



DURANTS SCHOOL – POLICY DOCUMENT

Recruitment

November 2021

Reviewed & updated: November 2021 (Rachel Carli)

Next review date: November 2024

Policy Aims

- To provide a framework to ensure that the recruitment and selection of staff to the school is carried out in an effective and consistent manner.
- To ensure fairness and equality of opportunity for all prospective candidates applying for posts within the school.
- To ensure that staff of the highest calibre and with the appropriate skills and abilities are appointed to the school.
- To ensure that safer recruitment guidelines are adhered to.

Scope of the policy

This policy covers recruitment to all positions within the School. It excludes centrally funded posts.

Decisions on type of Contract

Fixed term, temporary or casual contracts will only be used in the following situations:

- To cover members of staff who are temporarily absent for such reasons as maternity leave, secondment and long term illness (short term illness would usually be covered on a “casual basis”).
- Where a vacant post is to be filled on an establishment basis but there is a need for a short-term appointment in the interim period.
- To meet a short term change in curriculum or organisational needs or to provide additional short term support in a particular area.
- Where the financial situation is uncertain.
- In the lead up to a reorganisation, or the amalgamation or closure of the school.
- Where the post is created in relation to a new initiative or function for which the long term future is uncertain. (For example this would include posts funded externally by a time limited Government grant).
- Where a post is being held open as a redeployment opportunity for a member of staff who is potentially redundant.
- Where it is not possible, initially, to recruit a qualified teacher and an unqualified teacher (an “Instructor”) is appointed.

Job Description and Person Specification

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- Whenever a vacancy arises governors reserve the right to review the job description of the previous postholder in order to assess whether the position meets the school's organisational and operational needs.
- A job description will be produced for each post. This will include a clear indication of the types of pupils new staff can expect to work with including pupils with autism and complex needs.
- Where a non-teaching description is changed, or a post is newly created the post will be submitted for job evaluation to the Education Personnel Service (EPS).
- A person specification will be drawn up and sent to applicants for all vacancies specifying the essential and desirable criteria and how they will be tested i.e. by the application form, interview or testing. It will be essential that all new appointments will have experience of autism or complex needs.
- The person specification will be the measure against which candidates are considered at shortlisting and interview stages.

Advertisement

Teaching

All established full time, part time, temporary and maternity leave posts will normally be advertised in the TES.

All posts to be externally advertised will also be advertised in the internal bulletins and on the LA website, wherever possible.

All teaching posts will be advertised except where there is a need to cover the position urgently and the position is best covered by employing someone on a casual basis.

Non-Teaching

In the first instance all non-teaching appointments to the school will be made using an agency with a proven record of supplying quality staff capable of working with young people with autism.

All permanent non-teaching posts which offer employment over 3 months duration will be advertised externally using local press publications. Post details will simultaneously appear in the Council's internal bulletin and be issued at Redeployment Forum.

All posts of less than 3 months duration will be filled on a relief basis using either existing or newly appointed relief staff.

Should any of the above means of recruitment prove unsuccessful other methods of advertising will be used e.g.: newsletters, local shop windows, public notice boards, job centres.

All positions

In situations where a temporary post is to be made established the post will be advertised within the Borough's vacancy bulletin.

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In the event of re-organisation or potential redundancy situations, posts will not initially be advertised externally. Ring fencing arrangements will be put in place thus allowing affected staff to either be assimilated into posts or apply for positions without external competition in the first instance.

In exceptional circumstances e.g. if the school is in severe financial difficulties, vacancies will only be advertised in the London Borough of Enfield Internal Bulletins.

In relevant circumstances, the appropriate encouragement clause will be used on advertisements to attract applicants from under represented groups e.g. Enfield is working towards becoming an Equal Opportunities employer. Since the following groups are under represented in the workforce, we encourage applications from women, minority groups and people with disabilities.

All advertisements will carry the statement; 'All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work at Waverley is expected to share this commitment'.

Information pack

All candidates will receive an information pack that will contain the following:

- Description of the school and admissions criteria
- Job description
- Person specification
- Application form
- A contact number for the relevant terms and conditions
- Recruitment and Selection Policy Statement
- The opportunity to request a copy of the school recruitment and pay policy
- A statement on the school's selection process e.g. CV's will not be accepted, school visits are encouraged.
- The appointments timeline
- The arrangements for notifying unsuccessful applicants.

School visits

1. For teaching positions candidates must visit, for all other positions only shortlisted candidates will be invited to visit.
2. The school visit will not form part of the selection process. Therefore, where possible the school will ensure that members of the appointment panel are not responsible for conducting school visits.

Shortlisting

1. All candidates will be shortlisted on the basis of an application form scored against the essential and desirable criteria as stated in the person specification.
2. Candidates who only submit a CV will not be shortlisted.
3. Candidates should assume they have not been shortlisted if they have not heard within 4 weeks of closing date unless they provide a SAE.

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4. Feedback will be automatically offered to internal candidates and provided to external candidates if requested.

Interview

1. The Governing Body Staffing Panel will be responsible for appointing the Headteacher, Deputy Head and Heads of Departments. Governors should refer to the LA Policy – ‘Headteacher Appointment Policy Nov 2007’ as this meets the requirements of the Education Act 2002.
2. All other appointments will be delegated to the Headteacher.
3. Interviews will always be conducted by more than one person.
4. All candidates will be given at least 5 days notice of interview, wherever possible.
5. Where in-tray and/or presentations are used candidates will be given prior notice. Tests and presentations will be used to test whether the candidates meet specific criteria on the person specifications.
6. All candidates will be shown around prior to interview and a short practical session will be arranged as part of the interview. Candidate’s skills and attitudes to classes will be taken into consideration.
7. The panel will prepare the interview questions from the person specification in advance and all candidates will be asked the same core questions.
8. There will be at least one question related to the safeguarding of pupils.
9. Candidates will have specific questions asked about their application form if they are incomplete or there are any concerns or discrepancies. This may arise for example where information of a factual nature on the application form does not match information provided in a reference or there are periods of time unaccounted for.
10. For all interviews at least one member of the panel must have completed Safer Recruitment training within the past 5 years.

Select Decision

1. All candidates will be notified as soon as possible of the panel’s decision.
2. All offers are subject to satisfactory references, health, CRB and List 99 checks and work permit requirements, as appropriate.
3. Proof of relevant qualifications and registration with the General Teaching Council (England) (GTC(E)) must be provided for all teaching posts.
4. Early Career Teachers (ECT’s) must provide evidence that they have completed and passed the required induction.
5. All successful candidates will need to provide the necessary documentation to comply with the provisions of the Asylum and Immigration Act 1996.

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6. All candidates will be offered feedback.

References

1. All appointments will be subject to the receipt of at least two satisfactory references, one of which must be from the most recent relevant employer, if applicable.
2. All references, unless requested otherwise by the candidates, will be taken up prior to the interview.
3. Referees will be sent a copy of the Person Specification, Job description and any relevant available information regarding the post.
4. Referees will be requested to reply to the standard reference request questionnaire. Testimonials will only be accepted in addition to references.
5. References will not be read by the selection panel until after the interview/selection decisions have been made. References will be used to confirm whether the applicant is suitable for the post.
6. Where it is identified that a new employee has a criminal conviction the staffing committee will assess whether the conviction will debar the candidate from the appointment.

Offer Letter

The verbal offer of appointment will be followed by a written “Intention to offer” letter which is subject to the required clearances and providing the necessary documentation to comply with the provisions of the Asylum and Immigration Act 1996. The letter will indicate the type of contract offered and the salary details (for teachers a provisional salary assessment form will normally be attached if the candidate was not provided with one at interview).

Contract

The contract will be sent out by the EPS when the candidate has been medically cleared and satisfactory references have been received.

Retention of paperwork

All paperwork pertaining to the vacancy and interviews will be kept securely in school for 6 months from the date of the interview. In accordance with the provisions of the Data Protection Act all candidates can have access to any notes that are taken during a formal interview or any part of the selection process. After 6 months the papers will be shredded.

Review of the policy

The Governing Body recognises that recruitment needs will change over time and, therefore, reserves the right to review and amend the policy at any time in the light of changing circumstances.