



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Recruitment and Selection Policy

Coordinator	Anna Feltham
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Agreed by Governors on	
This policy is communicated by the following means:	
Governors	Governor consultation by e-mail when policy reviewed and agreed
Staff	Policy folders on staff shared drive and on website
Parents	N/A
Students	N/A

Table of Contents

1. Introduction	2
2. Aims of the Policy	2
3. Funding	2
4. Safer recruitment.....	2
5. Advertisements.....	2
6. Applications	3
7. The selection panel	4
8. Long-listing and short-listing.....	4
9. References	5
10. The interview and selection process	6
10.1 Tests and observations	6
10.2 Interviews	6
11. Job Offers.....	7
12. Secretary of State Prohibition Orders (teaching roles)	8
13. Employment of Migrant Workers	8
14. Internal Recruitment	8
15. Use of Fixed Term and Temporary Contracts	9
16. Use of Supply Staff, Volunteers and Contractors	9
17. Monitoring	9
18. Data Protection.....	10



1. Introduction

The Governing Body 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 students can thrive.

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff at Clapton Girls' Academy.

The Governing Body 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 current DfE guidance and the 'Keeping Children Safe in Education' document.

2. 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 academy and students.
- 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 that the most cost effective use is made of resources in the recruitment and selection process.

3. Funding

The Academy has an annually reviewed budget for recruitment and selection purposes. The majority of this money is spent on advertisements for jobs within the Academy.

4. Safer recruitment

Matters relating to child protection, safeguarding and 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 safer 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 override the need to refer to the most recent DfE guidance.

5. Advertisements

All posts

All teaching and non-teaching posts will be advertised internally within the academy via briefing. Any teaching posts that are also being advertised externally will appear on the



academy website and on an appropriate internet jobs site and/or in the local or national press.

The time between the advert appearing and the closing date for the return of application forms is usually 2- 4 weeks.

Notification dates for interviews are published in the advert. It is not usually possible to arrange interviews and tests on alternative dates.

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 candidates, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

Leadership posts

Headteacher and Deputy Headteacher posts will be advertised as the Governing Body considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site, and may additionally be advertised in a nationally printed publication.

Where the Governing Body has determined that there is good reason not to advertise a leadership post the decision making process will be clearly documented.

Safeguarding measures

All advertisements highlight our commitment to safeguarding by including the following statement:

Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment. The successful candidate will be DBS checked at an enhanced level.

6. Applications

All applicants are sent a Clapton Girls' Academy application form (see Appendix 1 and 2) to complete, together with a job description and a person specification. The job description gives further information for candidates to decide whether they possess the necessary skills and are interested in further pursuing their application. The person specification contains the knowledge, skills and experience required for the job and these are the criteria against which a short-listing selection decision will be made.

Application forms, job descriptions and person specifications are also available on the website. In addition, all adverts will include a specific email address for recruitment, (recruitment@clapton.hackney.sch.uk) and which will direct applicants to the Academy website. The recruitment email is also set up with an automated response which informs applicants about closing dates for particular posts.

The Academy does not accept CVs. Incomplete application forms or forms containing unexplained gaps in the information provided, particularly in employment, will not be considered.

The application forms are also used to assess a candidate's ICT skills and grammar, spelling, and punctuation. Candidates are also assessed on their ability to express themselves clearly and concisely as well as their ability to organise information.



Where an applicant has difficulty completing the form because of a disability or learning difficulty, we accept applications in other formats.

Errors, omissions or falsehoods in the application form will result in it not being processed or if discovered at a later date may lead to dismissal.

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.

Safeguarding measures

- *All applications must be made using the application form 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 Academy complies with the DBS code of practice in regard to criminal record information.*
- *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, bindovers 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 i.e. National College for Teaching and Leadership.*
- *Applicants will be asked to attach details of any convictions, cautions, warnings, bindovers or other relevant information to the completed application form in a sealed envelope marked as confidential and for the attention of the Headteacher.*
- *Applicants are reminded that providing false information is an offence and could result in:*
 - *The application being rejected.*
 - *Summary dismissal if they have been selected.*
 - *Possible referral to the police or DBS if appropriate.*

7. The selection panel

A selection panel of at least two people will be set up prior to the shortlisting process.

Wherever possible, all panel members will have been trained in and/ or have relevant experience of recruitment and selection interviewing.

Where a candidate is known personally to a member of the selection panel 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

Subject to the availability of training, the academy will maintain a position in which at least one panel member has successfully received accredited training in safer recruitment procedures.

8. Long-listing and short-listing

Prior to long/shortlisting, the equality monitoring form will be removed from all applications. All candidates are treated fairly and no personal information with regards gender, age, ethnicity or disability is available at this stage.



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.

Long-listing is used if there are a number of posts available or if there is a high number of applicants. This is followed by a short-listing process.

Short-listing does not begin until after the advertised closing date for the post. It is undertaken by a minimum of two members of the selection panel. A written record of the short-listing process is made.

The shortlisting process for interview will determine the 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.

Short-listed applicants are advised promptly and invited to interview.

Where applicants have declared that they do have unspent convictions, cautions, warnings, bindovers 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. All applicants are informed that if they have not heard from us within two weeks of the closing date, then they have not been successful on this occasion. No further communication is sent to unsuccessful applicants at this stage.

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.*

9. References

References will be requested for all shortlisted candidates prior to interview. Unless a request has been made not to on the application form. The academy 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).

Applicants are asked to give the names and addresses of two individuals, from whom the Academy seeks to obtain references. One of these referees needs to be the current, or most recent, employer.

For support staff, at least one of them must be a professional reference (as opposed to a character reference), for teaching staff, both references must be from a person who knows or has known the candidate in a professional capacity. If a candidate is currently employed, then one of the references must be from their existing employer, and for teachers or support staff working in another school, this is expected to be their headteacher. However, if the



candidate is a student or has been out of work for a period of time, then teachers or previous employers are sufficient.

Newly Qualified Teachers are asked to provide references from their initial teacher training provider and one from one of their teaching practice schools. All candidates should provide professional references from two different organisations. References from family members or friends will not be accepted. Referees should be able to comment on an applicant's ability to perform the job for which they are applying.

Referees are asked to complete a reference pro-forma (See appendix 3 & 4). If applicants do not wish for references to be taken up prior to interview there is an opportunity to indicate this on the application form. No offer of employment will be made until both references have been received and are satisfactory. The Academy does not accept open testimonials.

Safeguarding measures

- *References will be sought and obtained directly from the referee. Pre written 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.*
- *Issues of concern will be raised further with the referee and taken up with the candidate during interview.*
- *Where references are not received prior to interview, they will be chased and obtained prior to any written offer of employment being made.*

10. The interview and selection process

Prior to the interview and selection process candidates will be given any relevant information i.e. 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.

10.1 Tests and observations

Whilst an interview is always likely to be used as the primary feature of the selection process, we also use a range of tests to help determine whether candidates possess the right skills or aptitude for the vacancy under consideration. In addition, for all teaching and curriculum based support staff roles, the Academy undertakes observations of tasks or lessons.

If candidates are required to be observed teaching a lesson, full details are given in their interview invitation letter and they are expected to be fully prepared. This includes having a lesson plan.

Depending on the order of the activities on selection day, candidates who are unsuccessful at the testing and observation stage may not be invited to the formal interview stage.

10.2 Interviews

Interviews are always conducted by a panel of **at least** two people, and usually three or four. The panel will usually include the Headteacher or designated member of Leadership Team and a manager from a relevant department. For more senior positions a member of the



governing body will be present. Interview questions will relate to the job description, person specification and the candidate's completed application form. In addition, a safeguarding question will always be asked.

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

All shortlisted candidates, successful or otherwise, are informed of the result of the selection process in which they have taken part.

It is not Academy policy to assist with accommodation costs. Candidates may be reimbursed for travel costs within the UK if they have travelled a considerable distance, but local travel costs will not be reimbursed. (See Appendix 5 for Travel Claim form.)

Safeguarding measures

- *All panel members have the responsibility to ensure that the interview is conducted in a fair and professional manner.*
- *In the interests of safeguarding at least one member of each interview panel will have undergone Safer Recruitment Training.*
- *In line with Safer Recruitment guidance, all candidates currently working in an education or other settings with children are asked to bring details of their current DBS disclosure on the day of interview. If they do not currently have a DBS disclosure or if it has expired, they are asked to inform the Academy's HR Manager prior to their interview so that they can be checked against the DBS barred lists.*
- *In addition, candidates are asked to bring proof of British Residency and/or their right to work in the UK (in the form of a passport and/or work permit) on the day of interview along with their qualifications. These documents must be originals and will be photocopied by the school's HR Manager upon their arrival. The copies of these documents of unsuccessful candidates will be shredded or posted back to them (upon request).*

11. Job Offers

The successful candidate(s) will be given a conditional offer of appointment once 2 satisfactory references have been received, and a firm offer of appointment will be confirmed once the following have been received:

- Proof of the right to work in the UK - this includes a passport, work permit and home office letter
- Medical check
- Enhanced DBS Check (including a check of the Children's Barred List)
- Prohibition order check
- Verification of Qualifications

Vetting checks can take some time and so candidates are reminded of the importance of completing and returning all forms issued with their conditional offer letter as soon as possible, to prevent any possible delay to their start date.

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;
- There are serious concerns about an applicant's suitability to work with children.

12. Secretary of State Prohibition Orders (teaching roles)

In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made using the National College for Teaching and Leadership (NCTL) Teachers Services online interface.

Prohibition orders prevent a person from carrying out teaching work in schools, academies, sixth form colleges, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the NCTL. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

13. Employment of Migrant Workers

The academy 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 an individual's colour or apparent 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 academy is not currently licensed to sponsor migrant workers who require sponsorship in order to work in the UK under Home Office rules.

14. Internal Recruitment

The academy values the contribution of all staff within the academy community and seeks to retain key skills. The academy will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities within the academy. All members of staff are therefore encouraged to consider their suitability for any vacancy within the academy. Where a member of staff applies for a vacant post that has been advertised externally, they will be given equal consideration alongside external candidates based on the essential criteria for the post.

In certain circumstances a post or promotion opportunity will be ring fenced for current staff in the first instance. Any such ring fencing will be done in a consistent and transparent manner.

Internal only vacancies will be advertised via staff briefing and existing staff will be invited to initially express an interest in the position by a designated date. Once all expressions of interest have been received, staff will usually be asked to complete a supporting statement for the position in question on a given subject by a designated date. Following the submission of the supporting statement staff will be invited to an interview which will be carried out in the same way as an interview for an external candidate.



The remainder of the selection process for internal vacancies is conducted in the same way as an external vacancy.

External references for internal candidates will only be sought if they are new to the academy (have been in employment for under 12 months) and the internal role for which they are applying is significantly different from the role they are currently performing (and we have already received references for).

15. Use of Fixed Term and Temporary Contracts

Where the Governing Body, in conjunction with the Headteacher, 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 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 term 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. It will be for the Governing Body 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 academy and the original recruitment process that was undertaken.

16. Use of Supply Staff, Volunteers and Contractors

The academy workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The academy 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 students. To ensure the continued high standards of contributions we will:

- Use, as our 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 employees, and for volunteers as for paid staff.

Safeguarding measures

- *All agency representatives must complete an 'Agency Checklist' for any member of staff designated to work at the academy. We also ask for two references and proof of the right to work in the UK and a valid DBS prior to any assignment commencing. All regular and long term agency staff appear on the Single Central Record.*
- *All volunteers and contractors are asked to provide a valid DBS and proof of their right to work in the UK before coming into the academy. If they are to attend the site regularly, they will appear on the Single Central Record.*

17. Monitoring

The Governing body 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 Governing Body on an annual basis.

18. 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 HR 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.