

Psalm 6: Verses 5-6
Yes, my soul, find rest in God;
my hope comes from him
Truly he is my rock and my salvation;
he is my fortress, I will not be shaken.



PROCEDURE FOR THE APPOINTMENT OF STAFF

Author:	Principal
Date adopted by Governors/Academy:	October 2017
Date of last review/amendment	November 2023
Date of next review:	November 2026

Psalm 6: Verses 5-6

Yes, my soul, find rest in God;
my hope comes from him
Truly he is my rock and my salvation;
he is my fortress, I will not be shaken.

Our Academy Vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

At All Saints Academy, our vision is “Living Well Together with Dignity, Faith and Hope and this translates into our everyday practice. Our Academy aims to transform the lives of our students by employing the very best practitioners who will embrace the exciting opportunity we have to make a real difference to the All Saints community.

Introduction

The Academy recognises that its staff is its single most important resource and that effective recruitment is, therefore, of particular importance. Recruitment should not be considered as an isolated task but as the beginning of a relationship between the individual and the Academy.

Aims

The aims of this procedure are to:

- Secure high quality provision to support students’ learning by attracting and retaining staff of the highest quality
- Remain competitive with similar organisations, particularly when seeking to appoint to positions for which high quality candidates are scarce
- Promote a positive image of the Academy
- Enable the Academy to select staff on the basis of their ability to undertake the role and to make a distinctive contribution to the life of the Academy, and their potential for further development

Procedure

- This procedure covers appointments to all permanent and temporary staff posts at the Academy
- The Executive Principal is responsible for the appointment of staff covered by this procedure (or the Governing Body where the post of Executive Principal is being advertised)
- Nothing in this procedure takes precedence over the Academy’s Equal Opportunities Policy

1) The Vacancy

- 1.1. When a member of staff leaves the Academy, the Executive Principal, Chair of Governors and Senior Leadership team should assess whether their role needs to be replaced by reviewing how the role meets the Academy’s present and future needs.
- 1.2. Where an increase in student numbers or change in curricular provision generates the need for additional staff, it is the responsibility of the Executive Principal and Finance Manager to assess the level and nature of that need and whether it can be resourced within the annual budget.

Psalm 6: Verses 5-6
Yes, my soul, find rest in God;
my hope comes from him
Truly he is my rock and my salvation;
he is my fortress, I will not be shaken.

- 1.3. The Executive Principal and Deputy Principals should consider whether a vacancy could be efficiently filled through a part-time appointment or the extension of the contract of an existing member of staff. Consideration should be given to how best to protect the continuity of students' learning.

2) Job Description and Person Specification

- 2.1 The Job Description should outline the duties and responsibilities of the job and state that the post is subject to Disclosure and Barring Service (DBS) checks at enhanced level.
- 2.2 The Person Specification should outline the qualifications, characteristics and attributes of the ideal candidate.

3) Advertising

- 3.1 The Executive Principal should consider whether to advertise the post both internally and externally or internally only. The principle considerations should be the comparative probabilities of securing a candidate of the highest quality and the comparative costs.
- 3.2 In deciding where to place advertisements, consideration should be given to comparative costs, effective targeting and effectiveness in reaching groups already under-represented among the staff. Where appropriate, vacancies will be notified to the local Job Centre (see EqualityPolicy).
- 3.3 Adverts may close sooner than the closing date, if it is deemed there are enough suitable candidates to select from. All advertisements include the statement 'We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to apply as soon as possible'.
- 3.4 All adverts for positions at the Academy include the statement 'All Saints Academy is committed to safeguarding and promoting the welfare of children and expects all trustees, staff and volunteers to share this commitment'. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including online search, overseas criminal background check (where applicable) and all other pre-employment checks as outlined in KCSIE.
- 3.5 Where recruitment for a particular post is judged to require specialist recruitment techniques, an external agency or consultancy may be engaged to manage the recruitment in whole or in part.
- 3.6 Visits to the Academy are encouraged for Senior/Middle Leader positions.

4) Information Pack

An information pack should be prepared prior to the appearance of an advertisement. Where possible it should be made available for download online. The information pack provides a valuable opportunity to show a very favourable image of the Academy to many more people interested in the work of Academies than it will be possible to invite for interview, so it should be of a high quality and should include:

- Letter from the Executive Principal
- contextual information relating to the role and its position within the staffing structure
- Job Description
- Person Specification
- Pre-Employment Checks
- Selection Process

Psalm 6: Verses 5-6
Yes, my soul, find rest in God;
my hope comes from him
Truly he is my rock and my salvation;
he is my fortress, I will not be shaken.

The following policies will be uploaded online along with a copy of the information pack:

- a copy of the Academy's Safeguarding Policy
- a copy of the Academy's Safer Recruitment Policy
- a copy of the Academy's Procedure for the Appointment of Staff
- a copy of the Academy's Recruitment of Ex-Offenders Policy

5) Shortlisting

The Executive Principal should decide the size and composition of the Selection Panel, taking into account the nature and seniority of the post. In accordance with KCSIE, the panel must include one member who has undertaken Safer Recruitment training and has kept this training up to date. Application forms must not be viewed by any staff members other than the Selection Panel and HR.

In accordance with KCSIE CVs are not accepted.

- 5.1 The Selection Panel should undertake a shortlisting process to select candidates for interview based on the application forms received. The selection criteria should be based on the Job Description and the Person Specification. A record of the decisions should be made, including the reasons why unsuccessful applicants were not selected for interview (see Appendix 1, Shortlisting Grid).
- 5.2 . The arrangements should take account of any reasonable requests made by candidates with disabilities or special dietary requirements.
- 5.3 Candidates will be asked to complete before interview a criminal record self-declaration form where they will be required to declare all unspent cautions and convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- 5.4 Where possible and in accordance with KCSIE, a minimum of 2 references will be taken up before the interview stage, so that any discrepancies or gaps in employment can be explored during the interview. At least one of the references will be obtained from the candidate's current or most recent employer and will be sought directly from the referee. If a candidate is moving from another school the reference must be from the Headteacher/Principal or another senior colleague (in the absence of the Headteacher).
- 5.5 Online search will be undertaken on candidates prior to interview. This is intended to identify any incidents or issues that have happened, and are publicly available online, which may be explored with a candidate at interview.
- 5.6 Candidates should undertake an activity as part of the interview process. For example, teaching staff should plan and be observed teaching a lesson / associate staff should undertake an in-tray exercise, typing or ICT skills test, or make a presentation. For Senior or Middle Leader roles candidates may be asked to run an assembly or give a presentation. The Selection Panel should have a clear rationale, including how the outcomes of the activity relate to the Job Description and/or Person Specification. Shortlisted candidates should be fully informed of the requirements with sufficient notice to plan their approach and prepare resources or presentations.
- 5.7 All candidates will be given a tour of the academy prior to interview and depending on the role may be required to participate in a group discussion or on a .staff/student panel
- 5.8 Panel members should meet sufficiently in advance of the start of interview to plan the interviews, including agreeing questions and protocol. It is the role of the Safer Recruitment trained panel member prior to the commencement of the interviews to request that panel members declare any interest they have in relation to the candidates.

Psalm 6: Verses 5-6

Yes, my soul, find rest in God;
my hope comes from him
Truly he is my rock and my salvation;
he is my fortress, I will not be shaken.

- 5.9 During the interview process set questions should be asked of all candidates interviewed for the same post. Candidates may not be questioned about medical conditions, disabilities or sickness absence. It is the role of the Safer Recruitment trained panel member to address any discrepancies, anomalies or gaps in employment on the candidate's application form.
- 5.10 Following the interview process, a record of the decisions should be made, including the reasons why those not selected were unsuccessful. The record should be sufficiently detailed to allow comprehensive feedback to each candidate regarding their relative strengths and weaknesses throughout the selection process. The Selection Panel should sign each other's interview notes to comply with the Safer Recruitment Policy.
- 5.11 Once the decision has been made, all candidates should be notified of the outcome as soon as is practicable.
- 5.12 The selection procedure may not contravene the law relating to discrimination on any grounds covered under the Equality Act 2010.

6) Conditional Offer

- 6.1 The offer of appointment to a successful candidate, including anyone who has lived or worked abroad, must be conditional on the satisfactory completion of the following pre-employment checks:
- Verify candidates identity (further information available on gov.uk website)
 - Verify candidates right to work in the UK
 - If candidate has lived or worked outside the UK, academy to make further checks including overseas police check (check gov.uk for information)
 - satisfactory references (minimum of 2, one from most recent employer)
 - Criminal Record self-declaration form disclosing any relevant convictions completed
 - satisfactory clearance of fitness for the role
 - satisfactory evidence of qualifications claimed on the application form. The Teachers Services system should be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation.
 - satisfactory enhanced Children's Workforce DBS certificate (including barred list information) for those who will be working in regulated activity
 - Separate barred list check if a candidate will start work in regulated activity before the DBS certificate is available. The academy will also carry out a risk assessment if candidates will be starting work prior to a DBS certificate being available.
 - Satisfactory clearance from the prohibition from teaching orders
 - Satisfactory clearance from the prohibition from management roles (section 128) check where applicable
- 6.2 Any written offer of appointment must state that it is conditional, clearly indicating the information on which the offer is dependent.
- 6.3 All teaching and associate staff are subject to a 6-month probation period. Unqualified Teachers are subject to a 12-month probation period.
- 6.4 The Executive Principal is responsible for deciding the level of pay for the successful candidate. The decision should be in accordance with the Academy's Pay Policy and reflect the qualifications and experience of the successful candidate.

Psalm 6: Verses 5-6
Yes, my soul, find rest in God;
my hope comes from him
Truly he is my rock and my salvation;
he is my fortress, I will not be shaken.

7) Monitoring, Evaluation and Review

The Governing Body has delegated to the Executive Principal the responsibility for reviewing the implementation and effectiveness of this policy. The Governing Body will approve all major changes to this policy. The policy will be promoted and published throughout the Academy.

8) Related Academy policies:

- Disclosure & Barring Policy
- Equality Policy
- Keeping children safe in education: information for all school and college staff
- Pay Policy
- Recruitment of Ex-Offenders Policy
- Safer Recruitment Policy
- Safeguarding including Child Protection Policy

9) Summary of responsibilities for appointments procedure for all staff at All Saints Academy, Dunstable

Procedure	By whom
Prepare advert	HR Manager
Agree salary range	Executive Principal
Agree closing date and interview date	Executive Principal
Prepare application packs	HR Manager
Place advert to press/website	HR Manager
Agree Selection Panel	Executive Principal / HR Manager
Receive application forms and scrutinise for discrepancies, anomalies and gaps in employment	HR Manager
Short listing	Executive Principal/Senior Leadership team
Prepare interview schedule	Deputy Principals HR Manager
Send invitation to interview confirming time, location, selection process, Candidate requested to complete a criminal record self-declaration form, bring current ID and right to work documents, original formal qualification certificates and notification of an online search. Candidate will be asked to advise if have reasonable adjustment requests prior to interview	HR Manager
References requested (where consent has been given) on shortlisted candidates prior to interview	HR Manager
Questions and selection activity prepared	Executive Principal/Senior Leadership Team
Student Leadership Group involvement	Deputy Principal Personal Development
Agree selection activity to observe	Executive Principal, Deputy Principals and DoL
Cover implications for interview	Deputy Principal QoE to advise Cover

Psalm 6: Verses 5-6
 Yes, my soul, find rest in God;
 my hope comes from him
 Truly he is my rock and my salvation;
 he is my fortress, I will not be shaken.

Interview packs prepared and issued to Selection Panel prior to interview • Information for applicants document • Application form • Interview schedule	<i>HR Manager</i>
Hospitality required	<i>HR Manager to advise Reception/ Admin team</i>
Successful candidate offered post by telephone	<i>Lead interviewer or HR Manager</i>
Other candidates phoned and offered de- brief	<i>Lead interviewer or HR Manager</i>
Conditional offer letter	<i>HR Manager/Executive Principal</i>
References	<i>HR Manager</i>
Contract issued	<i>HR Manager</i>
New staff induction	<i>HR Manager and DoL</i>

Psalm 6: Verses 5-6
 Yes, my soul, find rest in God;
 my hope comes from him
 Truly he is my rock and my salvation;
 he is my fortress, I will not be shaken.

Appendix 1

Shortlisting Grid

Candidate Name:			
Person Specification	Not met	Partially met	Met
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Overall comments			
Proceed to interview Yes / No Selection Panel (Print Name and sign): 1. 2. 3. Date			