

Maiden Erlegh Trust
**RECRUITMENT AND
SELECTION POLICY**



MAIDEN ERLEGH
TRUST

Initial approval:	July 2018
Review frequency:	Every three years
Date(s) reviewed:	May 2021, March 2022

Contents

- Introduction 3
- Aims of the Policy 3
- Responsibilities..... 3
- Safer Recruitment..... 4
- The Planning Process 4
- Advertising 5
 - All posts 5
 - Leadership posts 5
- The Application Process..... 5
- The Selection Process..... 6
 - The selection panel 6
 - Shortlisting 7
 - References 7
 - Other checks prior to interview 8
 - The interview and selection process 8
- Job Offers to Successful Candidates 9
 - Job offers 9
 - Conditions of Appointment 9
- Appointment and Promotion of Existing Staff..... 9
- Use of Fixed Term and Temporary Contracts 10
- Use of Supply Staff, Volunteers and Contractors..... 10
- Employment of Migrant Workers 10
- Monitoring 11
- Data Protection 11
- ANNEX 1: Virtual Recruitment 12
- ANNEX 2: Recruitment of ex-offenders 14

Introduction

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff at Maiden Erlegh Trust

The Trust values the contribution of all staff and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which pupils can thrive.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance document 'Keeping Children Safe in Education'.

Aims of the Policy

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that appointees are recruited 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.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff are suitable to work with children and young people.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

Responsibilities

The Trust, with appropriate advice from the Executive Leadership is responsible for determining the staffing complement at each school and for all appointments to the Trust staff.

The local Headteacher will have delegated responsibility for the appointment of teachers and other staff outside of the leadership group, provided it is an approved vacancy within the approved budget.

Once the selection panel has been agreed, the lead person, in conjunction with the panel, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

Safer Recruitment

Matters relating to child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the selection exercise and appointment itself.

Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection panel have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to obviate the need to refer to the most recent DfE guidance.

The safer recruitment activities set out in the policy must also apply to the recruitment and pre-work checks for school-based volunteers.

The Planning Process

The Finance and Operations Committee of the Trust, in conjunction with the Executive Leadership, will review the staffing requirements of the Trust annually and assess the short- and long-term recruitment needs so that, as far as possible, a planned approach to resourcing the Trust can be taken.

Before the start of the recruitment process, there will be a review of the requirements of the specific role. Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up for agreement by the selection panel.

Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder.

The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of 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.

All new or updated JDs with Person Specifications will be job evaluated.

Safeguarding Measures

- A statement of the school's commitment to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification.
- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of pupils. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications will give consideration to the need for the job holder to be suitable to work with children. Qualifications, experience, competencies and qualities needed for the role will be identified. The interview panel must agree, how they will be assessed during the selection process.
- All shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.

Advertising

All posts

All teaching and non-teaching posts will be advertised. The vacancy may be advertised:

- internally only, within the Trust via bulletins, email, intranet or other method
- internally and externally, on the Trusts' vacancy website and other media
- externally only

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post. Additionally, it may be because, upon evaluation a current role slots into the new role.

Leadership posts

All Senior Leadership posts will be advertised as the Trust considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site, and would ordinarily be advertised in a nationally printed publication.

Where the Trust has determined that there is good reason not to advertise a senior leadership post nationally the decision-making process will be clearly documented.

Safeguarding Measures

- All advertisements will include a statement about the Trusts' commitment to safeguarding and promoting the welfare of children.
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

The Application Process

For all posts, information packs will be sent, or made available electronically, to all interested parties. The information pack will generally consist of:

- a job description and, a person specification;
- an application form - School's equality and child protection policy statements will be signposted in the application form including an equality monitoring form, with details for completion;
- a statement of terms and conditions relating to the post (hours, salary etc);
- information about the recruitment process (interview dates etc);
- any other relevant information regarding the post, the school and the Trust.

Applications received after the closing date will not normally be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection panel, or there has been a low response to the advertisement.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Applications made by internal candidates will be by way of an expression of interest, detailing their suitability and experience for the role, and must be accompanied by a reference from their Line Manager. The expression of interest will be assessed against the person specification.

The Trust reserves the right to interview and appoint prior to the published end date of the advertisement.

Safeguarding Measures

- All applications must be made using the application form template for the position to ensure receipt of relevant personal data, education and employment history, declaration of relationships, details of referees and a statement of personal qualities and experience.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare all unspent convictions, cautions, warnings, bind overs and current police investigations or pending criminal proceedings. Applicants will also need to declare that they are not on the Children’s Barred List, disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. National College for Teaching and Leadership.
- Applicants will be asked to attach details of any convictions, cautions, warnings, bind overs or other relevant information to the completed application form in a sealed envelope marked as confidential, unless he/she is not required to declare under the filtering rules.

The Selection Process

The selection panel

A selection panel of at least two people will be set up prior to the shortlisting process. The members of this panel should include:

- Line manager for the post
- A member of senior leadership
- For senior leadership posts this may include a member of Trust leadership, including governance colleagues
- Professional advisers as appropriate.

Wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment and selection and interviewing. It is mandatory, however, for at least one member of the interviewing panel to have had certificated Safer Recruitment training.

Where a candidate is known personally to a member of the selection panel, and/or the panel member has referred the candidate for the role, this fact should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Safeguarding Measures

- At least one member of the panel will have completed appropriate safer recruitment training.

Shortlisting

Prior to shortlisting, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the shortlisting process to accommodate a disability then this will be notified to the chair of the selection panel.

The shortlisting process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

Where shortlisted applicants have declared that they do have unspent convictions, cautions, warnings, bind overs or have proceedings pending, and/or have had any sanctions imposed by the National College for Teaching and Leadership (or GTC) then this will be followed up at interview as necessary. In certain cases, it may be necessary to have a discussion with the applicant prior to the interview.

Safeguarding Measures

- Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion.
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the shortlisting process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

References

References will be requested for all shortlisted candidates (including internal applicants) prior to interview. The school will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees given by applicants are suitable and appropriate. Any applicants currently working in a school setting will be expected to give the headteacher/principal of that school/college as one referee. References from family members or friends will not be acceptable.

All references subsequently received will be held by the chair of the interview panel who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.

Safeguarding Measures

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted.
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.
- All references will be vetted according to current DfE guidance, and cross-referenced with other information gathered as part of the application and selection process.
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview.
- Where, in exceptional situations, references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of

employment. The candidate can be asked at interview if they expect anything of concern to come up in their references, and to explain this.

Other checks prior to interview

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, these will be verified before interview so that any discrepancy can be explored at interview.

The interview and selection process

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities taking place in order that reasonable adjustments may be made to the recruitment process if required.

Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with pupils, in-tray exercises, psychometric, verbal or numerical tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.

Whichever methods are chosen, the panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children. The selection panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds.

Particular care will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

Safeguarding Measures

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an Enhanced DBS Check. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm education and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- In addition to assessing the candidate's suitability for the post, the panel will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.

Job Offers to Successful Candidates

Job offers

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. The written and verbal offer of appointment must include the conditions upon which the offer is made, e.g. DBS clearance, satisfactory completion of an occupational health questionnaire, provision of appropriate documentation to verify entitlement to work in the UK and other relevant details.

Conditions of Appointment

Any offer of employment at the school will be conditional upon:

- The receipt of at least two satisfactory references, if not already received;
- Verification of the appointee's identity, if not verified following interview;
- A satisfactory Enhanced DBS Check (including a check of the Children's Barred List);
- Letter of Professional Standing for teachers with overseas service
- Overseas police checks where necessary;
- Verification of any sanctions or prohibition decisions imposed by the Teaching Regulation Agency or previous organisations such as the GTCE;
- A section 128 prohibition under the Education and Skills Act 2008;
- Verification of the appointee's physical and mental medical fitness to undertake the role;
- Verification of the appointee's right to work in the UK (including a photocopy of the original evidence provided);
- Verification of the appointee's qualifications, if not verified following interview.

Where it is a requirement of the post the offer will also be conditional upon:

- Verification of professional status, e.g. QTS/QTLS status, successful completion of statutory induction etc;
- A completed declaration form to confirm the appointee is not restricted in the work they may perform under Childcare (Disqualification) Regulations 2018;
- Satisfactory completion of a probationary period.

If any of the following circumstances come to light during the vetting process the facts will be reported to the Disclosure and Barring Service (DBS) and/or the police, as appropriate:

- Candidates are found to be on the Children's Barred List, or the DBS check shows that the candidate has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his/her application;
or
- There are serious concerns about an applicant's suitability to work with children.

Appointment and Promotion of Existing Staff

The Trust values the contribution of all staff within its community and seeks to retain key knowledge and skills. The Trust will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the Trust and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within the Trust and internal applications are always welcome.

Where the Trust determines that there is the potential for a strong field of internal candidates for a role it may choose to run an internal-only interview process prior to advertising for external candidates. This approach supports the Trust ethos of developing and supporting its own staff.

If no internal candidate is appointed through this approach, then the Trust will seek to advertise for external candidates and this need not exclude those, or other, internal applicants from applying however they will be given equal consideration alongside external candidates based on the selection criteria for the post.

Use of Fixed Term and Temporary Contracts

Where the Trust determines that posts are of a short-term nature, this will be clearly specified in the job description and on any advertising literature. Posts will only be advertised on a temporary or fixed-term basis for genuine temporary reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed-term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract, however please check with HR as length of service can impact on the decision taken. It will be for the Trust to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the school and the original recruitment process that was undertaken.

Use of Supply Staff, Volunteers and Contractors

The school workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The Trust values the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all pupils. To ensure the continued high standards of contributions, The Trust will:

- Use, as preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance;
- With appropriate adjustment, adopt similar recruitment measures for contractors as for employees, and for volunteers as for paid staff.

Employment of Migrant Workers

The Trust will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's colour, race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide ongoing evidence of that right during employment.

The Trust is licensed to sponsor migrant workers who require sponsorship in order to work in the UK under Home Office rules.

The Trust complies with Home Office requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed within one of the tiers for which sponsorship can be granted under the terms of the licence. The Trust will also meet, as required, all necessary conditions relating to sponsorship, including conducting resident labour market tests and keeping appropriate records.

Monitoring

The Trust is mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance and will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring and any recommended actions will be reported to the Trust on an annual basis.

Data Protection

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies).

Records relating to successful candidates will be placed in personnel files.

Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be destroyed, except where the provisions for record keeping relating to migrant workers require a longer period of retention.

ANNEX 1: Virtual Recruitment

In exceptional circumstances recruitment activity can be carried out virtually. Exceptional circumstances will include periods of school lockdowns, and the recruitment of senior/key members of the Trust/schools' staffing teams where a candidate is, for good reason, unable to attend in person. Approval must be sought from Mr Jonathon Peck or Miss Mary Davies before using this means of recruitment.

Aside from the adjustments set out below, all other processes and expectations set out in the Recruitment and Selection Policy must be applied.

Interviewing – where there is good reason for an interview to take place remotely. It is recommended that hiring managers use Microsoft Teams to arrange interviews.

The normal requirement for each member of the interview panel to take interview notes still applies. These should be retained should the interviewee wish to see them or have feedback on their interview performance. Virtual interviews will not be recorded using the record function that is usually available to the user.

Interviews

When arranging and running remote interviews, the following key points should be noted:

- Test the technology and make sure the candidate can access and use it,
- The panel must present themselves in a professional manner,
- The room should be well lit,
- As far as possible the visible background should be plain with nothing which could be considered inappropriate or showing personal/confidential information. Alternatively, staff should choose a professional background,
- Other members of the household must not be involved in video-conferencing in any way,
- No one-to-one video-conferencing will take place,
- The hiring manager should ensure they have the candidate's telephone number and e-mail address available in case of issues with the technology.
- Make sure allowances are made for any time delays or glitches, and reduced ability to read body-language so make sure the candidate is always clear what is being asked and that notes are being taken.

Teaching Observation

Where recruitment timescales allow, it may be possible to conduct the lesson observation on-site at a later date. If this is not possible the following process will be followed;

- 1) A lesson topic and anonymised class information will be sent to the candidate by the hiring manager in advance,
- 2) The candidate will be given 48 hours to review this information and put together a lesson plan and presentation.
- 3) The presentation and lesson plan will be sent to the hiring manager by 3pm the day before the interview and will be discussed during the interview. As well as the normal interview questions, the candidate will be asked to answer scenario-based questions so that the hiring manager/s can assess potential class performance and suitability for the post.

Interviewers should take into consideration the length of service and experience of the candidate e.g.: an experienced teacher would be expected to give a more sophisticated account compared to an NQT.

Pre-Employment Checks

All pre-employment checks as set out in Keeping Children Safe in Education must be carried out in the expected timeframes.

References

References will be sought in advance of the interview, wherever possible, with an additional question seeking specific assessment and comment on the candidate's classroom teaching where relevant.

DBS and Right to Work Checks

Care must be taken to ensure that legal and policy requirements in place at the time are met when conducting these pre-employment checks. Both checks rely on the candidate supplying original documentation, and wherever possible this must be achieved before the start date in employment. If this cannot be achieved guidance should be sought from the Trust HR team as soon as possible.

ANNEX 2: Recruitment of ex-offenders

Maiden Erlegh Trust has a responsibility to ensure that all employees in regulated activity are suitable to work with children. In doing so the Trust must comply with statutory guidance and regulation. This policy sets out Trust responsibilities with regards criminal record checks and recruitment decisions.

The Trust must assess the suitability of applicants for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS). In doing so the Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

The following principles apply:

- The Trust undertakes not to discriminate unfairly against any subject of a criminal record check because of a conviction or other information revealed
- Maiden Erlegh Trust can only ask an individual to provide details of convictions and cautions that The Trust is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- The Trust can only ask an individual about convictions and cautions that are not protected
- The Trust is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background
- The Trust has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The Trust actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records
- The Trust selects all candidates for interview based on their skills, qualifications, and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- Maiden Erlegh Trust ensures that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, the Trust ensures that an open and measured discussion takes place about any offences or other matter that might be

relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

- The Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request