

## **RECRUITMENT AND SELECTION POLICY**

### **1. Purpose**

- 1.1 This policy sets out a clear and consistent framework within which recruitment and selection decisions will be made.
- 1.2 This policy reflects the requirements set out in the DfE document 'Keeping Children Safe in Education'
- 1.3 In addition to safer recruitment, this policy aims to eliminate discrimination and promote equal opportunities throughout recruitment and selection.

### **2. General principles**

- 2.1 The Two Counties Trust aims to recruit the best person for each post through a fair, transparent and effective recruitment and selection process.
- 2.2 The Trust will select and appoint the most suitable applicant in terms of experience, competence and (where relevant) qualifications for each role, using a predetermined person specification as the basis on which such decisions will be made.
- 2.3 Shortlisting, interviewing and selection will be carried out without regard to any criteria that are not related to job requirements.
- 2.4 All advertisements will state that the Trust is committed to the safeguarding of all children and young people and will advise potential applicants that an offer of employment will be subject to the receipt of a satisfactory DBS disclosure, receipt of satisfactory references and successful completion of vetting procedures.

### **3. People with a disability**

- 3.1 The Trust is positive about the employment of people with a disability and is a Disability Confident employer. Candidates with a disability who meet all of the essential criteria within the person specification will be shortlisted and guaranteed an interview.
- 3.2 Where notified, reasonable adjustments to the selection and interview process will be made to ensure that no applicant is disadvantaged because of their disability.

### **4. Disclosure and Barring Service**

- 4.1 The Trust uses Disclosure and Barring Service (DBS) Disclosures to assess an applicant's suitability for positions. The Trust complies fully with the DBS Code of Practice.

### **5. Panels**

- 5.1 Before joining a panel, members should have attended and successfully completed recruitment and selection training or be able to demonstrate substantial and sustained experience of recruitment and have read and understood this policy.
- 5.2 At least one person on any panel must have undertaken safer recruitment training and hold the safer recruitment training certificate.
- 5.3 Panels will normally have 3 members.
- 5.4 The panel will be balanced in respect of gender, age, ethnicity and other protected characteristics, so far as possible.

- 5.5 For the recruitment of a Headteacher a selection panel must consist of at least 3 three members of the Governing Body.

## 6. Vacancies

- 6.1 Where a vacancy arises the continued need for the post will be considered, whether the duties are still correct, if the role should be undertaken on a different working pattern and if the post is permanent or required for a fixed term period taking into account developments that are predicated or anticipated in the foreseeable future.

## 7. Advertising

- 7.1 A vacancy will normally be advertised internally and externally unless it has been earmarked for redeployment purposes, however we may advertise vacancies internally first where roles may offer career development opportunities for existing employees.
- 7.2 A vacancy need not be advertised if it is suitable for an existing employee who has become disabled and is no longer capable of carrying out their current post.
- 7.3 Candidates will be able to access an up to date job profile (role description and person specification) for advertised roles.
- 7.4 It is not necessary to re-advertise a vacancy where a suitable appointment can be made from candidates who have applied for an identical vacancy through the formal recruitment process in the previous 3 months.

## 8. Applications

- 8.1 In accordance with safer recruitment practice, full applications are almost always required in the prescribed format for all roles. Exceptions will only be made in the case of internal only advertisements which may request existing staff to provide a supporting statement by way of application.
- 8.2 Curriculum Vitae (CV), applications will not be considered from candidates who submit a CV instead of completing the application.
- 8.3 Applications received after the closing date will not normally be accepted, however if an appointment is not made the application can be considered once the initial selection phase has concluded. However, if the late receipt is as a result of an internal administrative error the application may be taken forward to shortlisting.

## 9. Shortlisting (where all applicants are not being interviewed)

- 9.1 Shortlisting will be carried out by a panel who will aim to shortlist all applications within 5 working days of the closing date.
- 9.2 Shortlisting will be based on the requirements of the role as defined within the person specification, and will include assessing candidates against the criteria which can be measured at the application stage.
- 9.3 The panel may weight the criteria in advance of shortlisting to assist the process.
- 9.4 Candidates who meet the highest number of essential criteria, followed by desirable criteria where there is no discernible cut-off from the essential criteria, will be invited to interview.
- 9.5 The panel will complete a shortlisting matrix and agree the candidates who will be invited to interview. Typically no more than 6 candidates will be invited to attend interview on any one day.

## 10. Obtaining references

- 10.1 References for shortlisted candidates will normally be obtained prior to interview unless a candidate does not give their permission for their referees to be contacted at this stage, or if requests to provide a reference have not been responded to in good time. When references are taken up after a conditional offer of appointment has been made the panel will ensure that the references are obtained, scrutinised and any concerns are resolved before an offer of employment is confirmed.
- 10.2 The Trust's template reference request form will be provided to referees together with a copy of the job profile.
- 10.3 References obtained prior to interview will be provided to the Panel Chair in advance of the interview. Their responsibility is to scrutinise the reference and seek clarification at interview where necessary. Any issues will normally be taken up with the candidate at interview or if this is not practicable as soon thereafter as possible.
- 10.4 Information received about past disciplinary action or allegations will be considered in the circumstances of each individual case.

## 11. Convictions

- 11.1 If a candidate has completed a self-disclosure form concerning previous convictions, this will be provided to the Panel Chair in confidence as there are certain convictions which would render a candidate unsuitable for work in a school.
- 11.2 If the self-disclosure does not render the candidate as unsuitable to work in a school, the normal recruitment process will be followed including obtaining a satisfactory Enhanced DBS Disclosure with a Barred List check and, if relevant, completion of a subsequent risk assessment.

## 12. Invitation to interview

- 12.1 Interview dates will normally be specified in the advertisement enabling candidates to reserve this date, should they be shortlisted.
- 12.2 Candidates should be invited to interview as quickly as possible after the closing date so that candidates are not lost to other employers. When invited for interview all aspects of the assessment process will be made clear to candidates in order to give them time to prepare.

## 13. Selection

- 13.1 Candidates will be assessed by the most suitable method(s) for the position for which they have applied. In all cases this will involve an interview and may include other activities for example a presentation, lesson observation or in-tray exercise.
- 13.2 All candidates will be asked the same questions and provided with the same opportunity to demonstrate their experience and competence. Panel members may ask follow up questions as required following the candidate's response.
- 13.3 Notes of the responses to questions will be made during the interview and candidates will be scored by the panel.
- 13.4. The purpose of the scoring mechanism is to ensure that all candidates are assessed objectively against the degree to which they meet the criteria for the job.

- 13.5 If panels cannot distinguish between candidates, it may be appropriate to hold a second interview; however this should only be considered if there is more information to be found and it should not cover the same ground as the first interview.

#### 14. Appointments

- 14.1 Offers of appointment must be made as conditional offers until all pre-employment checks are satisfactorily completed.
- 14.2 A conditional offer of employment is subject to receipt of medical clearance, satisfactory DBS Disclosure with Barred List check, a Teacher Prohibition check (where applicable), proof of eligibility to work in the UK and identity, proof of qualifications and satisfactory references. Satisfactory references means two references, one of which must be from the most recent employer and which the Trust deems to be relevant and satisfactory.
- 14.3 Unsuccessful candidates will be notified of the outcome of the selection process and feedback will be offered by a suitable panel member.
- 14.4 In the event that the first candidate does not accept the offer of employment, any decision to offer the post to the second candidate will be taken by the whole panel.

#### 15. Equality and Diversity monitoring

- 15.1 The Trust will monitor all applications and appointments against the protected characteristics as defined within the Equality Act.
- 15.2 Panel members will not have access to this information which will be separated from the application prior to interview as it forms no part of the selection decision.
- 15.3 Panel members will however be informed if any candidates have a disability in order to support the Trust's commitment to the Disability Confident scheme.

#### 16. Complaints and appeals

- 16.1 Any applicant who considers that they have been unfairly treated at any stage of the recruitment and selection process should make a written complaint to the Head of Human Resources at the Trust within 3 weeks of the advertisement closing or interview date. The complaint will then be investigated and a response provided.

#### 17. Record keeping

- 17.1 Copies of all recruitment documentation in relation to unsuccessful candidates will be retained for six months after the interview date and then disposed of securely.

#### 18. Declaration of interests

- 18.1 It is the responsibility of any employee involved in the selection process to declare an interest in a candidate as soon as they become aware of it. Interests include personal and professional connections to applicants.

#### 19. General Data Protection Regulation

- 19.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Review cycle:	Every three years
Next review due:	July 2020
Policy owner	Head of Human Resources
Approving body:	Board of Trustees
Equality Analysis completed:	4.8.17