



Recruitment and Selection Policy

Purpose

The purpose of this Policy is to ensure a fair and consistent approach to recruitment and selection processes, and to provide guidance and standards to attract, recruit and retain the best employees with the right values and behaviours in accordance with employment legislation and best practice.

Document Control

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1. Introduction

- 1.1 People are our greatest asset and it is through their individual and collective performance that the Bishop Wilkinson Catholic Education Trust is able to achieve its aims. The Trust aims to attract the best possible applicants to posts, as well as deter prospective applicants who are unsuitable for work with children or young people from applying. Should those who are unsuitable to work with children and young people apply, the procedures in place will allow these applicants to be identified and rejected. Good quality recruitment and selection is, therefore, essential, whether filling short-term temporary posts or the most senior key positions as appointing the right people will ensure high turnover, performance and conduct issues will be minimised.
- 1.2 Recruitment and selection should be approached systematically, ensuring that not only is the most suitable person selected, but that statutory requirements in relation to matters of safeguarding, equality and employment law are adhered to.
- 1.3 The Policy will apply to the recruitment and selection of all posts within the Trust.

2. Safer Recruitment

- 2.1 It is the responsibility of the Trust to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.
- 2.2 Advertising and application documentation issued by the Trust relating to the recruitment and selection process will include an explicit statement about our commitment to safeguarding and promoting the welfare of children that links to the Trust's Child Protection Policy and Procedures.
- 2.3 Recruitment procedures should help deter, reject or identify people who might pose a risk or abuse children.
- 2.4 The Keeping Children Safe in Education (KCSIE) Guidance (2019) refers to The School Staffing Regulations (2009) which require governing bodies of maintained schools to ensure that at least one person on any appointment panel to have undertaken safer recruitment training.

2.5 While there is no statutory requirement for Academies to have any recruitment panel members trained it would be best practice to have at least one panel member who has undertaken the training or refresher training.

3. Equality

3.1 In applying the Policy, recruiting managers will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act (2010) as specified below:

- Age
- Disability
- Gender Reassignment
- Pregnancy and Maternity
- Race (including ethnic or national origins, colour and nationality)
- Religion and Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership

3.2 All employees will be appointed, trained and promoted on the basis of ability and the requirements of the job. Any exception will be by virtue of legislation or an occupational requirement.

3.3 Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

3.4 It is the responsibility of all of those involved in the recruitment and selection process to ensure that equality legislation is adhered to and unlawful discrimination is avoided.

English Language Requirement for Public Sector Workers in Customer Facing Roles

3.5 Part 7 of the Immigration Act (2016) creates a duty to ensure that all public authority staff working in customer-facing roles speak fluent English to an appropriate standard. This includes relevant staff working in Schools / Academies.

The government has produced a statutory Code of Practice to help employers comply with this requirement (this can be viewed at www.gov.uk by searching 'English Language Requirement for Public Sector Workers: Code of Practice.')

4. Recruitment Process

4.1 Vacancy

4.1.1 A vacancy can arise through resignation or retirement, or if a new post is created.

4.1.2 Recruiting managers are responsible for reviewing the need for a post when it becomes vacant, considering whether the role is needed in the same format or whether the job could be done more effectively if changes were made to the role and remit, and if the duties and responsibilities were reviewed. A review of the pay grade for the post should also be considered where any changes are made.

4.1.3 Guidance for the recruitment process for a Headteacher and Deputy Headteacher vacancy can be found in Appendix 1.

4.1.4 The Recruiting Manager should contact the Trust HR team for any queries about vacancies.

4.2 Job Description and Person Specification

4.2.1 A job description and person specification will be created or reviewed when a vacancy is to be recruited to. The job description is essential for recruitment purposes as it enables the person specification and advertisement to be written and defines the job requirements. The person specification defines the qualifications, experience, skills and abilities needed to perform the job. A template job description and person specification for the Trust can be found in the Recruitment and Selection Toolkit. Further guidance will be provided from the Trust HR team.

4.2.2 The job description will normally include:

- Job title
- Pay grade
- Purpose of the job
- Main duties and responsibilities
- A commitment to safeguard the welfare of children (where this is a requirement of the role)
- Compliance with data protection principles
- Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies
- Compliance with health and safety policies, rules and regulations

4.2.3 Using the job description, the Person Specification will be developed to identify the essential requirements of the job in terms of the following, and methods of assessment (application form, interview, assessments):

- Qualifications and experience
- Skills and knowledge
- Job related circumstances
- DBS disclosure, where this is required

4.3 Advertising

4.3.1 All Trust adverts will appear on all, or some, of the following web sites:

- TES (Times Education Supplement)
- DfE (Department for Education)
- Diocesan Department for Education
- Jobs in Schools North East
- School/Trust
- Local authority

4.3.2 Posts will usually be advertised both internally and externally and all applications, whether from internal or external candidates, will be given equal consideration for the post.

4.3.3 Vacancies that are internal only will usually only be able to be viewed by employees from the school where the vacancy exists. On occasion internal vacancies may be also be advertised internally across the whole of the Trust's workforce. In the event that an appointment cannot be made from within the Trust's existing workforce then a post may be advertised externally.

4.3.4 The content of adverts is an opportunity to present a positive image of the Trust as a good employer so information should be factual, non-discriminatory and clear. The recruiting manager will be responsible for preparing the advertisement based on the information in the job description and person specification and should give enough information to encourage suitable applicants. A template advert can be found in the Recruitment and Selection Toolkit. The following information should be included in the advertisement:

- Job title
- Hours of work and contract type

- Salary
- How to apply
- Key points from the job description and person specification
- Closing date for applications and, if known, the date of interview
- Contact details for queries or further information

4.3.5 All advertisements will be reviewed by the Trust HR team to ensure legal requirements are met.

4.4 Application Form

4.4.1 A Trust application form will be used for selection purposes. All candidates must apply online for all jobs within the Trust. Paper applications will be discouraged unless there are special circumstances.

4.4.2 Recruitment documentation will clearly specify which jobs are categorised under the Exceptions Order of the Rehabilitation of Offenders Act 1974 and (NI) Exceptions Order 1975 and which posts will be subject to disclosure and vetting via the DBS. It should also be made clear that the personal information provided on application forms will be used only for the reasons stated within General Data Protection Regulation and the Data Protection Act 2018.

4.4.3 Application forms received after the closing date has passed will not normally be considered.

4.5 Interview Panel

4.5.1 The interview panel will consist of at least two people (usually the Headteacher and a member of the Local Governing Board) and will usually include the line manager/recruiting manager for the vacant post. At least one panel member should have undertaken Safer Recruitment training.

4.5.2 The interview panel will agree a chairperson (usually the recruiting manager), who will be responsible for managing the interview process and ensuring the recruitment process is properly followed, with HR advice and guidance where appropriate. All interview panel members should be involved in all stages of the recruitment process.

4.6 Shortlisting

4.6.1 All interview panel members will shortlist the applicants separately using the criteria from the Person Specification. A shortlisting form can be found in the Recruitment and Selection Toolkit. The panel members will discuss their decisions and from this agree the

final shortlisted candidates. If, after doing this there are still more potential candidates than could reasonably be interviewed, applications should then be assessed against the desirable qualities of the person specification.

4.6.2 It is essential that shortlisting is an objective procedure. The assessment of subjective criteria, such as an individual's personal attributes or skills is best excluded from consideration at the shortlisting stage and dealt with at interview. It may be necessary to demonstrate such objectivity at a later date should a claim be made on discrimination grounds. All applications should be kept for a minimum of at least 12 months, as should notes made by members of the recruitment panel, giving reasons for and against shortlisting each applicant.

4.6.3 All candidates should be assessed equally against the criteria in the person specification without exception or variation.

4.6.4 All applications should be scrutinised carefully to ensure they are fully and properly completed. The information provided needs to be consistent and should not contain any discrepancies. Any gaps in employment or education history should be identified and discussed with the applicant at the interview stage.

4.6.5 Incomplete applications should not be accepted.

4.6.6 In the event that a small number of applicants meet the essential requirements for the post, selection may continue as planned, or a decision may be taken to re-advertise. Whichever decision is taken, all shortlisted applicants should be appropriately informed, and advised whether they need to re-apply or not.

Invitation to Interview

4.6.7 The interview panel should agree the date, location and time of the interviews and inform the candidates of what the day will consist of, such as interviews, lesson observations, and presentations and equipment that will be available for use. The Trust HR team will send out the invitation to interview by email.

4.6.8 Contact details for the applicant to confirm their attendance at the interview should be provided in the invite. It should also provide details on any special requirements for the interview, for example reasonable adjustments.

4.6.9 The interview invite should also inform the candidate of the identity and qualification

checks that will take place on the day of the interview, and request that candidates provide the necessary documentation. A template invitation to interview letter can be found in the Recruitment and Selection Toolkit.

4.7 References

- 4.7.1 The purpose of references is to obtain objective and factual information to support appointment decisions, including an applicant's suitability to work with children. It is important to obtain independent professional references that seek objective and justifiable information and not subjective opinion. By obtaining references the Trust will ensure that the employment and education history provided by the applicant is not contradictory or incomplete.
- 4.7.2 The Trust will seek two written references, one of which will be from the current or most recent employer and wherever possible at least one should be from a previous role where the applicant worked with children. The Trust may also seek a parish reference for senior leadership posts where applicable. A template reference request forms can be found in the Recruitment and Selection Toolkit. The Trust HR team will request references
- 4.7.3 Ideally, references should be sought on all shortlisted candidates, including internal candidates and obtained prior to interview. This allows any issues to be explored with the referee in advance and with the candidate at interview. Any job offer will be subject to receipt of satisfactory references. In accordance with the Equality Act information asking about sickness absence and health should not be included in reference requests, this information will be picked up for the successful candidate at the pre-employment health screening stage.
- 4.7.4 A copy of the job description and person specification should be included with reference requests.
- 4.7.5 Upon receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if the answers are too vague. They should also be compared for consistency with the information provided by the candidate on their application form.
- 4.7.6 Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post.
- 4.7.7 The Trust reference request template should be used for all reference requests. The

information asked should include the following:

- How long the referee has known the candidate and in what capacity, for example if it is a working relationship;
- Whether the referee is satisfied that the applicant has the ability and is suitable to undertake the job in question, specific comments about the applicant's suitability for the post and how he/she has demonstrated that he/she meets the person specification;
- Confirmation of details relating to the applicant's current/former post and salary;
- Specific verifiable comments about the applicant's performance history and conduct;
- Details of any live disciplinary procedures/suspension to which the applicant is subject;
- Details of any substantiated allegations or concerns that have been raised with the candidate that relate to the safety and welfare of children and young people and/or their behaviour towards children and young people. Allegations which were proven to be false, unsubstantiated or malicious should not be included in an employer reference. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference;
- In addition to all of the above reference requests for Teaching posts will also ask for details of any non-health capability procedures, to which the applicant has been subject to within the last two years and the outcome.

4.8 The Interview

- 4.8.1 An interview will form part of the selection process. The recruiting manager will arrange a date for the interview and book rooms etc. The Trust HR team will organise the interview times and communicate with the candidates.
- 4.8.2 The interview will be structured, and questions will be prepared in advance. Each candidate must be asked at a safeguarding question relating to children. Further probing questions may be asked based on the information supplied by the candidate. In addition, any discrepancies in a candidate's application form will be clarified at the interview.
- 4.8.3 The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children.
- 4.8.4 The interview panel members should have the necessary authority to make decisions

about the appointment in accordance with the Trust's Scheme of Delegation. Appointment of Head Teachers will need to be ratified by the Board of Directors.

4.8.5 The chair of the interview panel will ensure that a written record of the interview is made, and agreed by all panel members, of the candidates' performance and scores, using the Trust's Interview Assessment Form. Decisions must be recorded by a member of the interview panel, as well as the reasons for selection/rejection of candidates.

4.8.6 Under the General Data Protection Regulations and Data Protection Act 2018, a candidate can ask to see written information from the interview notes. Copies of all confidential documentation relating to the unsuccessful candidates will be retained by HR for 12 months following the interview.

4.9 Making an Offer of Employment

4.9.1 Pre-employment Checks

Following an interview, a conditional offer will be made if there is a successful candidate. The conditional offer will be subject to the following pre-employment checks:

- Two satisfactory references, one of which is from the current/most recent employer
- Verification of the successful candidate's identity
- Verification that the successful candidate has the academic or vocational qualifications that were specified in the person specification. If the successful candidate cannot produce original documents or certified copies, written confirmation of his or her relevant qualifications must be obtained from the awarding body;
- Verification of the successful candidate's professional status where required e.g. QTS status, NPQH (National Professional Qualification for Headship);
- Verification of successful completion of the induction period for teaching posts (before being awarded QTS and for those gaining QTS after 7 May 99);
- Checks to confirm the right to work in the UK;
- Medical clearance;
- Disclosure and Barring Service clearance (enhanced and barred list check) where relevant;
- A certificate of good conduct from relevant embassy for overseas staff if required;
- A prohibition check to see if a teacher has been issued with a prohibition or interim prohibition order. This can be carried out using the Teachers Services/Employer Access Online Service;
- A check that the person is not the subject of a suspension or conditional order

imposed by the GTCE (prior to abolition) that is still current;

- A check that the person has not failed to successfully complete their induction or probation period;
- A check for a Section 128 of the Education and Skills Act (2008) which prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person prohibited under Section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school. All staff responsible for a budget will undergo a Section 128 check.

4.9.2 If the successful candidate has lived abroad for a period of time, prior to working in the UK, in addition to the checks detailed above, further appropriate checks will be carried out including criminal record information from overseas police forces.

4.9.3 For all posts where a DBS certificate is required the Trust must ensure that they see the certificate once the individual has received it and check that the certificate is valid. Any copies of DBS certificates held will be destroyed securely and in line with the Data Protection legislation and Disclosure and Barring Service Code of Practice.

4.9.4 A copy of other documents used to verify the successful candidate's identity, right to work in the UK and required qualifications should be kept and placed on their personal file. These records will be kept securely and in line with the General Data Protection Regulations.

4.9.5 Only when all pre-employment checks have been completed will a formal offer of employment be confirmed.

4.9.6 **Risk Assessments**

The Trust recognises that there may be some limited and exceptional occasions when it is appropriate for an employee (or volunteer) to start in post prior to receiving DBS clearance.

4.9.7 In such cases, where this is appropriate, the Trust must ensure that a DBS application form has been completed for the person concerned and submitted to DBS. The Trust should ensure that all other pre-employment checks are satisfactory and to complete a risk assessment pertaining to the individual will be completed setting out appropriate supervision arrangements in place for the individual until the DBS disclosure is received, considering the duration, frequency and nature of contact with children. The DBS certificate must be verified by the Trust once the individual has received it.

4.10 Salary

4.10.1 The Head Teacher will determine the salary range for teaching posts prior to advertising it, with reference to the Trust's pay structure/policy. On appointment the starting salary will be determined for the successful candidate considering;

- The Equality Act, the Equal Pay Act and other relevant employment legislation;
- The nature of the post;
- The Trust's Career Stage Expectations for the post;
- The Trust's position on matching existing salaries for Teaching staff;
- Market conditions and any recruitment/ retention or additional allowances to be attached to the post;
- The wider school context;

4.10.2 For support staff, any proposal to appoint a candidate above the salary point above the minimum point of the grade of the post must be approved by the Headteacher.

4.11 Unsuccessful candidates

4.11.1 Unsuccessful candidate will be notified by telephone.

4.12 Record Keeping and Notes

4.12.1 It is important that the interview panel ensure that they have kept accurate notes and records at each stage of the recruitment and selection process, and that such records are retained for 12 months following the recruitment exercise being completed. All documents and information should be kept securely and confidentially. The following information should be retained:

- Job Description;
- Person Specification;
- Job Advertisement;
- Information Pack for Applicant;
- Core Interview Questions;
- Details of any other selection methods and criteria for assessment;
- Application forms;

- Shortlisting and other assessment forms;
- Interview notes and scoring;
- Applicants' assessment forms;
- References;
- Any correspondence with candidates (except correspondence with the successful candidate which should be kept in their personal file).

5. Probationary Period

5.1 Non-Teaching Staff

It is recommended that appointments of new non-Teaching staff are subject to a probationary period, normally of six months, although this can be extended in exceptional circumstances by mutual agreement.

5.2 Newly Qualified Teaching Staff

Newly Qualified Teachers are required to undergo an induction period of supported development where performance against the Teaching Standards is assessed. The induction period is the equivalent of three school terms after which a recommendation is made on whether induction has been satisfactorily completed.

6. Induction

6.1 The Trust will provide an induction programme for all newly appointed staff and volunteers, including teaching staff, regardless of previous experience. This is in addition to the statutory induction period required for newly qualified teaching staff.

6.2 The purpose of induction is to:

- Provide training and information about the Trust's policies and procedures;
- Support individuals in a way that is appropriate for the role for which they have been engaged;
- Confirm the conduct expected of staff within the Trust;
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- Identify any concerns or issues about the person's ability or suitability at the outset and address them immediately.

6.3 The content and nature of the induction process will vary according to the role and

previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme should include information about, and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and any local child protection and safeguarding procedures;
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment;
- How and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistle blowing;

6.4 The programme should also include attendance at child protection/safeguarding training appropriate to the person's role. This training should be refreshed on an annual basis.

Appendix 1: Head Teacher / Deputy Headteacher Appointment Guidance

The appointment of the Headteacher or Deputy Headteacher is the responsibility of the Local Governing Body, or in a Trust, it is the responsibility of the Board of Directors, who can however delegate the appointment of a Deputy Head Teacher to the Local Governing Body.

Applicants for the post of Headteacher or Deputy Headteacher **must** be practising Catholics, and need to have a good understanding of the broad aims and purposes of Catholic education and the Bishop's vision for Diocesan schools.

Discussions about a vacancy for a Head Teacher or Deputy Headteacher should occur between the Chair of the Board of Directors / Local Governing Body and the Diocesan Department for Education.

An **Initial Meeting** will be arranged and a clerk will prepare and distribute an [agenda](#) in advance of the meeting. The meeting should involve the full BoD / LGB and a Diocesan Recruitment Officer, in which plans are made on the appointment process. If the decision is to seek a new headteacher/deputy headteacher the job description, criteria for appointment, salary and advertising are agreed. Decisions are also made about the contents of, and responsibility for preparing, an information pack to be sent to prospective applicants. Dates for the shortlisting meeting and for interviews are set. Arrangements are made for circulating copies of applications (including references), together with the agreed job description and selection criteria, to all board members.

The **Application Pack** should give candidates an accurate picture of the school whilst encouraging applications. It should be made available on the school website, and include the following:

- A letter from the Chair, or the Head Teacher if the advertisement is for a Deputy Headteacher, encouraging applications;
- Application Form;
- Equal Opportunities Monitoring Form;
- Notes for Applicants;
- Job Advert, including closing date for applications and shortlisting / interview date;
- Job Description & Person Specification;
- [Diocesan Briefing Note on Practising Catholic](#)
- [Diocesan Statement on Equal Opportunities](#)

A **Shortlisting Meeting** will be held in which the board will assess applications against the criteria for appointment. Again, the clerk will prepare and distribute an [agenda](#) in advance of the meeting. A list of suitable candidates for interview is agreed or a decision made to re-advertise if there are not

sufficient applicants to proceed to interview. Interview panels are constituted and topics for any presentations determined. Decisions are made about responsibility for preparing questions. The board decides what tasks they wish candidates to undertake. Responsibilities are allocated for any pre-interview activities, e.g. tour of the school, meetings with staff/pupils. The timetable for the interview day is agreed, including venue and arrangements for refreshments/lunch.

References will be sought for those candidates who are shortlisted.

The **Interview Process** should at least include a formal interview, a presentation, a data task and a Collective Worship. All notes should be objective and factual, and retained in line with the Trust's Data Retention Policy.

Following interviews, unsuccessful candidates will be debriefed, the identity of the successful candidate will be confirmed, and the person appointed will undergo the necessary pre-employment checks.