

Walsall Academy



Recruitment and Selection Policy

Approved by Governing Board

Reviewed by: S L Rogers

Policy Title	Recruitment and Selection Policy
Policy Reference	WA/RecS
Description	This document sets out the Recruitment and Selection Policy for the appointment of staff.
Status	Statutory
Category	Academy
Person Responsible	S Rogers
Version	V 1.1 February 2020
Other relevant policies	
Adopted by the Governing Board on	N/A
Next Review Due	February 2021
Data Protection	<i>Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation</i>

Version Records		
Version	Date	Description
1.1	February 2020	Policy review
1.2		
1.3		
1.4		
1.5		
1.6		
1.7		

Introduction

“The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

All recruitment procedures are conducted within the parameters of Equality Act 2010 and current employment legislation.

Reference: Safeguarding Children and Safer Recruitment in Education: January 2007.

Advertisement

This should include:

- A statement about the Academy’s commitment to safeguarding and promoting the welfare of children.
- Reference to the need for the successful candidate to undertake our enhanced disclosure via the Disclosure and Barring Service (DBS).

Application Form

The common application forms are used for all positions of teaching and non teaching staff.

In addition to the core information required about the applicant, the forms also state that the successful applicant will be required to provide a DBS Enhanced Disclosure.

Two references will be required prior to interview.

Candidate application forms will not be shared externally, unless the candidate provides prior consent. Application forms will only be used in the Academy’s recruiting process.

Post Description

This should clearly state:

- The main duties and responsibilities of the post.
- The individuals’ responsibility for promoting and safeguarding the welfare of children.
- A person specification may be used.

Scrutinising and Short listing

The applications are scrutinised to ensure that they are fully and properly completed, that the information is consistent and to identify any gaps in employment.

Incomplete application forms should not be accepted.

Any anomalies or discrepancies or gaps in employment are noted and taken up as part of the consideration for short listing.

All candidates are assessed equally against the criteria in the post specification.

References

Two references are sought from all applicants.

The references are obtained directly from the referee and the information received is checked against that given by the applicant.

No open references or testimonials are accepted.

Interviews

1. Invitation to interview is made by telephone and followed by confirmatory letter/email.
2. All teaching applicants will be observed teaching a lesson.
3. The interview panel will consist of at least one member of the Senior Leadership Team, the Chair of Panel, and two other colleagues. The panel will meet before the interview to agree the set of questions and the order of questioning.
4. The Headteacher will discuss any concerns in references prior to interview with the Chair.
5. One member of the panel will have responsibility for exploring:
 - The candidates' attitude towards children and young people;
 - The candidates' ability to support the Academy's position regarding safeguarding and promoting the welfare of children;
 - Gaps in the candidate's employment history; and
 - Any concerns arising from the information provided on the application form.
6. Following the interview the panel will discuss each candidate's information and performance against the set criteria. The Chair will coordinate the panel's views. The Chair will make the final decision on any recommendation to be made to the Headteacher.
7. The Headteacher will discuss the recommendation with the Chair of the panel and agree, or otherwise, with the decision.

Offer of Appointment

The successful candidate will be made an offer of the appointment which is conditional upon:

- The receipt of two satisfactory references (both references will be verified over the telephone with the referees)
- Verification of the candidates identity
- A satisfactory enhanced DBS disclosure
- Verification of qualifications
- Verification of professional status where required e.g. QTS
- Verification of the successful completion of statutory induction period for teaching staff and a probationary period for non-teaching staff
- Interview Notes for successful candidate to be filed on personnel file; unsuccessful candidate notes will be destroyed

Staff Induction

The Academy provides an induction programme for all new staff.

Recruitment of Ex-offenders

The Academy is mindful of its commitment in the following areas:-

- Our over-riding responsibility is the safety of the young people in our care.
- We actively promote equality of opportunity for all, with the right of mix of talent skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills and qualifications and experience. We are committed to the fair treatment of staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability and undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Mindful of the above, the following guidelines apply:

- All posts at the Academy require an Enhanced DBS check as all personnel will have access to minors.
- All application forms, job advertisements and recruitment briefs will contain a statement that an Enhanced Disclosure will be requested in the event of the individual being offered the position.
- Any prior conviction in regard to abuse of children will bar a candidate from appointment to the Academy, regardless of the time elapsed since the relevant conviction.
- Any drugs or alcohol related conviction or conviction for any violence-related offence within the last 10 years will, under most circumstances, bar a candidate from appointment to the Academy.
- Any conviction relating to fraud, embezzlement or misappropriation of public money will bar a candidate from appointment to any Finance related post, regardless of the time elapsed since the relevant conviction. Any such conviction within the last 10 years will, under most circumstances, bar a candidate from appointment to any post in the Academy.
- In regard to all other offences, decisions will be taken about the relevance of the conviction to the position sought at the Academy and the time elapsed since the conviction.
- Where candidates draw our attention to prior convictions, an interview or an open and measured discussion can take place on the subject of the offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Walsall Academy undertakes to discuss any matter subsequently revealed in a Disclosure with the person before withdrawing a conditional offer of employment.