

Title	Recruitment and Induction Policy
Associated Policies	<ul style="list-style-type: none"> • Trust Equality Policy (TPO/EO/01) • Safeguarding and Child Protection (TPO/HS/05) • Data Protection (TPO/STA/25) • Staff Probation Policy (TPO/STA/32) • SCR, Safer Recruitment and Staff Files Policy (TPO/STA/03)

REVIEWED: June 2021

NEXT REVIEW: June 2021

1. Policy Statement

- 1.1 The purpose of this policy is to ensure the recruitment of 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 In line with The Equality Act, 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 Trust Equality Policy.
- 1.5 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to all pre-employment checks.
- 1.6 We will ensure compliance with the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the Data Protection Act and provides more responsibility and accountability for fair and transparent processing. Our Privacy Statement can be found on the Trust website.

2. Who is responsible for carrying out this policy?

- 2.1 The CEO has overall responsibility for the effective operation of this policy and the Principal has delegated day-to-day responsibility for operating the policy. The Trust HR Manager has responsibility for ensuring compliance with the relevant statutory framework and ensuring its maintenance and review.
- 2.2 All members of staff involved in recruitment 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 of recruitment should undergo Safer Recruitment Training.
- 2.3 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.

3. Delegation of Appointments and Constitution of Appointments Panels

- 3.1 The Board of the Trust is responsible for the appointment of the CEO.
- 3.2 The CEO is responsible for appointment to key posts, including (but not limited to) Executive Principals, CFO, Principal /Associate Principal, Senior Central Team posts.

- 3.3 The Executive Principal supports the CEO on the appointment of Principals/Associate Principals and has responsibility for approving appointment of Deputy/Vice/Assistant Principals.
- 3.4 Brooke Weston Trust delegates the power to offer employment for all posts below the level of Assistant Principal to the Principal.
- 3.5 The Principal may delegate the power to offer employment to any post below the level of Assistant Principal to another Senior Manager within the Academy.
- 3.6 The CEO is responsible for the appointment of all members of the Central Team but may delegate this power to another Senior Manager.
- 3.7 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. Safer Recruitment Training
 - agree prior to the interview 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. Vacancy arises

- 4.1 Before preparing to fill a post the Principal should
 - 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

5. 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.
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.
- 5.2 For support staff roles, the correct role from the Job Families Structure should be selected. The Job Description and Person Specification should be reviewed and confirmed as correct. Whilst this may not cover every aspect of the role in terms of school specific tasks, this should give an overview of the main responsibilities.
- 5.3 If there is not a role in the Job Families Structure that accurately reflects the role that needs to be advertised, then the school should first refer to the Job Evaluation Policy in order to get a new role evaluated against the Trust evaluation scheme. The role should not be advertised until this step has been undertaken.
- 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, and the Shortlisting Matrix is available on the HR SharePoint Site.
- 5.5 Basic Job Descriptions are available for Classroom Teachers and other Teaching roles; however schools are able to adapt and add to these to suit the requirements of the post. These can be found on the HR SharePoint site.

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 the opportunity to move across into a suitable alternative role, where one exists. However, they would need to demonstrate that they meet all of the essential requirements of the job description and person specification. They would be expected to apply for any promotive posts in the usual way.
- 6.4 Brooke Weston Trust is committed to creating opportunities for employees to progress within the organisation, therefore employees are encouraged to apply for internal promotion and career development opportunities.
- 6.5 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) and schools should use the advert templates set out in **Appendix 1** in order to ensure all relevant points are covered:
- Job title
 - Salary (or rate of pay) including allowances, ensuring it is clear what the actual part time salary is
 - Hours and weeks of work, including any specific term dates
 - Where the post will be located
 - An outline of the essential requirements and expectations of the role
 - 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
 - Copy of an Application Form and contact details for its return (see section 8 for further information on application forms)
 - 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.
 - A statement confirming the Trusts commitment to Equal Opportunities and Safeguarding
- 7.2 It is best practice to include with each advert an Applicant Pack. The Trust have created lots of resources for the schools to use in order to appeal to the most candidates.
- 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
 - Brooke Weston Trust Join Us Guide (available on the HR SharePoint Site)
 - Outline of terms of employment including salary.

8. Application Forms

- 8.1 All applicants who wish to be invited to interview 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.
- 8.2 Schools may use an Expression of Interest Form (available on the HR SharePoint Site), use MS Form to collate the information, or request a CV where they wish to quickly gather information on interested

candidates, however shortlisted applicants must complete the full application form prior to attending an interview. Application forms must be completed properly.

- 8.3 The full 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 Equality Act. The Monitoring Equal Opportunities section of the application form must be separated from the application form before shortlisting.

9. Shortlisting and reference requests

- 9.1 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
 - The final selection can be justified
 - Applicants are advised promptly that they have been shortlisted by inviting to interview.
- 9.2 As per Keeping Children Safe in Education two references for candidates will normally be requested prior to interview, where permission is given by the applicant, so that any issues of concern they raise can be explored further.
- 9.3 Where permission has not been granted by the candidate, references should not be sought, however successful candidates should be made aware that an offer of employment is subject to the receipt of two satisfactory references.
- 9.4 If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 9.5 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 which may include those where the penalty is "time expired" and relate to the safety and welfare of children;
 - 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.

Templates can be found on the HR SharePoint Site.

- 9.6 The Academy will only accept references they have 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. References will be treated in strict confidence by the selection panel.
- 9.7 Reference should also be sought from internal applicants and can include references from the current Line Manager and/or Principal.
- 9.8 If the field of applicants is felt to be weak the post may be re-advertised.

10. Interviews

- 10.1 It is best practice to include the interview dates on the job advert for clarity. Where this has not been undertaken it is recommended that applicants should be given at least 5 working days' notice of when

the interview will take place. Consideration should be given to extending this period where the selection process includes other exercises, including preparation of presentation materials.

- 10.2** An email or letter inviting applicants to interview should be sent as soon as possible after shortlisting, schools should ensure all relevant information is included. The invite should include:
- The interview arrangements, including the names and positions of the interview panel and an overview of any tasks they will be required to undertake. If they are asked to give a presentation, confirmation of available resources e.g. laptop, screen etc.
 - Location and time of the interview
 - A contact name and telephone number
 - Confirmation of arrival arrangements, such as parking and how to access or who to ask for at reception
 - 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.
 - The requirement to bring the Criminal Convictions Disclosure Form to interview in a sealed envelope (See HR SharePoint Site)

There is a template invite to interview letter drafted on the HR SharePoint Site that schools can adapt and use.

- 10.3** 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:
- **Briefing and Overview** – All candidates will receive introductions from the panel and be given relevant information about the school and the role to enable the candidate to make further enquiries about the suitability of the advertised job.
 - **Formal Interview** – The interview format will be agreed by the panel beforehand. 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.
 - **Records** – Interview notes should be individually recorded by each panel member using the template on the HR SharePoint Site, 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.
- 10.4** The recruitment documentation for unsuccessful candidates will be retained for six months from the date of interview. Under the Data Protection Act 2018, 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.

11. Offer of employment by selection panel

- 11.1** The offer of employment by the selection panel and acceptance by the candidate is legally 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. Please use the template offer letter provided in **Appendix 2**.

- 11.2** A statement of particulars (contract) will be sent as soon as possible after the offer letter, but no later than the first day of employment.
- 11.3** 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 issues through the Grievance Policy.

12 Recruiting Overseas Staff

- 12.1** Anyone coming to the UK for work from overseas, including EU citizens, will need to demonstrate they meet a specific set of requirements in order to be granted a Visa.
- 12.2** There will not be a general route for employers to recruit from outside the UK for jobs offering a salary below £20,480 or jobs at a skill level below RQF3 (A-Level equivalent).
- 12.3** A Skilled Worker visa replaces the Tier 2 (General) work visa. To qualify for a Skilled Workers visa an employee must have:
- a confirmed job offer from the Trust
 - carry out a job that is on the list of eligible occupations
 - be paid a minimum salary of £25,600 or the Annual Going Rate – whichever is the higher amount

Skilled workers must also be able to speak, read, write and understand English, which they will need to prove their knowledge of when they apply.

- 12.4** Meeting the mandatory criteria above will earn the applicant 50 points; they must obtain a further 20 “tradeable” points through a combination of points for their salary or a job in a shortage occupation.
- 12.5** Only certain roles are eligible for the Skilled Workers visa, a full list can be found [here](#).
- 12.6** When an overseas teacher requires sponsorship the necessary identification documentation has to be completed and passed to the Trust HR Manager to apply to UK Visas and Immigration for a ‘Certificate of Sponsorship’ (CoS).
- 12.7** When the application has been approved by UK Visas and Immigration 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 this must be copied and kept on the personnel file, DBS register and passed on to the Trust HR Manager for the records. If the teacher ceases to work for the Trust the Trust HR Manager must be notified immediately as the sponsorship only relates to employment by the Trust. It is the duty of Trust HR Manager to inform the UK Visas and Immigration 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.
- 12.8** In order to apply for a CoS please complete the Overseas Worker Recruitment Checklist (found on the HR SharePoint Site) and send to the Trust HR Manager.

13. Personnel file and single central record

- 13.1** Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their 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, or a reference risk assessment where there is less than 2
 - proof of identity and right to work in the UK, signed and dated by the person who has verified it
 - proof of relevant academic qualifications
 - for candidates who have lived and worked overseas, an overseas criminal record check (certificate of good conduct) and letter of professional standing (where applicable)
 - evidence of medical clearance from the Occupational Health service

- evidence of Enhanced DBS clearance and Barred List check
- Prohibition and Section 128 (where applicable)
- offer of employment letter and signed contract of employment

See the HR SharePoint Site for a checklist of documents to be included in the personnel file.

- 13.2** The school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).
- 13.3** The personnel files and Single Central Record will be audited on a termly basis by the Principal or Designated Person to ensure all appropriate documentation is filed and recruitment processes are followed. Those with responsibility for the SCR should be aware of the information recorded in the SCR, Safer Recruitment and Staff Files Policy (TPO/STA/03).

14. Start of Employment and Induction

- 14.1** The pre-employment checks listed below must be completed before the employee starts work.

- Verification of ID
- Right to work in the UK
- Verification of Qualifications
- Enhanced DBS certificate (including barred list check)
- Prohibition, directions, sanctions, and restrictions
 - Teacher Prohibition
 - EEA Regulation Authority
 - Section 128
- Mental and Physical fitness
- References

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. For copies of the Risk Assessment templates please refer to the Trust HR SharePoint site.

- 14.2** Each Academy will provide all staff with an induction programme which will help them to become familiar with the requirements of their position and learn about the Trust's and Academy's culture and working practices. The programme will be delivered to enable individuals to become knowledgeable and confident as quickly as possible and will take account of individual needs.
- 14.3** The induction process will:
- Provide information on Brooke Weston Trust's vision, values and operating principles.
 - Provide information and training on the Academy's policies, procedures and working practices.
 - Provide training on Safeguarding, Child Protection, Prevent and any other relevant Student Care processes.
 - Enable the member of staff to provide an individual contribution to the overall effectiveness of the Academy and meeting the needs of all members of the Academy community.
 - Be conducted as soon as is practicable from the first day of employment.
- 14.4** Support Staff colleagues will be subject to a 6-month probation period, as set out in the Probation Policy.
- 14.5** Whilst the formal probation procedure does not apply to new Teachers, line managers should ensure that they are still supporting teachers in the early stages of joining the Trust.
- 14.6** Line managers should hold regular meetings with new teachers to ensure they feel supported, and templates for conducting these meetings are found on the HR SharePoint site.
- 14.7** It is recommended that these meetings for new teachers take place after 4 weeks, 3 months and 5 months.

15. Contractors and Agency Staff

15.1 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, and the template form on the HR SharePoint Site should be sent to agencies for completion. 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.

16. Review of the Policy

16.1 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 – Advert Template

Job Title: [INSERT]

Location: [INSERT]

Salary: [INSERT] (*Grade and full time equivalent (FTE) salary – if the role is part time (hours or weeks) then please ensure the advert is clear that the salary is the FTE or include pro rata salary as well*)

Hours per week / Weeks per year: [INSERT]

About [SCHOOL] and [THE ROLE]

[INFO ABOUT THE SCHOOL AND THE ROLE TO BE COMPLETED BY THE SCHOOL]

About Brooke Weston Trust

Our Trust was formed more than 25 years ago with a simple and clear mission – to transform educational performance in all of our communities. Working in some of the most challenging contexts, we improve our students' achievements by making long term commitments to the community and championing new approaches to improve the life chances for young people.

Our members of staff are essential to realising this vision, and a happy, motivated and supported team will deliver the best possible experiences for our young people.

We place great emphasis on creating a supportive and collaborative working environment in all our schools, where all staff can share best practice through our colleague networks. Brooke Weston staff get access to first class professional development through our Ambition Hub, which is also home to the Northamptonshire Teaching School.

[To find out more about working for our Trust and the benefits available to staff please check out the BWT Join Us Guide.](#)

How to Apply

If you think you can contribute in this role and to our organisation we welcome your application!

Please follow the link below to submit your details - [successful shortlisted applicants will be contacted and invited to complete a safer-recruitment application form prior to interview.](#)

Expression of Interest Form - [Complete Here](#)

Closing date: [INSERT]

Interview date: [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 2 – Offer Letter Template

*Blue sections can be deleted if not relevant to the role. Please re-number letter accordingly

[DATE]

[NAME/ADDRESS]

Dear [NAME]

Offer of Appointment – [ROLE]

Following your interview with [name] on [date] I am very pleased to offer you the position of [role] at [academy]. The role is a [full/part time] position for XX hours a week, XX weeks a year. The role is paid at [Grade X, Point X / MPX, UPSX, LXX] which is [£XX FT RATE] per annum [pro rata'd to £XX]. [This is a temporary position until DATE].

[We agreed at interview that [insert any conditions discussed such as working pattern (subject to operational requirements) for part timers, annual leave etc.].

A contract of employment will be sent to you in the near future but in the meantime if you have any queries regarding the post please contact [insert name].

This offer is subject to all of the following conditions:

(a) References

Receipt by us of two references, which we consider satisfactory, from former employers; one of which must be from your current employer and/or your most recent employment working with children. Other suitable referees may be acceptable if you cannot fulfil this requirement. Friends and relatives are not acceptable. Normally references will have been requested prior to interview unless you had specifically requested otherwise.

(b) Right to Work in the UK

Please ensure you have the required documentation to evidence your right work in the UK.

(c) Barred List and DBS Check

A Barred List Check will be undertaken by EPM, the school's HR provider, to confirm that you are not barred from working with children.

We require a satisfactory Enhanced Disclosure & Barring Service (DBS) check. [insert name] will be in contact to arrange a suitable date and time for you to come in to school as soon as possible to complete the DBS check. You will need to bring original documents with you to confirm your identity. **Please carefully read the attached document called 'DBS Check Guidance for New Employees' for a list of acceptable identification documents,** evidencing your date of birth and current address.

(d) Pre-Employment Health Check

A satisfactory pre-employment health check which will be emailed over to you via our Occupational Health provider.

(e) Qualifications (those that are listed as essential on the person specification)

Evidence of relevant qualifications. You must show that you hold the following qualification(s) [insert list].

(f) Car Insurance

Staff who are required as part of their role to travel between Trust sites should ensure that their cars are insured for business use, is road worthy and has a current MOT certificate

(g) Criminal Convictions Disclosure Form (if not already complete)

You will have been asked to complete the Criminal Convictions Disclosure Form [which covers Disqualification in accordance with the provisions of The Childcare Act 2006, if applicable. If you have yet to do so, you must complete this form and return to [insert name]].

(h) Prohibition Order (teachers only)

Confirmation from EPM, our HR provider that you are not subject to a teacher's prohibition order.

(i) Section 128 Direction (management positions only)

We will contact the TRA (Teaching Regulation Agency) to confirm you are not subject to a section 128 direction if your appointment relates to an applicable management position.

(j) Checks on those who have lived outside of the UK

This may include a criminal record check and/or a letter of professional standing from a relevant body. This will be discussed with you in more detail.

The offer of employment will be withdrawn if any of the above conditions are not satisfactory.

Other Pre-employment Information

Please complete and return the paperwork below as soon as possible:

New Starter Data Capture Form

Policy Data Capture Form

IT Acceptable Use

HMRC Starter Checklist form if you do not have a P45

I very much hope that you will accept this offer of employment. If you wish to do so, please sign the enclosed copy of this letter and return it to me. This offer is open for you to accept until [insert date], at which time it will be deemed to be withdrawn. I look forward to hearing from you and welcoming you to the [school] in due course.

Yours sincerely.