



Lincoln Christ's Hospital School

Staff Recruitment

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Review Date: March 2018

1. Rationale

This policy is needed to ensure that the school appoints the very best people to posts in the school and that safe recruitment practices are rigorously enforced.

2. Purposes

- 2.1** To ensure all those employed by LCHS are suitable individuals to work with children and young people.
- 2.2** To ensure all those employed at LCHS are the best qualified and experienced to work with children and young people.
- 2.3** To ensure all those employed at LCHS share the school's ethos, values, ways of working and aspirations for its students and the community it serves.
- 2.4** To meet the requirements of the safeguarding agenda and protect both students and employers within the establishment.
- 2.5** To meet government recommendations for appropriate training especially for safe staff recruitment.
- 2.6** To ensure all employees understand the requirements within safeguarding and their role.

3. Guidelines for implementation

3.1 Identification of the need for an appointment

The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review.

3.2 Advertisement and post details

Once the need for an appointment has been identified the school will proceed to advertise internally, locally and national as appropriate. Advertisements will carry information about the school and the post. Potential candidates who request details will be sent a candidate information pack which will contain the following:

- A brief letter from the Headteacher with information relating to the school.
- Details of the post.
- A job description and person specification.
- An application form.

All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people.

“This school and the local authority are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.”

Literature that will contain this statement includes:

- Advertisements.
- Publicity materials.
- The school website recruitment section.
- Candidate information pack.
- Job description and person specification.
- Invitation to interview.

3.3 Application and short-listing

An appointments team will be established at this stage which will usually consist of:

- The Headteacher or other senior member of staff.
- The appropriate line manager.
- A governor where practical.
- Other relevant staff e.g. the SENCO, a deputy head.

Applications can be made electronically or as hard copy.

Once the closing date has passed the appointments team will short-list the candidates and invite them for interview, explaining what they need to do in preparation. This will include providing appropriate documentation so that a Disclosure and Barring Service check can be initiated for the successful candidate.

3.4 Selection procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the Headteacher and at some stage will include a tour of the school with students. Candidates also will need the opportunity to find out about the post and the team they are hoping to work with.

A variety of selection procedures will be used, for example:

- **Critical incident interviews.** Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate’s motives and ways of working.

- **Student interview panel.** Candidates are quizzed by students. This allows students to provide feedback to the final panel and it often provides a fascinating and very useful insight into how candidates communicate with students. Students very often provide interesting and perceptive feedback which adds much to the selection procedure. Normally a member of staff will observe this panel to provide students with guidance and support.
- **Teaching a lesson.** This provides very important information especially about how well the candidates plan lessons, how they interact with students and how well they teach. This does need careful planning and students need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and a group of students can provide useful insights.
- **In-tray exercises.** These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside later in the day for their work to be scrutinised.
- **Group exercise.** A structured discussion with other candidates to assess team working and negotiation skills.

The final interview will take place later in the day and will involve key members of the appointments team. The final interview panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview.

Questions and tasks for all these activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day.

3.5 References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. The school will request a written reference and – in appropriate cases – for the referee to complete simple tick sheet. The school will request information about:

- The candidate's suitability for the post.
- Whether the candidate has passed the pay threshold for teachers (where appropriate).
- Whether there are any outstanding disciplinary issues.
- Whether there are any reasons why the candidate should not work with children or young people.

- Whether the referee recommends them for the post – without reservation, with reservation or not at all.

References will be read before the interview so that any issues arising can be investigated during the interview.

3.6 The appointment

Taking all the evidence gathered the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject to satisfactory references and satisfactory medical and CRB disclosure checks.

The unsuccessful candidates are informed and offered a debrief on their performance.

3.7 Safeguarding procedures on the interview day

- During the day, the following checks will be made:
 - Proof of identity.
 - Academic qualifications.
 - A criminal record bureau check will be initiated for the successful candidate – all candidates will be asked to bring appropriate documentation for this.
- The application form will ask for, where appropriate:
 - DfE reference number.
 - Confirmation of registration with the General Teaching Council.
 - Confirmation of qualified teacher status.
- The candidate will also be asked in the interview to explain any gaps in time on the application form.

3.8 After the appointment

The successful candidate is sent a formal offer of the post, to which they must respond in writing. A contract will be issued in due course.

An induction programme is compiled by the relevant member of staff which will include ensuring the appointee understands the school safeguarding procedures. Training will be provided where gaps have been identified.

4. Monitoring, evaluation and review

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, students, governors and candidates – how they can be improved.

5. Responsibilities

- The Headteacher – Oversight of the policy and its implementation.
- Governor for appointments – to ensure the correct procedures have been used.
- PA to the Headteacher – to collect documentation for the DBS check.