



RECRUITMENT, SELECTION AND DISCLOSURES

St Dunstan's Educational Foundation is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The Foundation aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries about any Foundation application forms or recruitment process must be directed to the Human Resources department.

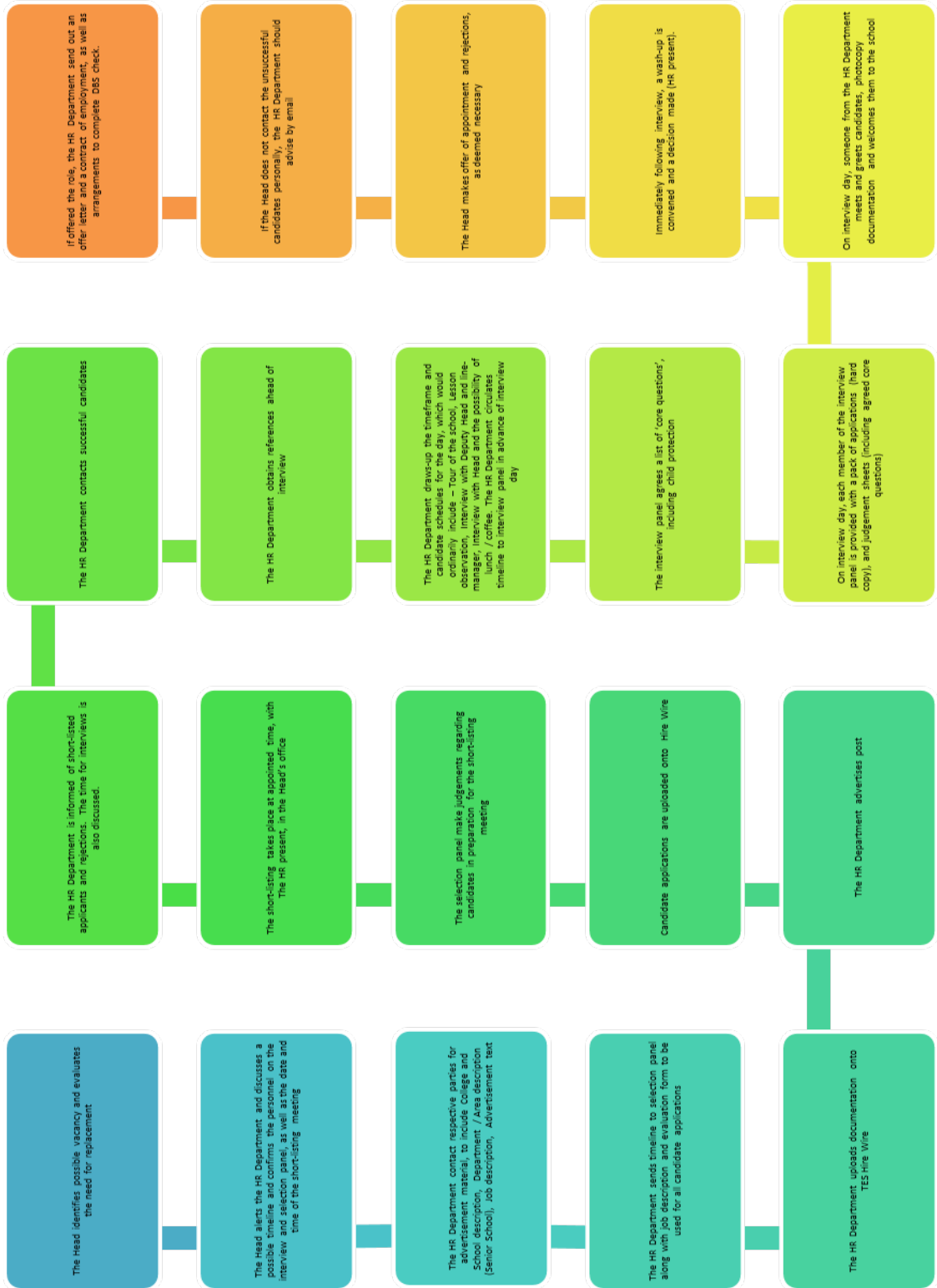
Scope of this Policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the Foundation. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as:

Any person working for the Foundation whether under a contract of employment; under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the Foundation shall obtain written confirmation from the agency or company that it has carried out the appropriate checks.

The Recruitment Process:



Job Details and Person Specification:

The Headmaster alongside relevant members of the College Leadership Team must update job description within the 'information for candidates' document. Both the job description and the person specification must be a clear representation of the job, the skills, the experience and any other attributes recognised as required to perform the role competently.

The job description; must contain a statement about the expectations of the post holder in terms of safeguarding.

The person specification; must set out the criteria against which applicants will be shortlisted for interview. These criteria must be used to select applications for the selection process.

Advertising:

All vacancies will be advertised internally at least 24 hours before they are advertised externally. The job advert will be placed on the board in all staff rooms alongside other announcements. Most adverts will then be placed on the college's website, TES.com and where appropriate, in other industry specific publications.

Recruitment Agencies:

Due to the high cost of fees, recruitment agencies will only be used by the Foundation when absolutely necessary. The Human Resources Department has a list of preferred agencies to contact when considering this route.

Shortlisting:

Shortly after the closing date, the Headmaster and relevant members of the College Leadership Team (alongside any other relevant persons) will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experiences will be discussed in more detail.

The Criteria Against Which Each Application Can Be Compared Will Include:

- Qualifications;
- Training;
- Work Experience - Type And Breadth;
- Level Of Responsibility And Authority Held;
- Type And Level Of Knowledge And Skills;
- Competencies; And
- Any Special Skills Or Aptitudes Specific To The Job

Methods Used For Selection:

- Interview with Members of CMT
- Interview with other senior members of staff (ALT/PLT/JSLT)
- Lesson observation

- Written exercise (letter or email response to parental complaint, data analysis)
- Meeting with Students (for senior or Pastoral posts)
- Meeting with Staff (morning break in relevant staff room)
- Interactive sessions with staff and or students this may include tour of the College
- Lunch with pupils/staff

Interview:

All formal interviews will have a panel of at least two people chaired by the Head Teacher or another designated senior member of staff. At least one person on the panel will have undertaken safer recruiting training.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copies of certificates, diplomas etc.). Where original or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

In the same way that it is good practice to keep a record of the reasons for rejection at the shortlisting stage, the reasons for a candidate being rejected at interview stage should be recorded by each member of the interview panel.

The College requests that all candidates invited to interview also bring with them:

1. A current driving license including a photograph or a passport or a full birth certificate
2. A utility bill or financial statement issued within the last three months showing the candidates current name and address
3. Where appropriate any documentation evidencing a change of name
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the College of any necessary adjustments or arrangements to assist them in attending the interview.

After The Interview:

The Head Teacher will confirm the details of the successful candidate, make contact with them and make a verbal offer of employment.

Should the candidate accept the post, the Head Teacher will organise for an offer of employment letter to go out.

On receipt of a copy of the offer of employment letter, all of the interview notes and the original acceptance letter from the candidate, the HR department will send out the contract of employment and arrange the DBS check.

Conditional Offer of Employment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered; and
8. Satisfactory medical fitness

References:

The Human Resources Department will seek at least two references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualification before interview. If the candidate does not wish the Foundation to take up references in advance of interview, they should notify the Foundation at the time of applying.

The Human Resources Department will ask all referees if the candidate is suitable to work with children. The Foundation will compare any information provided by the referee with that provided by the candidate on the application. Any inconsistencies will be discussed with the candidate.

Eligibility To Remain And Work In The UK:

Candidates invited to attend an interview will be required to provide suitable documents which prove their eligibility to remain and work in the UK. The Head Teacher's PA must ask to see these documents before the candidate enters the interview. Copies must be dated and signed. Suitable documents may include, but are not limited to; a passport, full birth certificate, work or residency permit or suitable correspondence from the UK Home Office.

Criminal Records Policy

The Foundation will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The Foundation complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request [or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

Retention and Security of Records

The Foundation will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.