

# Policy C2 – Recruitment

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## **1. Introduction**

- 1.1 The policy has been developed to ensure that the University of Brighton Academies Trust follows robust, rigorous and fair recruitment practices.
- 1.2 The Trust is committed to safeguarding the welfare of children and young people. This policy reflects safer recruitment practices as detailed in the statutory guidance documents ‘Keeping Children Safe in Education (September 2021)’ and ‘Working Together to Safeguard Children (March 2018)’, seeking to deter, reject or identify candidates who are unsuitable for working with children.
- 1.3 The Trust is committed to equality of opportunity and opposes all forms of discrimination. This policy reflects the requirements of the Equality Act 2010 and Public-Sector Equality Duty by ensuring there are fair and non-discriminatory recruitment and selection practices.

## **2. Scope**

- 2.1 This policy applies to all substantive and fixed term/temporary posts.
- 2.2 The principles of best practice as outlined in this policy apply to the recruitment of short-term appointments, casual workers and secondments.
- 2.3 In the case of agency workers, the Trust shall obtain written confirmation from the agency that appropriate checks have been conducted and are legally compliant.

### **3. Roles and Responsibilities**

- 3.1 The Executive Team has overall responsibility to ensure that the staff establishment meets the operational and strategic needs of the Trust.
- 3.2 Principals/Heads of Professional Services (hereafter referred to as 'Managers') are responsible for efficient workforce planning to meet the current and future needs of their respective academy/department.
- 3.3 Finance is responsible for ensuring that recruitment decisions are financially viable and fully funded through approved budgets and/or external funding arrangements.
- 3.4 Hiring managers and staff with designated responsibility for recruitment (including those who have local responsibility for administering the recruitment process), will be required to do so in accordance with the provisions of this policy.
- 3.5 The People department is responsible for developing, maintaining and overseeing the implementation of the provisions within this policy. In addition, the People department is responsible for providing information, support and guidance on recruitment related matters to both staff and candidates. The People department is also responsible for the maintenance and development of the Trust's Applicant Tracking System (ATS) and associated processes.

### **4. Principles**

- 4.1 The Trust seeks to recruit the best candidate for a position based on merit and in accordance with employment law.
- 4.2 In the case of teaching positions, it is the Trust's policy to normally appoint qualified teachers or those who are working towards qualification.
- 4.3 All recruitment and selection decisions are free from unlawful discrimination on the grounds of gender, marital status, religion, nationality, race, colour, ethnic origin, political belief, sexual orientation, age, gender re-assignment or disability. Such characteristics may be lawfully considered where there is a genuine occupational requirement.
- 4.4 Personal information is requested during the application stage for employment monitoring purposes only. This information is not accessible to hiring managers and is not used for decision making purposes.
- 4.5 All hiring managers must have completed Safer Recruitment training (within the last 2 years) and have read the recruitment policy and current version of KCSIE (part 3, Safer Recruitment). Principals/Heads of Professional Services are responsible for ensuring all hiring managers have completed the training and maintaining a record of self-declarations (*see Safer Recruitment self-declaration form*)
- 4.6 All recruitment and selection decisions will be objectively assessed. If a member of staff involved in the recruitment and selection process has a close personal relationship with a candidate, they must declare this and will be excluded from being involved in any decision-making process.
- 4.7 Advice must be sought from the Talent Partner, People department if it is proposed to recruit a candidate who has a close personal relationship with another member of

staff within in the academy or department, even if the employee has been excluded from the recruitment process.

- 4.8 All internal candidates who meet the essential criteria of the person specification will automatically be shortlisted and invited to interview.
- 4.9 All candidates who declare a disability will automatically be shortlisted and invited to interview if they meet the essential criteria of the person specification.
- 4.10 If a candidate declares a disability, the Trust will seek to make reasonable adjustments at all stages of the recruitment process to make this an inclusive experience.
- 4.11 The recruitment process should be planned and initiated as early as possible. Timescales should be sufficient to promote equality of opportunity and broaden the pool of candidates.
- 4.12 All documentation relating to recruitment will be treated confidentially and used, retained and disposed of in accordance with the General Data Protection Regulations. It is the Trust's policy to retain applications from unsuccessful candidates for an approximate period of 12 months unless instructed otherwise by the candidate. The ATS will manage candidate data in accordance with this policy.

## **5. Authorisation to Recruit**

- 5.1 Recruitment to any position should not proceed without first obtaining authorisation via the relevant approval route. Subsequently, no offers of employment should be made without completing the relevant recruitment processes regarding advertising and selection (*see 'Staff Establishment Protocol' document*)
- 5.2 A Recruitment Administrator is required to complete a job request form through the ATS which contains details of the post. If this post is not fully funded or results in a cost variation of above £10,000 to the existing staff establishment, a business case will also be required.
- 5.3 The completed request will initially be sent via an automated, electronic process to the Manager for checking and approval before continuing to the next stage of the process.
- 5.4 The recruitment request will be considered by People and Finance. In certain circumstances, consideration will be required by the Executive Team (*see 'Staff Establishment Protocol' document*).
- 5.5 People and the designated recruitment administrator will be notified automatically by the ATS as well as the Hiring Manager requesting the approval.

## **6. Advertising**

- 6.1 An advertisement must be added to the job by the Recruitment Administrator as detailed in 5.1. In accordance with 'Keeping Children Safe in Education (September 2021)', as a minimum this must provide;
  - An introduction to the Trust,
  - Information about the Academy (if applicable)

- Details about the role noting if it includes regulated activity
  - The relevant Child Protection and Safeguarding policy for the academy
  - An explicit statement that emphasises the Trust's commitment to both safeguarding and equal opportunities
  - Information about the safeguarding checks that will be carried out during the selection process
- 6.2 All substantive or fixed term/temporary posts will normally be advertised internally and externally concurrently. This will ensure that we appoint the best possible candidates for the post, selected from as wide a pool as possible.
- 6.3 If a fixed term/temporary post has been advertised externally which later becomes substantive there may not be a need to further advertise (see 'Staff Establishment Protocol' document)
- 6.4 Roles may be advertised as internal only in the instances of either a restructure or where there is a budgetary reason. Approval must be sought from the Talent Partner, People department for all internal only roles and if the criteria is not met must also be advertised externally.
- 6.5 An 'application pack' will accompany the advertisement. This includes:
- A current and accurate job description including the safeguarding responsibilities of the role
  - A person specification that contains relevant, objective and assessable essential and desirable criteria
  - The academy's Child Protection and Safeguarding policy
- 6.6 All advertisements (this includes both internal and external) will be placed on the Trust's website as a minimum.
- 6.7 Advertisement timescales must be reasonable. Internal vacancies will normally be live for a minimum of 1 week and external vacancies will be live for a minimum of 2 weeks. No vacancy is to be closed or shortlisted prior to the original closing date.

## **7 Shortlisting**

- 7.1 Application forms are completed via the ATS. In instances where it has been necessary to make reasonable adjustments and a manual application form is received, the details of this will be uploaded into the ATS by the relevant administrator. CVs will not be accepted as an alternative to an application form although they may be uploaded through the ATS to automatically populate the employment and qualification details of the form.
- 7.2 Shortlisting should be carried out by a minimum of two people who have received appropriate training or instruction from the People department. Shortlisting must be recorded on the ATS or uploaded to the relevant candidate if carried out manually.
- 7.3 All applications should be checked to ensure that they are fully completed. Any anomalies, discrepancies or gaps in service should be identified. If appropriate and subject to shortlisting, these will need to be explored at interview and the responses recorded on the Candidate Assessment Form.

- 7.4 The shortlisting criteria will reflect the requirements of the job description and person specification. This will be objectively applied consistently to all candidates, with assessment based on the evidence provided in the application form. Normally only candidates who meet the essential criteria of the post will be shortlisted (see '*Shortlisting Form*').
- 7.5 All candidates that have been shortlisted must complete and hard-sign a self-declaration form confirming no known reasons which deem them unsuitable to working with children (see '*Criminal Record self-declaration form*'). The Hiring Manager is responsible for obtaining the signed self-declaration prior to the interview starting. Any disclosures must be discussed at interview and the responses recorded on the Candidate Assessment Form. Where a shortlisted candidate has made a self-declaration, guidance should be sought from the designated People Partner before any offers of employment are made. It may be necessary to undertake a risk assessment in certain circumstances.
- 7.6 References will be sought for all shortlisted candidates prior to interview where authorisation has been given. These should be sent through the ATS by the relevant Recruitment Administrator for the Academy/Professional Services department.
- 7.7 If the field of applicants does not meet the essential criteria or is otherwise felt to be unsuitable, the post may be re-advertised.

## **8 Interviews**

- 8.1 Shortlisted candidates will be invited to participate in a selection process which will include an interview (where possible this will be face-to-face, statutory guidance permitting). The candidates will receive advanced notification of the date, time, venue, selection panel and process. Shortlisted candidates must be asked if any reasonable adjustments are required to enable them to participate fully in the selection process. Where practicable, candidates should normally be given at least 1 weeks' notice.
- 8.2 The selection panel should comprise of a minimum of two trained people (see 4.5 above). Every effort should be sought to ensure this is a gender balanced panel. The chair of the panel must have completed Safer Recruitment training and all members of the panel must have read the recruitment policy and part 3 (recruitment) of KCSIE.
- 8.3 All tasks and any of the questions asked during the selection process must be pre-determined and consistently applied to each applicant. They must provide opportunity for a candidate to demonstrate the extent to which they meet the requirements of the job description and person specification. This must always include a question which assesses a candidate's knowledge and/or attitude towards safeguarding as well as their motivation for working with children. They will be scored objectively and consistently in accordance with the Trust's Candidate Assessment Form
- 8.4 If anomalies, discrepancies or gaps in service were identified at shortlisting these must be discussed and accounted for during the interview (see 7.3). If any information was disclosed on the self-declaration form this also will need to be explored and recorded at interview (see 7.5)

- 8.5 All select processes will ideally incorporate a job-related task to the interview, giving the candidate an opportunity to demonstrate the skills required for the role. Selection activities must be fairly and consistently applied to all candidates. It is expected that teaching posts require an observed lesson delivery and management posts require a presentation on a role-related subject.
- 8.6 Where appropriate the selection process will be complemented by the meaningful inclusion of pupils. Examples of good practice would include academy tours (where statutory guidance permits), pupil panels and lesson observations.
- 8.7 The selection panel will compare aggregated scores for each candidate. Where there is a difference with the highest scoring candidate(s), they should discuss the scoring rationale and seek to obtain a unanimous outcome. Where this is not possible, advice must be sought from the Talent Partner, People department.

## **9 Appointment**

- 9.1 All verbal offers are binding and should be made on a conditional basis subject to satisfactory completion of pre-employment checks. Offers will be made in line with the Trust's pay policies.
- 9.2 An appointment will only be made where a candidate's total scores exceed 'average' as per the Candidate Assessment Form. The selection panel have the discretion to increase the required score overall and/or for specific questions to reflect the needs of the role.
- 9.3 The post will be offered to the highest scoring candidate. Subject to meeting the required minimum score, a reserve candidate may be identified by the panel. The reserve candidate will automatically be offered the role in the event that the successful candidate declines the post upon the initial offer.
- 9.4 If the highest scoring candidate initially accepts the job offer and subsequently declines this, the Talent Partner, People department and the panel chair will decide whether the post will be offered to the reserve candidate.
- 9.5 Should the manager wish to offer a teaching post at a salary point that differs from the Teachers' Pay Policy (see *Teachers' Pay Policy 5.3*), approval must first be obtained by email to the Talent Partner, People department and Executive detailing the rationale for appointing at a higher salary.
- 9.6 Should the manager wish to offer a salary which is higher than the bottom point of the pay grade for support staff and leadership roles, approval must first be obtained by email to the Talent Partner, People department and Executive detailing the rationale for appointing at a higher salary.
- 9.7 If there are unusual circumstances surrounding a potential offer of employment then advice must be sought from the Talent Partner, People department before an offer is made. An example of this would be a situation where a candidate has a personal relationship with a Trust employee or trustee, or where a candidate does not hold the essential qualifications required by the post (including Qualified Teacher Status for teaching posts) (see 4.7 above).
- 9.8 It is the responsibility of the panel chair to notify all candidates of the outcome of the interview and give feedback to unsuccessful candidates if requested.

- 9.9 Any offer of appointment is subject to receipt of relevant and statutory pre-employment checks including:
- Two satisfactory references, one of which must be from the candidate’s current or most recent employer where applicable
  - Verification of ID
  - Confirmation of right to work in the UK
  - Enhanced DBS certificate if the role involves regulated activity
  - A barred list check if an individual will start work in regulated activity
  - A section 128 check for anyone undertaking a management position
  - Verification of any relevant professional qualifications
  - Evidence of Qualified/Early Careers Teacher Status (QTS/ECT) and evidence of completion of the statutory induction year(s) for Newly Qualified/Early Careers Teachers (NQT/ECT) if applicable.
  - Fitness to carry out the duties of the role
- 9.10 Any candidate who has lived or been overseas for 6 months or more in the last 5 years will require an overseas police check. The candidate should be notified of the country or countries from which an overseas check is required. (Please see [Criminal records checks for overseas applicants](#)).
- 9.11 Any offer of appointment made to a previous employee where there is a break of 3 months or more is subject to receipt of new relevant and statutory pre-employment checks (see 9.9 above). Advice should also be sought from the Talent Partner, People department in instances where there has been a break in service.
- 9.12 Support and Management roles are offered subject to completion of a successful probationary period.
- 9.13 For agency and third-party supply staff, written confirmation must be obtained that the business supplying the individual has carried out the required checks and obtained the appropriate certificates, the date that confirmation was received and whether any enhanced DBS certificate check has been provided. These details must be recorded on the academy’s/trust single central record.

## 10. Policy Status and Review

Written by	Talent Partner
Owner	Head of People
Status	Approved
Equality Impact Assessment	Initial Impact Assessment    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Full Impact Assessment        Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
JCC Consultation date	20/10/2021
Approval date	04/10/2022 (Remuneration and HR Committee)
Review date	31/07/2021
Comments	This policy applies to all staff