



## SCHOOL POLICY DOCUMENT

### RECRUITMENT POLICY & PROCEDURE

<b>Issue No.: 01</b>	<b>Document Number: SEL010</b>
<b>Issue Date: November 2011</b>	<b>Originator: Wayne Marshall</b>
<b>Version: 02</b>	<b>Responsibility: Kate O'Toole</b>
<b>Reason for version change: Update</b>	<b>Dated: 17<sup>th</sup> July 2007</b>
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#### 1. Introduction

This policy provides Select English with a set of recruitment and selection practices for the effective resourcing of employees in an efficient and fair manner. This policy takes into account current employment legislation and must be implemented in conjunction with the Equal Opportunities Policy.

All employees concerned with the recruitment and selection of all established and temporary employees, whether this is in a management or teacher specific role or providing administrative support for the school, must become familiar with this policy and ensure that they comply with the procedures, as detailed below.

Select English is committed to constantly improving the academic standing, performance and efficiency of the school by attracting and recruiting high caliber staff, who are the best candidates available for the job.

#### 2. Legal Requirements

The Select English Recruitment Policy is designed to cover our general approach to recruitment and selection. This Recruitment Policy also follows guidelines suggested by the relevant Codes of Practice from the Equal Opportunities Commission, Commission for Racial Equality and the Advisory, Conciliation and Arbitration Service

(ACAS). The codes do not impose any legal obligations themselves, nor are they authoritative statements of law. However, the provisions of the codes are admissible in evidence and can be taken into account in court or in Employment Tribunal proceedings.

The legal issues concerned with aspects of a recruitment/selection process are numerous and include the following:

Unfair discrimination: The Sex Discrimination Act 1975; The Race Relations Act 1976, The Disability Discrimination Act 1995; The Employment Equality (Religion or Belief) Regulations 2003, and The Employment Equality (Sexual Orientation) Regulations 2003.

Many of these Acts have been amended since their introduction and make it unlawful to discriminate against a person, either directly or indirectly in employment on the grounds of colour, race, gender, marital status, creed, nationality, religion, sexual orientation, ethnic or national origins, or disability.

Direct discrimination occurs when an individual(s) is treated less favourably, i.e. choosing not to employ a candidate because of his/her ethnic origin.

Indirect discrimination occurs when a requirement or condition has the effect of discriminating unfairly and unjustifiably between one group or individual and another, i.e. insisting upon a higher language standard than is necessary for effective performance of the job could disqualify candidates for whom English is not their first language. Similarly, insisting upon an unnecessary physical requirement could discriminate against one sex in favour of the other.

### **Data Protection Act 1998**

In accordance with the Data Protection Act, data such as selection records, personal details and references should only be requested and stored when this is objectively justified and relevant to the position: further information can be found in the Data Protection Policy.

### **The Asylum and Immigration Act 1996**

This Act obliges employers to ensure that they do not employ anyone who is not legally entitled to work in the UK.

### **3. Job Analysis**

The Director of Studies(s) must give careful consideration to the vacancy before beginning the recruitment process. Consideration must be given to:

- the type of position being recruited for;
- the details of the duties to be undertaken by the post-holder;
- whether the position is for a fixed period of time or is an established post and whether it is full or part time;
- whether the vacancy can be filled internally by an employee currently at the end of their fixed term contract or under notice of redundancy.

### **4. Recruitment Authorisation**

- The Director of Studies must obtain authorisation for a vacancy from the Director(s) before recruitment can begin.

### **5. Job Description and Person Specification**

For all new or replacement posts a job description and person specification must be provided. These documents set out the duties of the job and the skills needed to fill it. The objective criteria contained within these documents must consist of minimum standards considered to be essential for the effective performance of the job. Desirable criteria may be included, but these must be referred to only if candidates have met the essential criteria.

### **6. Recruitment Sources**

The School uses a variety of recruitment sources in order to ensure that vacancies may be filled with the most suitable person available in a cost effective and timely manner.

Vacancies will normally be advertised both externally and internally.

### **7. Interviews**

All interviews must be conducted by more than one person in the form of a panel interview. The panel will consist of the Director of Studies and, if applicable, the Assistant Director of Studies. At all times at least one member of the recruitment panel will have successfully received accredited training in safe recruitment procedures.

For all interviews, any personal relationships, or other potential conflicts of interest between panel members and candidates must be declared to the other members of the panel so a decision can be made as to whether it is appropriate for them to be part of the panel. This is to protect the interests of all parties.

## **8. Selection**

### Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line will include the statement:

“The college is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure”

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The college’s child protection policy
- The college’s recruitment policy (this document)
- The selection procedure for the post
- An application form

All prospective applicants must complete, in full an application form.

### **Short Listing and References**

Short listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. Reference or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidates suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- The candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

### **The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short listed candidates.

Interviews will be face-to-face whenever possible, but telephone interviews may be necessary for the recruitment of teachers for summer courses.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- To declare any information that is likely to appear on a CRB disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **9. Employment Checks**

All successful applicants are required:

- To provide proof of identity
- To complete a CRB disclosure application and receive satisfactory clearance
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire

- To provide proof of eligibility to live and work in the UK.

## **10. Right to Work in the UK**

All candidates are asked to prove their right to work in the UK; this will be checked at the stage of inviting candidates in for interviews. The successful candidate will be asked to provide evidence to the Director of Studies of their right to work in the UK on appointment. The Director of Studies will take a copy of the documentation that is provided. This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland.
- A European Economic Area (EEA) passport or national identity card or a Passport.
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom residence permit.
- A letter issued by the Immigration and Nationality Department confirming the individual's status.

## **11. Administration**

The Director of Studies will issue the conditional written offer letter, the Statement of Terms and Conditions of Employment and other information applicable to the position. However, starting details will only be issued to the applicant once references have been returned if not seen prior to the selection process. The offer will always be given pending satisfactory references and CRB enhanced check being received. Once starting details have been issued to the applicant, the Director of Studies will arrange for the new employee's details to be sent to the accounts department.

## **12. Induction**

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance and safe working practices.

### **13. Responsibility**

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.

The Director of Studies and any other staff involved are required to keep within the spirit and intent of the policy, as far as possible. Any queries on the application or interpretation of this policy must be discussed with the Director of Studies prior to any action being taken.

The Director of Studies has the responsibility for ensuring the maintenance, regular review and updating of this policy.

**Last review November 2011.**

**Next review November 2012.**