in comparison with the person specification. It is these selection criteria that form the basis of fair selection.

### 6. Advertising

- 6.1 Once the recruitment is authorised the job will be advertised. 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 an external advertisement.
- 6.2 Brooke Weston Trust is committed to minimising compulsory redundancies and redeploying employees who are at risk of redundancy. One way of achieving this is to redeploy employees at risk to other jobs within the Trust. In these circumstances employees are given priority consideration. However, they would need to demonstrate that they meet all of the essential requirements of the job description and person specification through the selection process.
- 6.3 The normal practice should be for all posts to be advertised externally and internally. However, there may be some exceptions according to the circumstances:
- Appointments of less than 6 months, where practical, should be advertised internally and considered for external advertising
  - Appointments over 6 months should be advertised internally and externally.

- 6.4 Brooke Weston Trust is committed to creating opportunities for employees to progress within the organisation, therefore are encouraged to apply for internal promotion and career development opportunities.
- 6.5 The Principal has the discretion to advertise simultaneously in internal and external media relevant to the vacancy, where it is considered that this will help to attract a more appropriate pool of candidates.
- 6.6 Unless in exceptional circumstances, all posts will be advertised for a minimum of two weeks and will not be withdrawn before the application deadline.

## 7. Information for applicants

7.1 All adverts will detail the following (where appropriate):

- Job title
- Salary (or rate of pay) including allowances
- Hours of work
- Where the post will be located
- Outline of essential requirements of job i.e. skills, qualifications and experience
- Statement about the schools commitment to safeguarding and promoting the welfare of children and young people
- Closing date for receipts of applications
- Expected interview dates
- Contact details and process for obtaining an application form.
- A statement advising applicants if they have not received a response within two weeks of the closing date that they should assume that they have not been shortlisted.

See appendix 3 for a template.

7.2 An information pack should include:

- 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.
- A description of the school relevant to the vacant post.
- Reference to the school's policy on Equality and Diversity.
- Reference to the Child Protection/Safeguarding Policy.
- DBS and other pre-employment requirements.
- 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.
- The closing date for the receipt of applications.
- Outline of terms of employment including salary.
- An application form.

7.3 All applicants for employment will be required to complete an application form containing questions about their right to work in the UK, employment history and their suitability for the role. A curriculum vitae will not be accepted. Application forms must be completed properly. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

7.4 The application form contains a section for Monitoring Equal Opportunities. Recruitment monitoring is central to the effective implementation of the equal opportunities action plans and ensuring that discriminatory practices are not occurring. Monitoring should include the specific requirements under the Race Relations Act 1976 and also gender and disability. The Monitoring Equal Opportunities section of the application form must be separated from the application form before shortlisting.

## 8. Shortlisting and reference requests

8.1 Shortlisting should not begin until after the closing date and should be undertaken by a minimum of two members of the selection panel. The Principal has a responsibility to make sure that:

- Candidates are shortlisted only against agreed criteria from the person specification (weighted as appropriate) using information contained in the application
  - A record of the shortlisting process is made (see appendix 4 shortlisting matrix template)
  - The final selection can be justified
  - Applicants are advised promptly that they have been shortlisted by inviting to interview.
- 8.2** As per Keeping Children Safe in Education (2015) guidance, the selection panel will take up at least two references on each short listed candidate, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. 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.
- 8.3** 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.
- See appendix 5 for a template.
- 8.4** The Academy will only accept references obtained directly from the referee and will not accept open references or testimonials. The Academy will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.
- 8.5** References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. 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.
- 8.6** Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post.
- 8.7** If the field of applicants is felt to be weak the post may be re-advertised.

## 9. Interviews

- 9.1** It is recommended that applicants should be advised if they are selected for interview at least 5 working days before it is to take place. Consideration should be given to extending this period where the selection process includes other exercises, including preparation of presentation materials.
- 9.2** Letters inviting applicants to interview will include the following information:
- The specific selection arrangements, including the name/position of the interview panel members
  - Location and time of the interview
  - Timetable/programme for the interview and selection process
  - Details of any pre-interview preparation or tasks required of candidates
  - Information regarding the availability of equipment e.g. computer display, flip chart

- A contact name and telephone number
- Map and car parking arrangements
- A request for details of any special requirements that will enable candidates to participate fully in the selection process
- The requirement to bring any certificate of qualifications essential for the post
- The requirement to produce identification and if necessary any documents relating to the applicants right to work in the United Kingdom.

See appendix 6 for a template.

**9.3** The format, style and duration of the interviews are matters for the Principal to decide in consultation with any interview panel members involved in the process but the following will be adhered to:

**9.4** 9.4.1 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.

9.4.2 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.

9.4.3 Records:

- Interview notes are taken by panel members which will contribute to the decision making process for offer of employment. An accurate record of the selection decision must be kept and any rating system must be justifiable.

**9.5** 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 selection panel**

- 10.1** The successful applicant will receive a verbal offer no later than 5 working days after the interview, except in exceptional circumstances which will, wherever possible, be explained to the candidates. An offer letter confirming the appointment will be issued within 3 working days of the verbal offer.
- 10.2** 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, teacher prohibition and barred list checks, 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.
- 10.3** Written particulars will be sent as soon as possible after the offer letter, but at least within 8 weeks after employment has commenced.
- 10.4** Unsuccessful candidates will be advised no later than 3 working days after the successful applicant has accepted the post. They will be offered feedback on their interview. Any complaints relating to the recruitment process and selection procedure from external candidates should be addressed through the Complaints Policy. Internal candidates should address through the Grievance Policy.

10.5 When an overseas teacher requires sponsorship the necessary identification documentation has to be completed and passed to the designated person within the Trust to apply to the UKBA. Depending on the status of the overseas teacher the application will be for a "Restricted" or "Unrestricted" Certificate of Sponsorship. When the application has been approved by the UKBA the Certificate of Sponsorship number is passed to the teacher to enable the visa application to be made. Once the teacher has received the visa (leave to remain) this must be copied and kept on the personnel file, DBS register and passed on to the designated person for the records. If the teacher ceases to work for the Trust the designated person must be notified immediately as the sponsorship only relates to employment by the Trust. It is the duty of designated person to inform the UKBA as the teacher will not be able to work in the UK without further sponsorship. Certificates of Sponsorship can be renewed as required within three months of the existing visa's expiry date. See appendix 7 for a checklist.

## 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 2
- 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

See appendix 8 for a checklist of documents to be included in the personnel file.

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

## 12. Start of Employment and Induction

12.1 The pre-employment checks listed in section 8.2 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 A thorough induction will be provided to the candidate in accordance with Brooke Weston Trust's Staff Induction guidance.

## 13. Contractors and Agency Staff

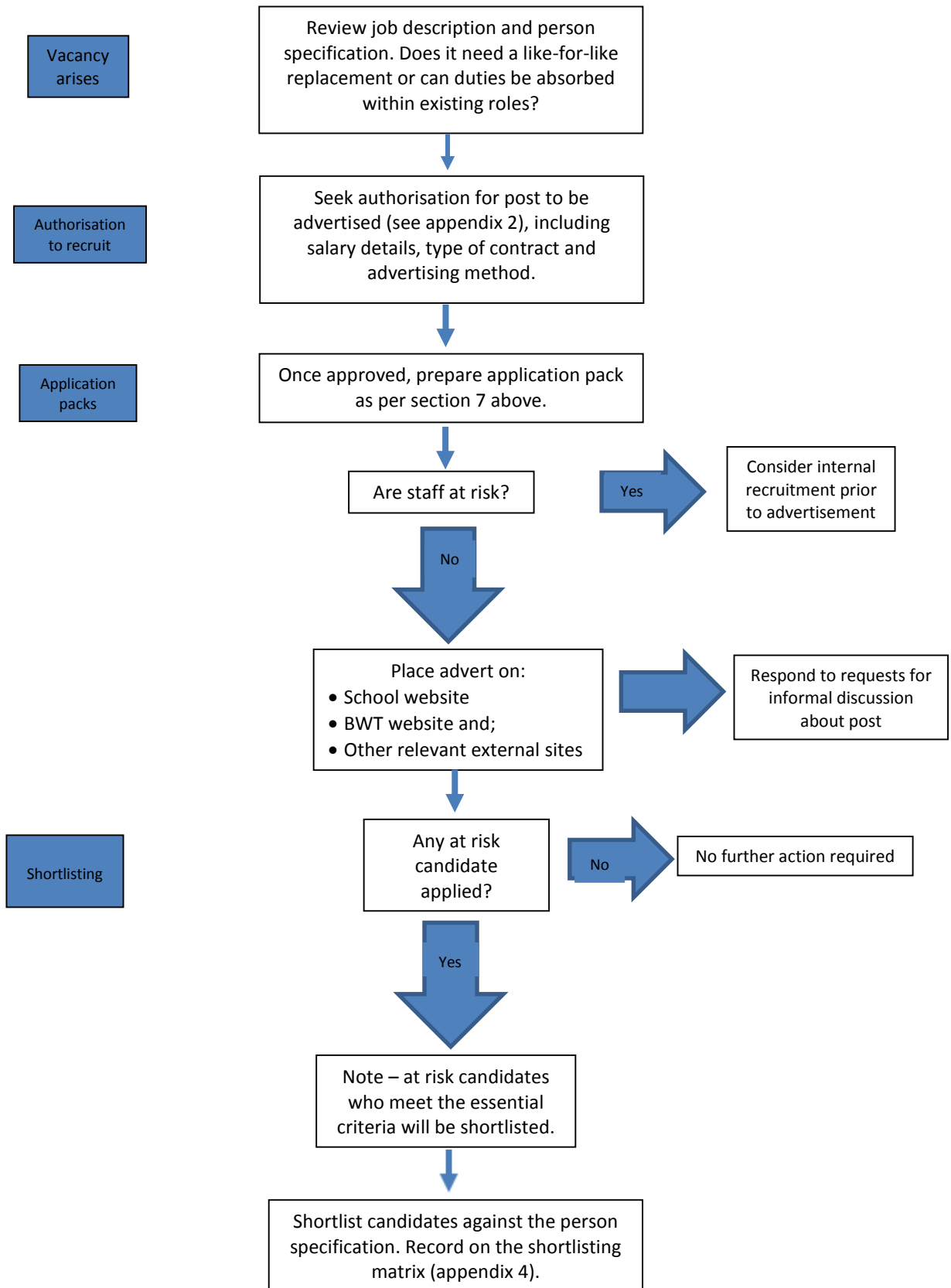
13.1 Contractors engaged by the Academy and agencies who supply staff to the Academy must complete the same checks which the School completes for its own staff where the frequency or intensive nature of the work undertaken provides them with access to children and young persons. The Academy requires written confirmation that these checks have been completed before employees of the contractor or agency staff can commence work at the Academy. The Academy will independently verify the identity of staff supplied by agencies or contractors. This will not usually apply to delivery and emergency maintenance personnel who are supervised.

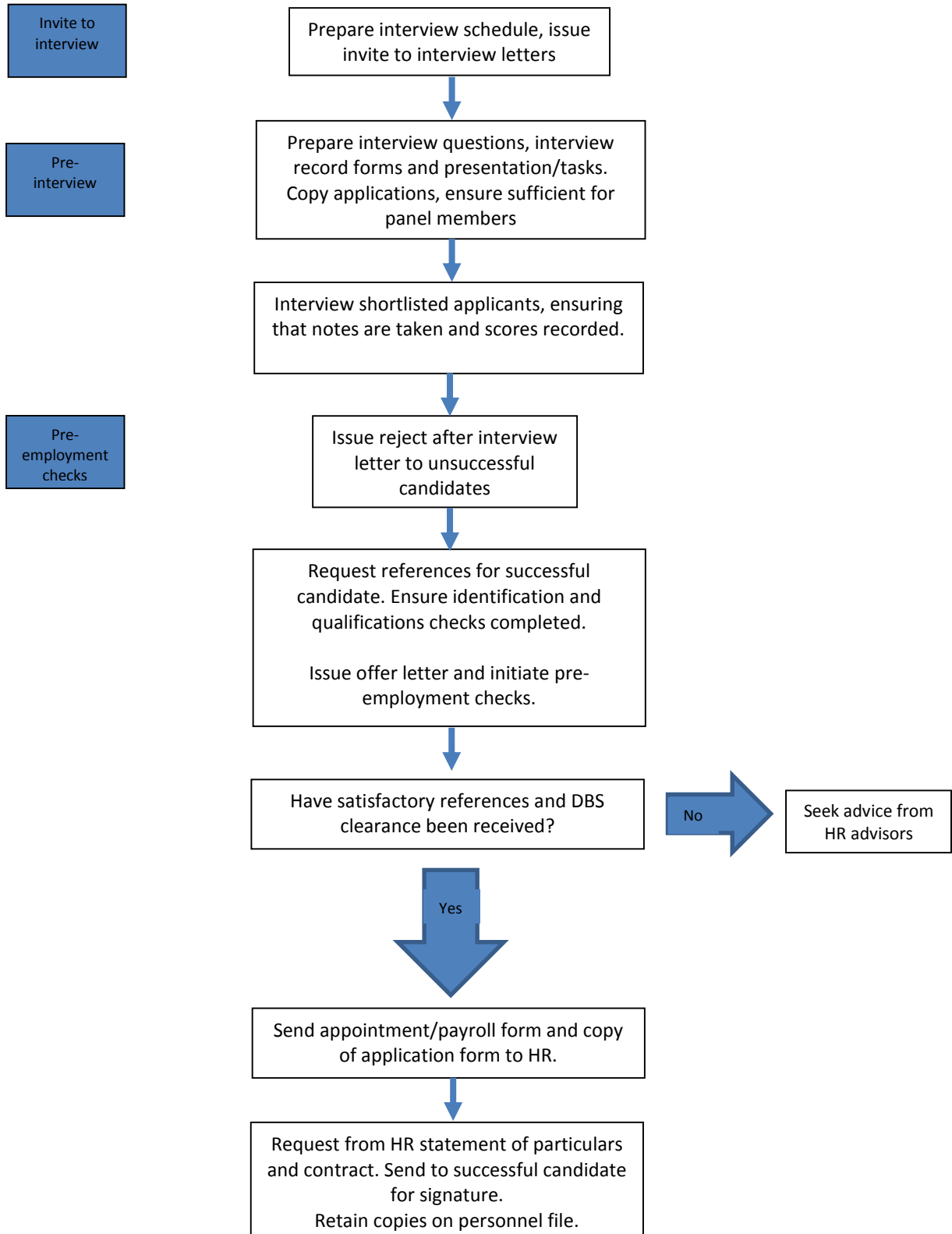
## 14. Review of the Policy

14.1 The Trust will review this policy from time to time or on any occasion when it is requested to do so by the Board of Directors.

**Appendix 1**

**Recruitment Flowchart**







Appendix 2

**Form 1 – APPROVAL TO RECRUIT**

**Please note all fields are mandatory and must be completed – incomplete or unauthorised forms will be returned without action.**

Please complete Part A and send it to the CEO to complete Part B.

<b>Part A: Recruitment information</b>								
School:								
Job Title:								
Grade (and TLR):		Hours of work:		Is this: (please tick)	Permanent <input type="checkbox"/> Secondment <input type="checkbox"/> Fixed Term <input type="checkbox"/>	Length of contract: (secondment/FT)		
Advertising method:	Internal only <input type="checkbox"/>	External – Free <input type="checkbox"/>	External – Cost <input type="checkbox"/>	Is this: (please tick)	A new post <input type="checkbox"/> Replacement <input type="checkbox"/>			
<b>Business case:</b> (please tell us why you are seeking approval to recruit, including other options that have been considered)								
<b>Part B: Approval</b>								
Recruitment can proceed as planned					Tick correct box			<input type="checkbox"/>
Recruitment can proceed on a fixed term/temporary basis only								<input type="checkbox"/>
Recruitment <u>cannot</u> proceed								<input type="checkbox"/>
<b>Comments if required:</b>								
<b>Principal:</b>					Date:			
<b>Executive Principal:</b>					Date:			
<b>Finance Director:</b>					Date:			
<b>CEO:</b>								

## Appendix 3



### Brooke Weston Trust

[POST TITLE]

[LOCATION]

[SALARY DETAILS] depending on experience/negotiable

[X] day(s) per week, [X] weeks per year

The aim of the Brooke Weston Trust is to develop education for the public good. The Trust provides experiences for young people matched to their needs, which together with an ethos of high expectations, leads to high levels of achievement and personal development. The Trust currently runs three secondary academies, one all-through academy, four primary academies and one secondary free school all based in the East Midlands and North Cambridgeshire.

[INSERT DETAILS OF SCHOOL, IF APPLICABLE]

This post is an exciting opportunity for: [INSERT DETAILS OF POST]

The successful candidate will:

- 
- 
- 

If you think you can contribute to our organisation we welcome your application. Applicants are required to complete an application form as CVs will not be accepted. **For further information about how to apply, or to arrange an informal discussion about this role with the [line manager details], please contact [line manager details].**

T:

E:

W:

Closing date: [INSERT]

Interview date(s): [INSERT]

Please be aware that if you have not heard from us within two weeks of the closing date your application has on this occasion, been unsuccessful.

***Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.***

## Appendix 4

### Shortlisting for Interview

Name		Date	
Post		School	

For each applicant please indicate whether they meet the published selection criteria (please use a tick/cross system). It may appropriate to assess some of the criteria at interview only (e.g. interpersonal skills). In the final column, please indicate whether the candidate should be invited to interview. The applicant must meet **80%** of the criteria as listed in the person specification.

Applicant	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9	Criteria 10	Criteria 11	Criteria 12	Invite to interview?
	Education and Qualifications			Experience			Skills			Personal Qualities			%
	English and Mathematics GCSE or equivalent	Commitment to personal/professional development											
Candidate 1													
Candidate 2													
Candidate 3													
Candidate 4													
Candidate 5													

## Appendix 5

### Candidate Questionnaire

Candidate's Name		Position Applied For	
Suitability of the candidate to undertake the duties of this post			

	Outstanding	Good	Satisfactory	Inadequate
Ability to lead, provide vision and command respect.				
Ability to innovate and provide a focus for improvement.				
Tenacity and ability to get things done.				
Personal impact and presence.				
Ability to motivate and inspire others.				
Ability to think creatively and make sound professional judgements.				
Punctuality				

Please tick			
	If you were seeking to recruit a similar post, would you go out of your way to appoint this candidate?		Would you be happy to appoint this candidate?
	Would you be prepared to appoint this candidate if there was no better candidate available?		Would you be unlikely to appoint this candidate?

Please detail any known Child Protection allegations/concerns/disciplinary action raised regarding the candidate. If so please detail the outcome of any investigation(s), the conclusion to the investigation(s) and how the matter was resolved:

Name of person completing this reference form			
Length of time you have known/worked with the candidate			
Relationship to candidate			
Signed		Date	
Position			

## Appendix 6

[REFERENCE NO.]

[DATE]

[CANDIDATE NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[ADDRESS LINE 3]

[POSTCODE]

Dear [CANDIDATE NAME]

Re: [POST]

Thank you for applying for the above post. There was a high level of interest in this vacancy from very well qualified and experienced candidates.

I am delighted to inform you that following evaluation of all the applications received, the shortlisting committee would like to invite you for interview. The details are as below:

**Date:**  
**Location:**  
**Presentation/Task:** [Insert available equipment]  
**Topic:**  
**Presentation/Task**  
**Panel:**  
**Interview:**  
**Interview Panel:**

Please bring with you:

1. Original copies of qualifications which you have declared as part of your application
2. Two of the following: Birth Certificate, Passport, Driving Licence
3. A recent utilities bill or other form of verification of your current address

Please would you kindly confirm your attendance for interview by notifying [CONTACT] on telephone [NUMBER] or via email: [EMAIL]

I would like to take this opportunity to congratulate you on being selected for interview and to say how much I look forward to meeting you on the [DATE OF INTERVIEW].

Yours sincerely

[INSERT]

Brooke Weston Trust

### Appendix 7

<b>Personal Details</b>	
Last Name:	
First Name(s):	
Date of Birth:	
Gender:	
Nationality:	
Place <u>and</u> country of birth:	
Home address, including post code/Zip code:	
Telephone Number:	Mobile Number:
<b>Passport Details</b>	
Passport Number:	
Issue Date:	
Expiry Date:	
Place of issue of passport:	
<b>Identification details</b>	
UK National Insurance Number:	
National ID card number:	
Employee Number:	
<b>Work Details</b>	
Job title:	
Summary of job description:	
Is the vacancy <b>'at or above graduate level'</b> ?	
Main work address:	
Work start date:	
End date:	
Total weekly hours of work:	
Gross annual pay (sterling):	
Details of any allowances paid:	
<b>Entry Conditions</b>	
Does the migrant need to leave and re-enter the UK during the period of approval?	
Was the migrant sourced through agent? If so, agency name and address required, including the name of the individual contact at the agency:	
Is the job on a client contract?:	
If so summary of client contract required:	
Is the job on the shortage occupation list?:	
If not, has the resident labour market test been met – details of when <u>and</u> where advertisement placements required:	
Registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK:	

### Appendix 8

<b>Employee name:</b>		<b>Start date:</b>	
<b>Job title:</b>		<b>Department:</b>	
<b>Job detail</b>			
Copy of job description and person specification		<b>Requested</b>	<b>Complete</b>
Application form			
Interview notes			
BWT recruitment form			
<b>Safeguarding</b>			
Permission to work in the UK is N/A or held			
Copy of DBS interview disclosure form			
Copy of Trust Safeguarding Policy & KCSIE issued and slip returned			
2 references received      1 <input type="checkbox"/> 2 <input type="checkbox"/>			
Heales medical clearance    sent <input type="checkbox"/> received <input type="checkbox"/>			
List 99 clearance			
Prohibition check			
DBS clearance			
DBS certificate seen and recorded on DBS website & SCR			
Qualifications verified & checked against application			
Copy of passport taken for file			
<b>Appointment Documentation</b>			
Appointment letter            sent <input type="checkbox"/> received <input type="checkbox"/>			
New starter information passed to payroll			
Added to single central record & CMIS			
Send EPM a scanned copy of offer letter and application form			
Contract received from EPM			
Staff Data Capture form completed / uploaded on CMIS			
Resignation letter            received <input type="checkbox"/> acknowledged <input type="checkbox"/>			
<b>Forms</b>			
Contract 'statement of acceptance' signed			
Signed Payroll Information			
Signed Acceptable Internet Use			
HMRC Starter checklist			
P45/P46 requested for finance			
Induction checklist			
<b>General</b>			
Photograph included in file			
Inform of LGPS ( <a href="http://pensions.northamptonshire.gov.uk">pensions.northamptonshire.gov.uk</a> )			
<b>File completed by:</b>		<b>Date:</b>	