

Staff recruitment policy

N.B. Please also consult the following documents:

- 1. Information for prospective staff*
- 2. Procedure for appointing staff*

An equal opportunities' employer:

We are an Equal Opportunities' employer and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are, or become, disabled. Although we have a Christian foundation, and staff are expected to be in sympathy with this ethos, we welcome applications from people of all faiths and none.

A safer recruiting employer:

Ballard is committed to recruiting the highest quality staff who are best suited to the role for which they have applied. However, we are also committed to recruiting only those who are fully suitable to work with children and young adults. We will comply fully with Government legislation and Education Department policies in this area.

All staff are committed to providing a safe, secure and supportive community at Ballard. An enhanced DBS check will be carried out on all staff prior to appointment and references checked carefully. The School complies with the DBS code of practice and will not discriminate unfairly against an applicant on the basis of a conviction or other information which is revealed. Fuller details can be seen on the staff application form.

INSET on 'safeguarding' and 'child protection' is provided for all staff regularly and interviewing is conducted within the 'safer recruiting' framework

An open and fair advertising of vacancies' employer:

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, 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.

Staff at Ballard:

Ballard employs both full-time and part-time staff. All teaching staff are expected to be involved with the School's extra-curricular programme and to help with normal duties as well as the pastoral care of pupils through roles such as Form Tutors and Academic Mentors.

Every teacher will have a contract with the School and all will be subject to the Employment Manual (and its appendices) as well as the Staff handbook. These will all be made available at the time of appointment.

Permanent teaching appointments are always made on a one-year probationary basis (and this includes posts of responsibility).

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