

## Staff Appointment Guidance

**N.B. Please also consult the paper on 'Information for Prospective Staff' and the 'Safer Recruiting Policy'**

### Introduction:

There is no specific legal requirement for employers of a non-public body to advertise every job vacancy that arises. However, the School is cognisant of the risk in recruiting friends, family or other contacts of current employees without advertising a vacancy externally as this may give rise to allegations of unlawful discrimination. Where a workforce is predominantly male or female, or comprises of, for example, a particular racial group, informal recruitment methods such as word-of-mouth or personal recommendation perpetuate the existing imbalance and restrict the choice of applicants. This can constitute indirect discrimination against the gender or race that is under-represented in the workplace. As a result, applicants who do not hear about a vacancy until it is too late to apply for it because candidates have been sought through an informal recruitment exercise may be able to claim discrimination on the basis that the recruitment method was a discriminatory arrangement. As such, ordinarily we would advertise vacant positions in accordance with the procedure which follows:

### Permanent posts:

All would ordinarily be advertised internally and externally whether part-time or full-time.

### Temporary posts:

These may be advertised internally or externally depending on the circumstances. It may be that we already have a 'cover' teacher in mind (perhaps a former staff member or one whom we have approached before) and so this person might be approached directly. This would help in circumstances such as maternity leave and known absence through ill health.

### Posts with an allowance (i.e. posts of responsibility):

These would ordinarily be advertised internally in the first instance, especially where a teacher is stepping down (such as from being Head of Department) but remaining on staff. Senior positions such as Headmaster and Deputy Head would be advertised externally and internally except in exceptional circumstances. Please note that the positions of Headmaster, Senior Deputy Head and Bursar are Governor appointments.

### Recruitment procedure:

1. A vacancy is identified / a new position is justified.
2. A draft job description is drawn up by the Headmaster and relevant staff are consulted to confirm/renew this.
3. A plan is drawn up by the Marketing Manager in consultation with the Headmaster to market the role. Relevant working and designs are produced for the specific media involved taking account of an advert as devised by the Marketing Manager in consultation with the Headmaster and the Headmaster's PA. This will take account of timescales, HR regulations, application deadlines, interviews and appointment date.

4. A decision will be taken by the Headmaster as to whether a Governor should be invited to assist on the interview panel. Typically this would only be for senior positions (such as a Head of Department, Head of School and for the Junior Deputy Head role).
5. Adverts will be placed via our own social media and in the relevant Press: for senior positions we would normally use the National Press (such as the *TES*) and for assistant teacher posts we would normally use the Local Press (such as the *A&T*).
6. All vacancies will normally be posted on the School website.
7. There would usually be a two or three week time lag between placing the advert and having a deadline for applications (but this will depend on the urgency of a replacement and the time of year). Most independent schools will require one term's notice whilst maintained schools generally require half a term's notice.
8. Interviews would normally follow in the first or second week after the deadline for applications. Teaching positions normally include a taught lesson, a tour of the School and meetings with other staff and, possibly, pupils as part of the interview process.
9. An appointment will then be made within three days of a final interview (unless the post is not able to be filled).
10. A formal appointment letter will follow with the legal requirements needed ahead of a confirmation.

Appointment procedure:

1. Refer to the 'safer recruitment' policy and to the 'notes for prospective staff' for full details.
2. If references have not been received ahead of an interview (and it is sometimes a candidate's request not to contact a referee until they are being made an offer) then a further meeting is essential ahead of a final offer.
3. The child protection interview may have been part of the interview process: if not then this must be done subsequently and prior to the appointment starting.
4. A 'phone call is usually made to the successful candidate (and also subsequently to those not successful) to give an oral offer. This is followed by a written offer and the necessary paperwork. Letters would also go to those unsuccessful.
5. References are taken up in full, the self-assessed health declaration made and DBS checked before finalising an appointment.
6. New staff will be invited to visit the school and to meet the department ahead of arriving on staff – and, if an appointment for the start of the academic year, an invitation given to speech day and the INSET following this.
7. The Senior Deputy Head conducts the new staff induction procedure (which includes a professional and a social 'buddy', a check list and attendance at professional development sessions in the first half of the first term). This procedure may begin before the appointment commences.
8. All appointments are on a one year probation in the first instance, in accordance with the staff contract.

*Alastair Reid* (Headmaster)

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