

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

Approved by Governing Body: February 2019

To be reviewed by: February 2022

RECRUITMENT POLICY (TO INCLUDE SAFER RECRUITMENT)

Introduction

This policy will apply to the recruitment of all teaching and support staff. Decisions concerning the need to recruit staff are delegated to the Headteacher by the Governing Body. All such decisions will be made in the context of the relevant curricular needs and financial circumstances. Decisions concerning the remuneration for posts will be made in accordance with the Governors' Pay Policy.

TWGGGS is committed to providing the best possible care and education to its pupils; to safeguarding; and to promoting the welfare of children and young people. The school is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the post;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality, ethnic or national origin), religion or religious belief, sex or sexual orientation;
- to ensure compliance with all relevant recommendations and statutory guidance including the requirements of the Department of Education in "Keeping Children Safe in Education" (September 2018) and the code of practice published by the Disclosure and Barring Service (DBS). Should legislation or guidance change, this policy will normally be amended ahead of schedule;
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The Governing Body will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act. The Governing Body will, as articulated in the school's Single Equalities Policy, promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Delegated Powers

Governing bodies may delegate all appointments (other than headteachers and deputy headteachers); TWGGGS Governing Body has delegated appointments to:

- The Headteacher – teachers without TLRs, TLR2a posts, TLR3 posts, support staff (other than any on the senior leadership team)
- The Headteacher and one Governor – Curriculum Leaders, Directors of Achievement and teachers with TLRs of 2b and higher; middle leaders on the support staff
- The Headteacher and two or three Governors – members of the Senior Leadership team

Governors lead the process of making appointments to the leadership group and may set up a selection panel for appointing a headteacher or deputy headteacher or may appoint as the whole governing body (although the latter is unlikely, as it would be unwieldy). Where functions have been delegated to specific governors or the Headteacher, these cannot be delegated on to another person by the Headteacher. The delegation of functions should be agreed by the whole governing body and reviewed annually.

Application and Selection Process

1. Applications

Advertisements for posts, whether in newspapers, journals or on-line, will include the statement: "The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check."

Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a fully completed application form. The application form must be signed; if not before, this should be signed on the interview day.

Applications received after the published closing date (close of school or as stated) will not be considered unless there is clear evidence that the late receipt of the application has been caused by postal delay, or, with evidence, force majeure. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date.

2. Short listing and References

- Equal opportunities pages are removed from the applications prior to consideration for shortlisting.
- Short-listing of candidates will be against the requirements of the job description for the post. This will be carried out as follows:
 - For the post of Headteacher, by a panel of at least 5 Governors which will include the Chair of Governors. The school will also seek the professional services of an educational consultant or similar;
 - For the post of Deputy or Assistant Headteacher, or other member of the SLT, by representatives of the Governing Body and the Headteacher;
 - For other teaching posts, by the Headteacher together with members of the Senior Leadership Team and/or the relevant Curriculum Leader as appropriate.
 - For support staff, by the Headteacher, Bursar and (if appropriate) the Line Manager.
- In the case of applicants being considered who already work at the school (for example for promoted posts), where possible, Governors involved will not be current parents in the school.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. In certain circumstances, where timing is constrained, references may be requested as the applications are received, in order to reduce the time from the closing date to making the appointment.
- References will be sought for all applicants, including internal candidates; these will be sought directly from the referees, either by writing to them, or e-mailing. Open "To whom I may concern" references 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.
- 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. If a candidate for a teaching post is not currently employed as a teacher, a reference will be sought from the school at which he or she was most recently employed, to confirm details of employment and reasons for leaving.
- Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary procedures, still current;
 - any allegations or concerns that relate to the safety and welfare of young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safety and welfare of young people;
 - the candidate's suitability for this post;
 - whether there is an unreserved recommendation
- School employees are entitled to see and receive, if requested, copies of their employment references.

3. Secretary of State Prohibition Orders (teaching roles)

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the shortlisting stage but will in any

case be made before any offer of employment is made. Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

4. The Selection Process

Members of the Senior Leadership Team and at least three Governors should have completed training in safer recruitment procedures. **For all posts, at least one person on the interview panel must have current accreditation in Safer Recruitment.** The selection/ interview panel will be the same as the shortlisting panel, in order to ensure consistency. Where possible there will be a mix of genders involved in the process; the aim is that this will always be the case for senior leadership positions.

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 always be face-to-face; this may be via visual electronic link. In exceptional circumstances, where the candidate is in a part of the world with no internet access, it may have to be by telephone. The formal interview panel will generally include:

- For teaching posts which do not include a management responsibility and for those with a TLR 2a or TLR3, the Headteacher and the relevant line manager; other members of the Senior Leadership Team may be involved, either observing lessons or in the interviews;
- For posts which include a TLR 2 b, 2c or 1, a governor in addition to staff already listed;
- For Assistant or Deputy Headteacher posts, usually two or three governors in addition to staff already listed;
- For Headteacher posts, at least five Governors, supported by an educational consultant or similar.

For posts paid on the Main and Upper pay scales for qualified teachers, the final selection process will be carried out in one day. For Leadership Group posts, the final selection process may be over a two day period, depending on the number of applicants being interviewed. When the candidates are invited for interview, they will be given information concerning the interview, including the need where relevant to prepare for any demonstration lesson or presentations that may be required. For support staff, the final selection process will be carried out in one day: candidates are invited for interview and provided with any information required regarding preparation for interview day. In both cases, candidates will be asked to contact the school with queries or special requirements.

Interviews should normally be of 20 to 40 minutes duration. All candidates will be questioned about their previous employment. Any breaks in employment history will require justification. Questions will be agreed in advance, appropriate in terms of equality and diversity issues, and the core interview questions should be the same for each candidate. At least one question relating to safeguarding will be asked, and some questions will be competence-based. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process. At the end of the interviews, the candidates should be asked if they have any questions for the panel.

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 DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status - All applicants invited to attend an interview at TWGGS are required to bring their original identification documentation such as passport, birth certificate, photocard driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational (including teaching qualification) qualification required for the position and claimed in their application form. Original certificates are required and certified copies will be made. No offer will be made without sight of these

documents. The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that feedback can be provided to those candidates.

5. Employment Checks

All those appointed are required:

- to provide photographic proof of identity, e.g. current passport or photo card driving licence;
- to complete an enhanced DBS application and barred list check, receiving satisfactory clearance, including confirmation that the candidate does not live with a disqualified person;
- to have two satisfactory references;
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable;
- for teachers, to pass a prohibition from teaching check, using the Employer Access Online service;
- to provide original certificates of professional qualifications, as deemed appropriate by the school;
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role. A confidential pre-employment health questionnaire is completed and forwarded in a sealed envelope to an external agency for consideration to verify the candidate's mental and physical fitness to carry out their work responsibilities. It is unlawful to ask health-related questions of applicants at interview or before job offer, **unless** the questions are specifically related to an intrinsic function of the work;
- to provide proof of their right to work in the United Kingdom;

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, any further checks deemed appropriate by the school will be made, so that any relevant events that occurred outside the UK can be considered.

6. Agency and third-party staff

For an individual appointed through an agency, written notification is obtained from any agency, or third-party organisation used confirming that the organisation has carried out the checks usually completed by the school (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business). Where the position requires a barred list check, this must be obtained, by the agency or third-party prior to appointing that individual. The school will check through photographic ID that the person presenting for work is the same person on whom the checks have been made.

7. Offer of appointment

The appointment of all new employees is conditional on and subject to the receipt of a satisfactory enhanced DBS Certificate, references, medical checks, prohibition order checks, sight of original documents of qualification and valid proof of identity. Without the appropriate documents relating to the right to work in the UK, **no** offer of employment can be made. Following all appointments, documents for unsuccessful applicants relating to the appointment process will be disposed of in accordance with the retention of records requirements.

Single Central Record

The school is obliged to keep a single central record, referred to in the regulations as the register. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who are employed by, or work at, the school, including all volunteers who may be on the school site from time to time. This electronic document has to record all staff information, as well as details of checks, qualifications and training. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained is logged on this record for all employees of the school. This document is inspected by Ofsted during a school inspection. The Single Central Record is password protected on the school system and is not accessed by anyone other than authorised senior members of staff. The Safeguarding Governor makes periodical checks.

Induction

The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff. All members of staff who are new to the school receive induction training that will include the school's safeguarding policies and guidance on safe working practices. Regular often informal meetings are held during at least the first 3 months of employment between the new employee(s) and the appropriate manager(s). All relevant school policies are available for applicants to view on the school website.