

# **St Peter's C of E Primary Academy**

## **Recruitment and Selection Policy**



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### **Key Personnel**

**Executive Principal: Sarah Cockshott**

**Head of School: James Dean**

**Chair of Governors: Michelle Painter**

## **ST. PETER'S CE PRIMARY ACADEMY**

### **RECRUITMENT & SELECTION POLICY**

The Local Academy Committee of St. Peter's CE Primary Academy recognise the tremendous importance associated with employing all levels of staff to work in our school. It is the staff rather than any policy or documentation that enables the aims and visions of the school to be realised. The effectiveness and efficiency of any school is intrinsically linked to the quality of staff employed.

The aim of this policy is to clarify the schools position in accordance with the following:

1. National legislation regarding the recruitment and selection process,
2. The guide to the law for school governors in voluntary aided schools.
3. The 'Church School Staffing', a guide to recruitment, selection and induction of staff in schools of the Church of England and the Churches in Wales.' (The National Society.)
4. 'Recruitment and selection' – A guide to good practice (LA)
5. The most current 'School Teachers' Pay and Conditions of Employment, 'Conditions of Service for A.P.T & C staff in Locally Managed Schools.
6. The schools policies on: 'Pay', 'Child protection' and 'Equal opportunities'
7. Training and procedures advocated by the governor support service
8. Local Authority's Safer Recruitment Policies & Practices
9. The Equality Act 2010 This Act ensures discriminations (direct and indirect), harassment and victimisation are challenged to ensure equality.

This policy is written and reviewed in light of the above to ensure the school is fulfilling its statutory duty.

#### **Maintaining the Christian Ethos of the School.**

It is essential that the employment of any staff is conducive to the special Christian nature of our school. The Governing body has a clear vision of building a school on firm Christian foundations, and invite applications from teachers who will enthusiastically give of their best to help us make that vision a reality. It should be noted that due to the increased involvement of non-teaching adults in children's learning, applicants with interests and expertise relating to Christian experience may be an asset to the school.

Careful consideration should be given to the aims and mission statement of the school when both advertising and recruiting new members of staff.

Prayer and time for reflection by the Staffing committee or recruitment and selection panel will also be a key element of the recruitment and selection process.

The Dearing consultation report on Church schools stated, "**To achieve our Church School vision, it is important to appoint as many Christian teachers as possible**". Difficulties arise however in both the definition of what is a practising Christian, the legal procedures for recruitment & selection, and also being able to appoint high quality Christian teachers. It has therefore been decided to make the following distinctions:

#### **Appointment of the Principal**

It is desirable that the prospective Principal and Vice Principal are Christians who actively seek to reflect their faith and values in everything they do. It is essential that they have a clear understanding of, and enthusiastic support for, the values and role of a Christian school. It is essential that they are committed to developing the existing close links with local churches and in particular St. Peter's and to this end references may be sought from the Church they attend. As a Church of England school we are open to consider applications from Christians of other traditions.

#### **Appointment of Teaching staff**

It is essential that teaching staff appointed, are actively committed to supporting the positive Christian ethos for the school. It is desirable that they have a personal commitment to the Christian faith and values, and actively seek to reflect their faith and values in everything they do. It is not necessary that applicants are practising Christians.

#### **Appointment of Support staff:**

For the appointment of support staff it is essential that they follow school policy and procedures that relate to school ethos where applicable.

#### **Selection Responsibilities:**

The responsibility for employing both support staff and teaching staff, below vice principal level, has been delegated to members of the Local Academy Committee. This is identified in the staffing committee remit.

For the appointment of a Principal or Vice principal, St. Chad's Academies Trust In conjunction with the full local academy committee should nominate a recruitment and selection committee to undertake the selection process.

### **Declaration of interest.**

Local Academy Committee members must declare any direct personal interest in applying for a post at the earliest possible opportunity of the recruitment process. This normally disqualifies them from any further involvement in the process. Local Academy Committee members who have a personal association or any other interest with any candidate must declare this an interest, although this does not necessarily disqualify them from the process, but is at the discretion of the panel as a whole.

### **Local Academy Committee Training**

All Local Academy Committee members involved in the recruitment and selection of staff should normally have completed appropriate training from the School Governor Service.

### **Identification of staffing needs. School / Finance**

Before undertaking the recruitment process, the Staffing committee should meet with the Finance committee to establish long term funding arrangements of posts. Consideration should then be given to whether:

- the post can be filled internally;
- if appropriate to consider a redeployed person;
- the post be permanent, temporary or casual;
- commencement of appointments
- standard periods of notice.

### **Job Description & Personnel Specification:**

The recruitment and selection panel should agree the job description and the personnel specification, noting the requirements of the school where appropriate. These two documents must be used as a basis for the appointment.

### **Advertising.**

Principal & Vice Principal appointments are to be advertised at both Local and National levels i.e. Times Educational Supplement. All other staff to be advertised via Local Authority's internal Staffing bulletin. The School newsletter may be used to advertise for Lunchtime Supervisors, Cleaners and Casual non-contractual staff.

The timing of adverts should aim to maximise the potential number of candidates and to ensure the best possible continuity for the children. It is essential where appropriate that the Christian ethos of the school is maintained through adverts that follow the carefully worded requirements outlined in the above paragraph entitled 'Maintaining the Christian Ethos of the School'

### **Safer Recruitment**

A statement relating to safeguarding children should be incorporated in the advertising process and included explicitly in the job description and personnel specification eg:

"The school is committed to a rigorous implementation of our safeguarding policy.

All successful applicants are subject to an enhanced DBS check. "

All successful staff will be checked to ensure they are not on List 99 as determined by the LA.

All successful staff will undergo enhanced DBS checks before the start of their employment.

Further checks are carried out during the interview process.

### **Internal applicants.**

To ensure equality of opportunity, posts should generally be advertised at either School, Local or National level. The exceptions to this rule being:

- Allocation of teacher's additional allowance points.
- Temporary staff that have undergone interview, who can then be made permanent.
- Increase in hours of existing staff.
- Interviewed staff, who are not appointed and who may then be suitable for subsequent posts.

### **Visits to school.**

Potential staff should be encouraged to visit the school during the normal school day.

This is not an element of the recruitment process but is regarded as important in helping potential staff clarify questions and aid their decision-making.

### **The R&S Panel**

The constitution of the recruitment and selection panel at the outset should be decided at a Full Local Academy Committee meeting for the appointment of a Principal or Vice principal and at a Staffing Committee meeting for the appointment of teaching staff. When appointing support staff the R&S panel can be agreed by the Principal and Chair of the Local Academy Committee.

When appointing a Principal or Vice principal, wherever possible the recruitment and selection panel should include at least one parent Governor, the chair of the LAC and one other foundation Governors. When appointing a Class teacher, the staffing committee should include wherever possible one foundation LAC member and the Head teacher. When appointing support staff or other employees the staffing committee should normally include the Head teacher and a LAC member.

Members of the R&S panel should all be Recruitment & Selection trained and at least one member be Safer Recruitment trained.

<b>Post:</b>	<b>Invited Personnel:</b>	<b>Minimum No:</b>	<b>Maximum No:</b>
Principal	Trust advisor DBE advisor	4	10
Vice Principal	Trust advisor DBE advisor	3	8
Class teacher		3	5
Support Staff		2	4

### **The Short Listing**

Any discrepancies/anomalies/gaps in employment should be noted and explored if candidate is to be shortlisted. All parts of the application form should be fully completed.

Applications submitted on-line should be signed by the candidate prior to interview.

All Application forms for unsuccessful candidates should be kept for a minimum of 6 months and reasons as to why they were not short listed must be documented.

### **References.**

References will be sought for short listed candidates. These are used to confirm a decision made by the panel and are therefore read after a potentially successful candidate has been agreed upon.

Three references will be required for appointments of Principal or Vice principal, including a reference from a church leader. Teaching and Support staff will require two referees.

### **The Interview**

The nature of interview questions should address the different elements of the job description. The same questions should be asked of each candidate. A matrix should be used to record the candidates' answers for later discussion. Interviewers asking questions should not record interviewees' answers, other panel members should complete this. Candidates should be asked if they have any questions, are willing to accept the post if offered.

Consideration should be given to making the interview as friendly and informal as possible. A waiting room for candidates should be provided. The procedure for informing both successful and un-successful candidates should be agreed in advance - as should the length of interview and consultation period. A timetable for the interviews should be provided for all participants.

Photographic evidence, confirmation of address, permission to work in the UK, details of contact numbers and proof of qualifications should be checked prior to interview.

### **Post Interview.**

Designated LAC members should inform successful and unsuccessful candidates. The Chair of Local Academy Committee should complete the necessary monitoring forms and the SBM should inform Payroll and Human Resources of appointment.

The successful candidate should be offered the post in writing and other candidates should be informed of the outcome by telephone and informed of the opportunity for feedback from a selected panel member.

### **Continual Professional Development.**

St. Peter's C of E Primary Academy believes that to be continually evolving as high quality professionals and practitioners we need to be open to new initiatives, take part in quality Continual professional development and have a culture that is built on learning from each other; having ownership and ambition over the way in which we develop. We believe that feedback, training and advice is what will support our progression and enabling ability to uphold high academy standards and our own development.

All staff, teaching, support staff and governors shall have an entitlement to equality of access to high-quality induction and continuing professional development. All members of the academy community will have opportunities through teacher appraisal, appraisal and through other mechanisms to discuss their professional development needs. However, there is some training that is obligatory for all successful candidates.

All successful candidates will be subject to annual child protection level 1 training, Keeping Children safe in education documents and training, Female Genital Mutilation Training and annual PREVENT training.

All those who are appointed and are part of the safeguarding working party they must ensure that they have the relevant training such as: -

Child protection level 3 'Working Together' training and this must be completed every 2 years, CSE training, annual PREVENT training, FGM training, threshold training and any other training that is deemed suitable at the time.

Admin staff will attend single central record, end of year processes, statutory returns, workforce census and human resources management SIMS training annually.

(Also see CPD policy)