



OUR SCHOOL MOTTO IS:

Growing in Faith and Knowledge Recruitment Selection Policy

Co-ordinator: Mr D Hood

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St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Recruitment Selection Policy and Procedure

1. Introduction

1.1 The Governing Body of St. Joseph's Preparatory School is **committed to Safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the School Development Plan.

1.2 The appointment of all employees at the school will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 and the statutory guidance, *Safeguarding Children and Safer Recruitment in Education Settings* and the School's equal opportunities policy.

1.3 The Governing Body 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.

1.4 The procedure for the appointment of the Headteacher or Deputy Headteacher differs from that of other staff. The procedure is in Appendix 1.

2. Delegation of Appointments

2.1 The Governing Body delegates all support staff appointments and all teaching appointments below the level Deputy Head to the Headteacher. The Head teacher is expected to involve at least one member of the Governing Body in all appointments, except where indicated in 2.4 below, and governors who wish to be considered for involvement will be expected to undertake recruitment selection training, including "Safer Recruitment" training, at the earliest opportunity.

2.2 No governor is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the governor and the interests of the governing body.

2.3 A selection panel will be drawn from all governors who have undertaken recruitment training and who have advised the Clerk to the Governors of his/her wish to be involved in staff appointments as required by the Headteacher.

2.4 The Headteacher may not need a Governor present when appointing from the following categories:

Supply teachers, mid-day supervisors and cleaning staff
A member of the management of the school will assist.

2.5 The Headteacher may not delegate the final decision of appointment to any other senior manager or governor.

3. Information for Applicants

All applicants for all vacant posts advertised internally or externally will be provided with:

3.1 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.

3.2 A Person Specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.

3.3 An Application Form.

3.4 Information about the School and Other General Information:

- a description of the school relevant to the vacant post.
- a statement about access to the school for applicants who may wish to see it or who may wish to consult the Head teacher before making an application. A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
- reference to the school's policy on Equal Opportunities and racial Equality.
- reference to the legislation concerning the Protection of Children.
- the name of any person who will be available to provide additional information about the post.
- the closing date for the receipt of applications.
- salary level of the post.

4. Short Listing

4.1 For all posts outside of the leadership group short listing will be the responsibility of the Head teacher, together with a governor or governors as indicated in paragraph 2 of this policy.

4.2 The selection panel will take up two references on each short listed candidate. For teaching posts the references will, where appropriate, include the applicant's current Head teacher or LA representative.

4.3 References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References will be sought set against the requirement of the job description and person specification and information regarding issues relating to child protection.

4.4 Short listing will be based only on substantial information. The **job description** and the **person specification** will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.

4.5 The criteria for selection will be consistently applied to all applicants.

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

5. Interviews

5.1 The format, style and duration of the interviews are matters for the Headteacher in consultation with governors involved in the process to decide but the following will be adhered to:

5.1.1 Briefing:

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.

5.1.2 The formal interview:

Before the interviews the selection panel will agree on the line of questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will be asked. The interview will also deal with the issues of child protection with each candidate.

5.1.3 Before the interviews the Headteacher, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time, they will be destroyed.

6. Offer of Appointment by the Selection Panel

6.1 The offer of appointment by the selection panel is binding on both parties subject to staff qualification requirements, satisfactory Disclosure and Barring Service and medical checks and satisfactory references.

APPENDIX I

The Selection and Appointment of the Headteacher or Deputy Headteacher

1. The Governors will notify the Christian Brothers of any vacancy for the Headteacher or Deputy Headteacher.
2. The Governing Body will appoint a Selection Panel of at least three Governors. The proceedings of the Selection Panel shall be under the control of the Selection Panel. The Governing Body will **not** delegate the power of appointment, only the selection process.
3. The Selection Panel will determine the interview process and seek approval from the Governing Body before commencing the process.
4. If the need arises the Selection Panel will appoint an Acting Head teacher/Assistant Headteacher. Where it is intended to fill an acting position by external temporary appointment of more than one term the post will be advertised within the area.
5. The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. All applicants will receive the information set out in paragraph 4 of the Governing Body's policy statement.
6. The selection panel shall shortlist such applicants for the post as they think fit. In the case of a Headteacher appointment, if it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the selection panel will be approved by a meeting of the

Governing Body, which must be quorate. The Selection Panel may make a decision about the appointment of an Assistant Headteacher without recommendation to the Governing Body.

7. If the Governing Body approves the recommended candidate for a Headteacher or Deputy Headteacher appointment, the applicant will be offered appointment subject to staff qualification requirement, medical, Disclosure and Barring check and references.

8. If the Selection Panel cannot agree or Governing Body does not approve the recommendation then the Governors may re-advertise.