



RECRUITMENT AND SELECTION POLICY

Endeavour Multi Academy Trust

Review date: Spring Term 2021

Next Review: Spring Term 2023

Policy Statement

The Endeavour Multi Academy Trust is an employer who abides by all legislation relating to the recruitment of staff.

The Trust is committed to:

- improving performance by recruiting and selecting the best people. It aims to attract potential employees who have the relevant knowledge, skills, qualifications, experience, behaviours and talent to make a positive and innovative contribution.
- safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- the principles of equal opportunities in the recruitment and selection of staff and promotes fair treatment.

Who the Policy Covers?

This policy applies to the recruitment and selection of all employees and potential employees.

Any reference to "the Trust" refers to The Endeavour Multi Academy Trust.

The Endeavour Multi Academy Trust commends the principles set out in this policy for adoption by the Local Governing Board to apply to the recruitment of school staff.

Purpose

The purpose of this Recruitment and Selection Policy is to ensure that the best candidates are recruited on the basis of their ability and potential to support the delivery of our corporate strategy:

- to safeguard our young people.
- based on performance and capability.
- through a process that supports our values and behaviours.
- with regard to value for money.
- in an equal and inclusive way that complies with employment and equality legislation and good practice.

Accordingly, this policy will ensure that:

- a fair, open, transparent and consistent approach is taken to all aspects of recruitment.
- selection is valid and justifiable and based on an individual's relevant skills and experience.

- current employment legislation is adhered to, to safeguard individuals' right to fairness and equality of opportunity in conjunction with the business needs and values of the Trust.

Policy Principles

This policy has been developed in line with the appropriate National Conditions of Service for employees of the Trust.

The Trust recognises its statutory duty under all relevant employment legislation and is committed to meeting them.

All recruitment and selection decisions must be equitable and fair and taken on the basis of the applicant's competence or ability assessed against the person specification for the post.

The selection criteria must be consistent and objective and communicated at the outset of the process. They must be adhered to throughout each stage of the recruitment and selection process.

All appointments must be made on skills and experience – the candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

Any member of staff involved in the selection of staff must satisfy themselves that they are appropriately trained and can comply with the requirements of this policy.

For core Trust roles, the Trust must ensure access to appropriate training, development and support to those involved in recruitment and selection activities.

Those responsible for recruitment in the Trust must ensure they are equipped with the necessary skills including Safer Recruitment Training for undertaking recruitment in line with this policy framework.

All posts at SLT level must be approved by the EDO prior to advertisement. Headteacher appointments will be approved by the Trust and appointed to in conjunction with the Local Governing Board. Trustees will be represented in the selection process of Headteachers.

Decision about all other posts, other than Senior Management Team, should be made by the Headteacher in conjunction with the Local Governing Board under the assumption that the appointments fall within the budget agreed for each school.

CEO recruitment will be managed by the Board of Trustees.

All external appointments for support roles will be made on the minimum spinal column point of the assigned grade. Any exceptions to this require a justification. Teaching posts will be paid in accordance with the Trust's Pay policy.

When advertising vacancies internally, the Trust should ensure that all appropriate employees in other schools in the Trust have access to the opportunity.

The Trust does not make payment for interview expenses.

Pre-employment Checking

All pre-employment checks for new starters must be completed and deemed satisfactory before the successful candidate commences in their role.

There must be compliance with safer recruitment procedures and processes. Those responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements.

Relevant documentation must be fully completed at each stage of the process. This will include the verification of original documents of candidates at the interview stage and the completion of all necessary pre-employment checks as specified in the DfE Keeping Children Safe in Education guidance document which includes but is not limited to, a Disclosure and Barring Service Check, Teacher Prohibition Check, Childcare Disqualification, satisfactory references and medical assessment and overseas checks as appropriate. The Trust require that an Overseas Police Check be carried out on all new starters if they have lived or worked outside of the UK for a continuous period of 6 months or more in the past 5 years. The pre-employment checking and appointment process will not be circumvented for the sake of expediency.

At the end of the selection process, the preferred choice candidate will be made a conditional offer of employment subject to the acquisition of satisfactory pre-employment checks. Failure to satisfy all pre-employment checks may result in the withdrawal of a conditional offer of employment.

All pre-employment checks must be recorded on the Single Central Record in line with the guidance published in Keeping Children Safe in Education. Documents verifying the employee's identity, right to work and required qualifications will be retained on their personnel file.

If the Headteacher requires an individual to start work in regulated activity before the DBS certificate is available a risk assessment must be completed and held on the personnel file. The Headteacher will seek final decision from the CEO as to whether it is appropriate for this person to start employment after reviewing this document. As a minimum, the individual must be appropriately supervised and all other checks, including a barred list check, must have been completed.

Where an existing employee changes role, additional checks should be completed applicable to the role, for example, when an employee moves into regulated activity. If there are any concerns about an employee or an employee does not have a DBS check because it was not applicable at the time of their appointment and their role has changed over time, it would be appropriate to complete a DBS check. An internal reference should be completed for all internal role changes.

Safer Recruitment

The Trust has responsibility for ensuring that recruitment, selection, and retention decisions for posts working with children and vulnerable adults are safe, and it meets its statutory obligations as detailed in the Department for Education statutory guidance.

As set out in the Department for Education statutory guidance:

- The Trust must keep a single central record for each school. The single central record must cover the following:
 - all staff (including supply staff and teacher trainees on salaried routes) who work at the school.
 - all members of the Local Governing Board, trustees and volunteers.
- The Trust is responsible for carrying out checks on employees seeking to work with children or vulnerable adults (or where their work may bring them into contact with either of these groups). These checks will be made in accordance with the Rehabilitation of Offenders Act 1974 (as amended), and with the Disclosure and Barring Service as appropriate.
- At least one selection panel member must have completed Safer Recruitment Training.

Equality

As an employer, the Trust is committed to ensuring that it provides equality of opportunity to all in employment. Through its Recruitment and Selection Policy and procedures it aims to eliminate barriers and encourage applicants from all sections of the community by:

- ensuring recruitment and selection procedures are fair and equitable
- only considering applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts
- interviewing all applicants with disabilities who meet the essential criteria of the post
- ensuring that all employees receive fair and equal treatment in relation to their employment regardless of whether they are part-time, full-time or employed on a temporary basis

Full details of the Trust's commitment to promoting equal opportunities can be found in the Trust's Equal Opportunities Policy.

Adults working with children who are not employed directly by the school

Supply Staff

The Trust will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives for work.

Volunteers

The Trust will require the volunteer to complete a short application form confirming their work experience and providing contact details for at least two appropriate referees.

The Trust will carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation and any risk assessment carried out by the Trust.

Students on Placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, the Trust will require proof of DBS Enhanced Clearance with barred list check as appropriate and will carry out identity checks when the student arrives on site.

We will also require students to complete the Childcare Disqualification Declaration if they are working within an Early Years/Foundation Stage or later years care setting [i.e. under eight years old].

Students on Work Experience

Students on work experience will always be supervised. Any student over the age of 16 may be required to complete a Disclosure and Barring Service check depending on the nature of the work experience.

Contractors

The Trust will ensure that contractors, or any employee of the contractor, working on site has been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. The Trust will check the identity of contractors and their staff on arrival.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

Redundancy and Rehire

Any employee requesting Voluntary Redundancy and receiving an enhanced redundancy package will not be eligible for employment with the Trust until six months from their date of leaving has elapsed.

Redeployment

Any employee who is dismissed on grounds of redundancy will be eligible to apply for any posts advertised and will be required to attend a selection process if they are shortlisted. This selection process will be the same as applied to any other applicant.

An employee who is rehired may be subject to the provisions set out in the Local Government Modification Order.

Employees in a redeployment situation will be considered against suitable vacancies. All applicants who meet the essential criteria for the post (as set out in the person specification) will be offered an interview. The Trust has a responsibility to consider suitable alternative employment across the MAT.

Appropriate funding will be the responsibility of the employee's originating school, this includes any costs of retraining and any pay protection element of the employee's new pay.

Responsibilities

The individual within the school who is responsible for carrying out the recruitment process i.e. the 'hiring manager' is responsible for different elements of the recruitment process. The hiring manager will be the Local Governing Board or whoever the Local Governing Board choose to delegate this authority to e.g. the Headteacher.

There are many trade unions recognised within the Trust who can assist and offer support with this process to their members.

Data Protection

The Trust will comply with the provisions of the Data Protection Act 2018. Applicant data will be processed by the organisation in accordance with the principles of that legislation. Data relating to unsuccessful applicants will be held in accordance with Staffordshire County Council's Record Retention Schedule.

Data relating to employees will be managed as necessary for the performance of the employee's contract of employment and/or the conduct of the organisation's business. The organisation will ensure that personal information about applicants and employees, including information in personnel files, is securely retained.

Cross References

This policy should be read in conjunction with the following policies and processes:

- Equal Opportunities Policy
- Flexible Working Policy
- Redundancy and Reorganisation Policy
- Safeguarding process
- Local Government Modification Order

The above list is not exhaustive, and you are reminded to refer to the Policy Section on the Trust's website.