

Procedure for Appointing Staff

N.B. Please also consult the following documents:

- 1. Information for prospective staff*
- 2. Staff recruitment policy*

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 and non-teaching 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.

Staff application form

1. General:

Staff applications will only be accepted if the application form is filled in fully. A covering letter to the Headmaster is expected which should contain an explanation of why the post is being applied for and what the applicant expects to be able to offer by way of skills, enthusiasm and experience. Whilst CVs may be submitted with the covering letter, they are not essential. Terms and conditions of employment will be discussed with the Headmaster at interview and appointments will only be confirmed after the successful completion of an enhanced DBS check and the receipt of satisfactory references. Original certificates of educational qualifications should be brought to the interview (if invited). Photocopies will not be acceptable on their own. Candidates must bring something which clearly identifies them (e.g. a photographic driver's license) and establishes their address (e.g. a utility bill current within the last three months). A photocopy of each of the latter will be kept in the interview file.

2. Essential details:

The application form requires the candidate's full name (and any previous names), contact details, employment history (including information about any 'gaps'), qualifications, the names and contact details of at least two referees and an explanation of why the candidate is applying for the particular post. Candidates must also declare if they have any connection with current employees or school governors.

The following information is required and is detailed here for emphasis ahead of completing the full form -

- **Referees:** Candidates (internal and external) must supply details of at least two of which one must be their current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Open references or testimonials will not be accepted. The current or recent employer will be asked about disciplinary offences relating to children (including any for which the time penalty is expired), and whether the candidate has been subject to any child protection concerns (and if so the outcome of any enquiry or disciplinary procedure).
- **Criminal Record:** This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. All such convictions, cautions and bind-overs must be detailed in a separate letter marked 'confidential - disclosures' and attach it to the form.
- **Candidates must answer these questions with Yes or No:**
 - Do you have any convictions, cautions and bind-overs to declare?
 - Have you been barred from working with children or are you subject to any enquiry or decision via the disclosure and barring service?
 - Have you been disqualified from working with children?
 - Are you subject to sanctions imposed by a regulatory body such as the General Teaching Council (GTC)? If 'yes' please give details
- **This is the check list for candidates invited for interview:**
 - photo identification such as a driving licence or a passport.
 - original certificates for qualifications.
 - Any current DBS disclosure (the original) but a further DBS check will be needed.
- **Declaration required of each candidate:** I declare that the information provided in this document is true and accurate. Please note that providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been appointed, and possible referral to the Police.

Interviewing:

We will carry out the following checks (as noted on the interview question sheets):

- a) **Checklist for interviewers:**
 - Verification of identity and address (e.g. driver's licence; utility bill)
 - Original certificates of qualifications
 - Current vetting and barring clearance (if relevant)
 - Names / contact details of referees (if references not already taken up) and clarify that they will be asked about any disclosures
- b) **Considerations for interviewers:**
 - Look for any discrepancies (e.g. gaps) in the employment record and ask for clarification

- Evaluate against the person specification
- Evaluate against the job specification
- Don't ask hypothetical questions as they allow for theoretical answers: use competence-based questions which allow the candidate to explain how he / she has responded to a particular issue, situation and policy
- At all times assess the candidate's suitability to work with children

c) Referees: at least two references will be taken up prior to the confirmation of any appointment. Referees will be asked for confirmation that they know of no reason under the Children Act why a staff member should not be appointed. If references are received only after the interview process then the successful candidate must again be seen prior to finalising an appointment.

Appointment procedure:

1. Refer to the '*teaching staff recruitment policy*' and to the '*information for prospective teaching staff*' document 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 teaching 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, or in accordance with the staff contract depending upon position offered.

Procedure reviewed and updated: October 2018 Jenni Shaw (Headmaster's PA)