

## Recruitment Policy

**Review Date:** February 2026

**Review by:** Senior Leadership Team

**Final Approval:** Senior Leadership Team

### Academy Context

The Core Values of the Academy, which relate specifically to this policy, state that we are working together to form relationships based on

- **Truth** – everyone is required to be honest and to communicate in a positive manner.
  - **Justice** – everyone is entitled to be treated fairly and to promote the self-esteem of others.
  - **Responsibility** – everyone is expected to understand the consequences of their actions.
- Such values contribute to our common purpose of “striving for high quality education with a strong Christian ethos”

The Recruitment Policy should be read in conjunction with the Equal Opportunities Policy for the Academy.

### Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the Academy Data Protection policy.

### Introduction

The Governing Body is committed to safeguarding and promoting the welfare of students and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. It is the policy of the Governing Body to ensure robust recruitment processes which ensure that suitably qualified and trustworthy employees are appointed to meet the Academy’s human resources requirements.

### Policy

The Academy will

- Ensure that the recruitment of all employees will be made fairly, on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the statutory guidance, *Keeping Children Safe in Education* issued from time to time, the Equality Act (2010) and the Academy’s Equal Opportunities Policy.
- Ensure that any panel considering appointments (from initial application to interview) will include the required number of interviewers who are safer recruitment trained
- Include a governor on a recruitment panel for senior appointments, teaching appointments which have been advertised externally but where there are internal candidates, in other appointments where there is a clear rationale for a governor’s involvement.
- Ensure there is a job description and person specification for each post advertised;
- require a formal letter of application or expression of interest (internal posts only) for each post advertised;
- interview for every external post;
- offer feedback for successful and unsuccessful candidates.

### Procedures

#### APPLICATIONS

- Where the TLR is the only vacancy e.g. not teacher plus TLR, this will be advertised internally.
- Timescales will be clearly written into the advertisement.
- Interview questions will be constructed around the job description and person specification.
- A common core of questions will be asked of all candidates and a system for grading responses adopted by the interview panel.

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- A question relating to the Academy’s Christian ethos and foundation will always be asked.
- All candidates – successful or otherwise - will be offered a debrief
- For the recruitment of the Headteacher, the Governing Body will establish a selection panel(s), with support from the academy’s HR company (currently SchoolsPeople) For the recruitment of other members of the Leadership Team, the Headteacher, in conjunction with the Governing Body will establish a selection panel(s).
  - For the recruitment of other teaching staff and associate staff the Governing Body, will delegate this responsibility to the Headteacher.
  - For permanent teaching posts, the Headteacher (or representative senior member of staff) will always be present at the interviews. For associate staff this will be at the discretion of the Headteacher.
  - Positions will be advertised either nationally, locally or both depending on the nature of the position.
  - All vacancies will be advertised concurrently in internal and external media relevant to the vacancy. For operational reasons some posts may not be advertised, e.g. redeployment, Academy re-organisation/restructuring, time limited appointments to cover absence/maternity leave. Should a time limited appointment become permanent (and the job had not previously been advertised), then the Academy will advertise the post.
  - Advertisements will detail the following (where appropriate):
    - Job title
    - Salary or rate of pay (including allowances)
    - Hours of work (e.g. term time only)
    - Expected interview date
    - Outline of essential requirements of job:
      - skills
      - qualifications
      - experience
    - Permanent or fixed term
    - Fixed term positions should state:
      - Period
      - Nature of position e.g. maternity
  - A recruitment pack will be available on the Academy website containing job description, person specification, details about the Academy, information on the Team/Faculty.
  - Timescales for the application process will be included in the information pack.
  - The application form requests information regarding protected characteristics to ensure equality of opportunity for all candidates.
  - Selection will be made against the essential/desirable factors in the person specification (weighted as appropriate).
  - Before confirming an appointment, the Academy’s HR Manager will request the relevant enhanced DBS checks and other checks as required (e.g. Qualified Teacher Status, medical clearance, social media).
  - The Academy’s HR Manager will check references and other qualification. Copies of certificates or qualifications will be required. References will be required for all candidates and appointments will be subject to receiving appropriate references;
  - The assessment day will include a range of tasks relevant to the role and will always include a formal panel interview for teaching staff. Higher level associate staff posts will usually include a practical task and a panel interview;
  - Interviews for Leadership Team posts may extend to two or more days. Other interviews will usually be undertaken in one day;
  - The interview process will include the following:
    - All interviews for Academy posts must be coordinated by a panel of at least two people, at least one of whom is trained in safer recruitment;
    - All component parts of the interview and selection process will be designed to test only those essential and desirable factors within the person specification;
    - Interviewees will be made aware of the processes involved;

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- Any tests used as part of the selection process must be administered by an appropriately skilled person. Test feedback must be made available to the applicants;
  - Applicants will be advised of how and when a decision will be made;
  - an offer letter confirming the appointment (subject to references and pre-employment vetting checks) will be issued within three working days of a verbal offer. Written particulars will be sent as soon as possible after that, but at least within eight working weeks after employment has commenced.
- On the day of interview safeguarding arrangements are followed along with the Academy visitors procedure;
  - Before confirmation of a verbal offer for teaching posts, the Academy will check an applicant is registered with the Teaching Agency;
  - Unsuccessful candidates will be advised as soon as possible after the successful applicant has accepted the post. Unsuccessful candidates will be offered feedback on their applications;
  - Application forms for all applicants, accurate records of interview decisions on the standard form, plus any other notes, test results (where appropriate) and references for shortlisted candidates will be retained for at least six months after the interview has occurred;
  - References will be taken up for every shortlisted candidate but will only be used to confirm (or otherwise) an offer of appointment;
  - Any appointment is subject to safer recruitment checks made in full and may be withdrawn should they not be met. These are:
    - Receipt of two satisfactory references:
    - Verification of professional qualifications/licenses:
    - Proof of your right to work in the UK:
    - An enhanced disclosure from the Disclosure Barring Service (DBS)
    - Occupational Health clearance
  - The feedback of all panels will be taken into account when reaching a decision.

**The Academy will seek advice from HR Advisors if in doubt about any point relating to Recruitment.**

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