



Policy:	Recruitment and Selection Policy
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Approving Board:	Executive Group
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TDET Recruitment and Selection Policy

1 Introduction

- 1.1 The purpose of this policy is to ensure safe, fair and effective recruitment takes place. Thomas Deacon Education Trust and associated academies.
- 1.2 The purpose of this policy is to provide clear guidance on each step of the recruitment and selection process and to ensure that the most appropriate candidate is successful through a range of assessments e.g. application, interview, lesson observation.
- 1.3 TDET is committed ensuring the recruitment process complies with all relevant guidance and legislation, including DfE Safeguarding Guidance, General Data Protection Regulations (GDPR) and the Equality Act 2010.

2 Responsibilities and principles

- 2.1 The Principal or nominated person will have responsibility for the approval to recruit, in line with staffing and budget requirements.
- 2.2 Approval must be gained prior to the role being advertised by completing the TDET staffing requirement request form.
- 2.3 The recruiting manager and TDET HR have responsibility for ensuring a safe, fair and effective process for all recruitment requirements.
- 2.4 With support from HR, the recruiting manager is responsible for ensuring the following requirements are met:
 - 1 assessing the needs of the role
 - the job description accurately reflects the role
 - 2 nominating the recruitment panel
 - ensuring the most suitable candidate is appointed to perform the role/task/duties.
- 2.5 The recruitment panel must consider all candidates consistently, ensuring a non-discriminatory process takes place throughout the recruitment selection.
- 2.6 All members of the recruitment panel should be familiar with their responsibilities throughout the recruitment process and at least one panel member must have completed the safer recruitment training.
- 2.7 Staff members with a close personal relationship to any applicant must declare this to HR immediately and a decision will be made on whether they should be removed from the recruitment process.
- 2.8 All applicant data will be kept confidential and will be available upon request by the applicant in accordance with GDPR. All applications and recruitment documentation will be held for 6 months from the application date.

2.9 All external vacancies will be advertised for a minimum of 14 days using the Trust's recruitment system linking with appropriate job boards, agencies etc. The trust may decide to withdraw the advert before the closing date or interview suitable candidates prior to the advert closing if there are enough suitable applicants.

2.10 In exceptional cases, the Principal may waive the requirement to advertise, however they must provide justification for the reasons to do so. Such reasons may include:

- Where existing employees are at risk of redundancy and the vacancy may provide a suitable alternative.
- Where there is a need to fill a vacancy on an immediate basis to ensure the safeguarding and learning of all students is maintained.

2.11 Where there is a requirement to appoint into a temporary post for longer than 4 weeks, HR will support in sourcing a suitable candidate. For all temporary assignments of 4 weeks or less, the Cover Manager/Coordinator will source a suitable candidate.

Recruitment and selection process

3 Advertising

- 3.1 All advertisements will include job title, contract type, working hours/pattern, closing date, start date and a role description and person specification.
- 3.2 Roles will be detailed in an approved job description and person specification, which will be included in the advertisement.
- 3.3 Once the vacancy has been approved by the Principal or nominated person, the recruiting manager and HR will prepare the vacancy for advertisement.
- 3.4 Vacancies will be advertised using the most appropriate and cost-effective method to attract the most suitable candidates.
- 3.5 TDET HR team will ensure all adverts are live within 3 working days from the date the staffing requirement request form is received.
- 3.6 All candidates must complete an online application using the appointed recruitment system. CVs will not be accepted.

4 Shortlisting

- 4.1 The recruiting manager and a nominated panel member will assess each candidate's application against the person specification.
- 4.2 An assessment form will be provided to ensure assessments are recorded. At least one panel member will have previous recruitment and/or interview experience.
- 4.3 Where possible the shortlisting process will be anonymised to ensure fair selection based on suitability, skill and knowledge.

5 References

- 5.1 Where possible, references will be sought by the HR team prior to interviews.
- 5.2 References will be requested using the Trust's recruitment system to explore the candidate's suitability for the post and any safeguarding concerns.

- 5.3 For teaching posts, one referee should be the Headteacher/Principal of the candidate's current school.
- 5.4 Nominated previous or current employers may be contacted to clarify any anomalies or discrepancies and records of this contact will be kept.
- 5.5 For internal candidates, references will not be requested.

6 Interview

- 6.1 A maximum of 6 candidates will be selected for the interview process. If more than one post is available, then a larger pool of candidates may be chosen.
- 6.2 Candidates will be invited to interview via the recruitment platform.
- 6.3 The recruiting manager, with the guidance of HR, will decide on selection methods relevant to the post and these must be measurable.
- 6.4 Candidates will be notified of the interview programme upon invitation.
- 6.5 Where requested and with suitable notice, every effort will be made to make reasonable adjustments for any candidates with disabilities.
- 6.6 Interview questions will be relevant to the job description and person specification, including competency-based questions and safeguarding knowledge.
- 6.7 Interview panel members will use an Interview Assessment Form for each candidate to record answers, score questions, and make notes to help make an informed decision.

7 Appointments

- 7.1 Once a suitable candidate has been identified, the recruiting manager will make a verbal offer within 2 working days from the interview date confirming employment start date, hours of work, working pattern and salary.
- 7.2 The Principal may request to award a recruitment and incentive benefit to secure a candidate. Such requests should be made to TDET HR, and approval must be given by the TDET Executive Group before offered to the candidate ensuring that financial legislation is complied with.
- 7.3 All offers will be subject to satisfactory employment checks including confirmation of right to work in the UK, enhanced DBS check, two satisfactory references and online searches. Other employment checks may be required dependant on the nature of the role.
- 7.4 The purpose of online searches is to help identify any incidents or concerns which are publicly available online which the Trust may choose to explore with applicants.
- 7.5 Unsatisfactory employment checks may result in the withdrawal of the employment offer. Such cases will be completed promptly and thoroughly, and any decision will be formally confirmed in writing to the candidate
- 7.6 TDET HR will issue an employment offer pack (including an offer letter and employment contract) within 2 working days from the date of receiving the notification of appointment to role form.
- 7.7 The recruiting manager will notify all unsuccessful interview candidates by telephone to provide feedback. Those candidates who were not shortlisted for interview will be notified by email via the Trust's recruitment system.

8 Recruitment of Ex-Offenders

- 8.1 TDET is committed to the fair treatment of applicants with a criminal record, in accordance with the DBS Code of Practice and the Rehabilitation of Offenders Act 1974.
- 8.2 A DBS check will be carried out before the appointment to any job within TDET is confirmed. This will include details of convictions and cautions that are not 'protected' as defined by the Ministry of Justice.
- 8.3 A criminal record will not necessarily be a bar to obtaining a position. The nature of the position and the circumstances and background of the offences will be considered.
- 8.4 Refer to the DBS Ex-offenders Policy Statement (Appendix 1).

9 Retention and security of records

- 9.1 TDET will comply with its obligations regarding the retention and security of records in accordance with General Data Protection Regulations (GDPR).
- 9.2 All relevant documentation of successful candidates will be kept in a secure location for the appropriate timeframe.
- 9.3 All documentation taken for unsuccessful candidates will be destroyed securely after 6 months from the date of application.

10 Diversity and Inclusion

- 10.1 TDET is committed to promoting diversity and inclusion throughout the recruitment process.
- 10.2 All recruitment activities will be conducted in a manner that ensures equal opportunity for all candidates, regardless of race, ethnicity, gender, age, disability, sexual orientation, religion, or any other protected characteristic.
- 10.3 Job advertisements will be designed to attract a diverse pool of candidates and will include statements encouraging applications from underrepresented groups.
- 10.4 TDET will implement measures to ensure accessibility for all candidates, including reasonable adjustments for those with disabilities.
- 10.5 The Trust will regularly review recruitment data to identify and address any disparities in the recruitment process and outcomes.
- 10.6 Feedback from candidates will be sought and used to improve the inclusivity of the recruitment process.

11 Monitoring and review

- 11.1 The trust will monitor the impact of this policy statement to determine its effectiveness, through the trust's processes of internal review.
- 11.2 Monitoring will include:
 - Collecting and classifying information on the ethnic/national origin, gender and disability of employees.
 - Examining the recruitment and promotional records of employees, including any decisions and the reasons for them.
 - Monitoring of applicants to ensure that the principles of the policy statement are being applied and to respond to any complaints from unsuccessful candidates.

- The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy statement. Consideration will be given if necessary to adjusting the policy statement to afford greater equality of opportunity to all applicants and employees.

Appendix 1 - TDET Policy Statement on the Recruitment of Ex-Offenders Policy

12 Introduction

In accordance with the Disclosure and Barring Service Code of Practice, this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

- 1.1 As an organisation that uses the Disclosure and Barring Service, Thomas Deacon Education Trust (TDET) complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.
- 1.2 We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), and the latest amendments under the Police, Crime, Sentencing and Courts Act 2022.
- 1.3 Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at the [Ministry of Justice website](#). A DBS check will therefore be carried out before the appointment to any job within TDET is confirmed. This will include details of convictions and cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.

13 Processes & Statements

- 2.1 We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- 2.2 We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- 2.3 We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- 2.4 We select all candidates for interview based on their skills, qualifications and experience.
- 2.5 Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview, and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- 2.6 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to the withdrawal of an offer of employment.

- 2.7 We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- 2.8 We ensure that people at TDET who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and the Police, Crime, Sentencing and Courts Act 2022.
- 2.9 **Having a criminal record will not necessarily bar you from working at TDET.** This will depend on the nature of the position and the circumstances and background of your offences.

14 References & Useful Links

- 3.1 Disclosure & Barring Service: www.gov.uk/government/organisations/disclosure-and-barring-service
- 3.2 Detailed information, fact sheets and FAQs: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- 3.3 Filtering guidance from 28/11/20: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>
- 3.4 **Ministry of Justice:**
- Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 (and self-disclosure) <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
- 3.5 **National Association for the Care and Resettlement of Offenders (Nacro):**
- Criminal record support service – advice for applicants and employers <https://www.nacro.org.uk/criminal-record-support-service/>