



Recruitment & Selection Policy

1. Terms of Reference

- 1.1 For all academies and schools in Cotswold Beacon Academy Trust (CBAT)
- 1.2 Definitions:
"Headteacher" also refers to any other title used to identify the Headteacher, where appropriate, or other senior manager delegated to deal with the matter by the Headteacher.
"Governing Body" refers to the School Development Board of the academy school who are responsible for implementing the policy within their setting. The Governing Body may refer to the Trustees if appropriate
"Academy school" refers to any academy or school within Cotswold Beacon Academy Trust (CBAT).

2. Summary (new section to tidy up old ones)

- 2.1 The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.
- 2.2 The Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to the provision of an excellent educational experience for its students. A motivated and committed workforce with appropriate knowledge, skills, experience and aptitude to do the job is critical to the Trust's performance and fundamental to the delivery of a high-quality provision.
- 2.3 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and Keeping Children Safe in Education.
- 2.4 We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 2.5 We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 2.6 We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and can be provided on request.

3. Purpose

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and efficient manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Scope

This policy applies to all the Trust employees, Governors and Trustees responsible for and involved in recruitment and selection of all staff.

The responsibility for recruitment and selection of the Chief Executive Officer (CEO) and the Chief Finance and Operations Officer (CFOO), known as the Executive Team, lies solely with the Trustees. The Executive Team are responsible for appointing members of the CBAT central team. The responsibility for recruitment and selection of each academy school Headteacher also lies with the Trustees but where appropriate will involve academy school governor representation and take into account their recommendations. The Trustees have delegated full responsibility for all other appointments of senior leaders (including academy school operations managers) and teachers and support staff to the academy school Governing Bodies and Headteachers.

5. Principles

The following principles are encompassed in this policy:

- Providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- The job description and person specification are essential tools and will be used throughout the process.
- Applicants will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members but preferably with three or with a second separate interview contributing to the final decision. Selection will be based on a minimum of a completed application form, a shortlisting process and interview.
- Monitoring and evaluation are essential for assessing the effectiveness of the process.
- All posts will normally be advertised.
- Under the terms of the Equality Act 2010 there is a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.
- Candidates will normally be expected to spend supervised time with pupils in the relevant part of the academy school and in the case of teaching posts, will be expected to teach a lesson.
- Where only internal candidates (either CBAT or academy school specific – depending on the nature of the role) are invited to apply for posts, they will be asked to submit a letter detailing, in no more than two sides of A4, how they are able to meet the requirements of the job description and/or the person specification. The normal shortlisting and interview procedures for internal appointments will remain in place.
- We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing.

6. Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

7. Pre-recruitment Process

7.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the Trust. The overall recruitment experience should be a positive one, even for candidates who are not successful.

Those responsible for recruiting will:

- Ensure that all applicants have a positive image of the Trust.
- Give all prospective candidates a clear understanding of the post and what will be expected of them should they be successful.
- Explain the recruitment process and its timescales clearly.
- Provide constructive feedback to unsuccessful candidates

7.2 Advertising

For internal vacancies, staff will normally be advised of vacancies via email and/or a staff briefings. Internal vacancies may arise if there is a need to follow the redeployment process within the Trust to try to prevent

redundancies, or where there is an area of additional responsibility which does not involve an increase in overall staffing.

External vacancies will be advertised on Eteach and the academy school and/or Trust website. Depending on the nature of the role, advertisements may also be placed on the Times Educational Supplement (TES) website, the Local Authority Website, local newspaper and any other recruitment medium appropriate for the type of role. Trust staff will be notified of external advertisements as appropriate.

The advert and/or associated information will include the level of DBS check required depending on the role being recruited for and whether the role will involve regulated activity. For overseas applicants there will be a requirement for a certificate of good conduct where applicable, in addition, for teaching posts, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

The advert will specify whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Within the advert the applicant will be provided with the school's policy and practice in relation to safeguarding and promoting the welfare of children.

In accordance with Keeping Children Safe in Education, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates. Where an online check will be carried out, this will be indicated in the advert and/or recruitment pack.

7.3 Application Form

A standard application form will be used to obtain a common set of core data from all applicants (CVs are not accepted).

7.4 Job Description and Person Specification

An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, may also be used.

7.5 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. At least two references will always be sought and obtained directly from the named referees. There is an expectation that one reference will be from the candidate's most recent employer, where this is possible.

References will be sought on all short-listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate;
- Details of the applicant's current post and salary;
- Performance history;
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns

- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview. Electronic references will be checked to ensure they originate from a legitimate source.

On receipt, equality monitoring information must be separated from applications

If the field of applicants is felt to be weak the post may be re-advertised.

Where the school has carried out an online search on shortlisted candidates as part of the due diligence, any concerns which arise may be discussed with the applicant at, or prior to the interview stage.

All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. For example:

- If they have a criminal history
- whether they are included on the barred list
- whether they are prohibited from teaching
- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's social care
- have they been disqualified from providing childcare (Childcare Disqualification Regulations 2018)
- any relevant overseas information

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be asked to physically sign a hard copy of the application at the point of interview.

8. Interviews

The interview will assess the merits of each candidate against the job description and person specification, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

10.1 Interview Panel

A minimum of two interviewers will form the interviewing panel.

For the appointment of a Head of Department, Head of Key Stage or more senior member of staff, a Governor should be part of the interview panel.

The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- Be appropriately trained, (one member of interview panel will have undertaken Safer Recruitment Training). Agree before the interviews, those questions to be asked, by whom and in what order taking into account any issues emerging from the references, application form or online search.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that there is adherence to equal opportunities principles.

9. Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people and their understanding of child safeguarding issues;
- His/her ability to support the Trust's agenda for safeguarding and promoting the welfare of children;
- Any unexplained gaps in the candidate's employment history;
- Any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- If the candidate wishes to declare anything in light of the requirement for a DBS check.

If for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. However, it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

10. Conditional Offer of Appointment: Pre Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- The agreement of a mutually acceptable start date;
- The signing of a contract incorporating the Trust's standard terms and conditions of employment
- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness to undertake duties in accordance with the Job Description
- Verification of qualifications including original certificates
- Verification of professional status where required e.g., QTS status (unless properly exempted), NPQH;
- A satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure
- A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- (for teaching posts) Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non-teaching posts) Satisfactory completion of the probationary period.

The Trust's Human Resources provider will liaise with the academy school in order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks will be:

- Documented and retained on the personnel file (subject to certain restriction on the retention of information imposed by DBS regulations);
- Recorded on each academy school's single central register as appropriate; and,
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- The candidate is found to be on the DBS First or DBS Barred Lists (DBS Adults' or Children's Barred List) or the DBS Certificate shows s/he has been disqualified for working with children by a Court; or,
- An applicant has provided false information in, or in support of, his/her application; or,
- There are serious concerns about an applicant's suitability to work with children

The academy school will liaise with its Human Resources provider and Gloucestershire Safeguarding Unit if this should be the case.

11. Post Appointment Induction

There will be an induction programme for all staff newly appointed to the academy school, regardless of previous experience.