

Thorpe Primary School Recruitment Selection Policy and Procedure

September 2012

1. Introduction

- 1.1 The Governing Body of Thorpe Primary School is **committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work**

The Governing Body of Thorpe Primary School 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 improvement plan.

- 1.2 The appointment of all employees at Thorpe Primary School will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2009 and [School Staffing Regulations 2009 Statutory Guidance](#) and [Safeguarding Children and Safer Recruitment in Education](#) and the school's Equality and Diversity policy. It is a statutory requirement that every appointment panel must have at least one member who has undertaken the Safer Recruitment Training.

- 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 Head teacher or Deputy Head teacher differs from that of other staff. The Governors will follow

[School Staffing Regulations 2009 Statutory Guidance](#) Chapter 5: *Appointing a head teacher or deputy head teacher*

2. Delegation of Appointments

- 2.1 The Governing Body delegates all support staff appointments and all teaching appointments below the level Assistant Head/Deputy Head to the Head teacher. 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 Head teacher.

- 2.4 The Head teacher may appoint alone but only for the following categories of staff:
e.g. supply teachers, mid day supervisors
- 2.5 The Head teacher may not delegate the final decision of appointment to any other senior manager or governor.

3. Vacancy for an Assistant Head

- 3.1 In the event that Governing Body, in consultation with the Head teacher, decide to make a new appointment of an Assistant Head teacher the Personnel and Finance Committee of the Governing Body will agree the job description and person specification for the post.
- 3.2 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both sexes and all ethnic groups.
- 3.3 The Governors may decide to appoint internally after internal advertisement. In cases of internal advertisement the details will be posted, in writing, on the staff notice board(s) giving at least 5 working days for applications to be made.

4. Information for Applicants

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

- 4.1 Notification that the appointment is subject to an enhanced CRB check, satisfactory references and medical clearance.
- 4.2 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school
- 4.3 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.
- 4.4 An Application Form.
- 4.5 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 Equality and Diversity.
 - 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.

5. Short Listing

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 The criteria for selection will be consistently applied to all applicants.
- 5.6 If the field of applicants is felt to be weak the post may be re-advertised.

6. Interviews

- 6.1 The format, style and duration of the interviews are matters for the Head teacher in consultation with governors involved in the process to decide but the following will be adhered to:
 - 6.1.1 Briefing:
All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.
 - 6.1.2 The formal interview:
Before the interviews the selection panel will agree on the interview format. 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 safeguarding children with each candidate.
 - 6.1.3 Before the interviews the Head teacher, in consultation with the governors involved with the interview, 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.

6.1.4 Before the interviews the Head teacher, in consultation with the governors involved in the interview will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.

7. Offer of Appointment by the Selection Panel

7.1 The offer of appointment by the selection panel is binding on both parties subject to staff qualification requirements, satisfactory CRB Disclosure, pre-employment medical screening and satisfactory references.