

St Thomas More Roman Catholic Academy



Recruitment & Selection Policy Statement

All members of our community are given equal opportunities in line with the Single Equality Duty.

POLICY WRITTEN:

Adopted by Governing Body

October 2009

*01.12.09 and 17.01.12,
12.06.12*

Reviewed:

23.10.13, 24.02.16

ADOPTED BY BOARD OF GOVERNORS/DIRECTORS: 16.03.16

St Thomas More Roman Catholic Academy

Mission Statement

St Thomas More Roman Catholic Academy is a Catholic school and as such we attempt to follow the example of Jesus Christ in our work, worship and relationships.

Our Aims Are:

- ◆ to be a prayerful community based on Christian values, notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- ◆ to provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- ◆ to give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- ◆ to encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity.
- ◆ to help children grow into confident, open, resourceful young people with a sense of responsibility and of service.



ST THOMAS MORE ROMAN CATHOLIC ACADEMY

RECRUITMENT & SELECTION POLICY STATEMENT

Introduction

At St Thomas More we believe that:

- The careful recruitment of staff for the Academy is the first step to safeguarding and promoting the welfare of children in education;
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment;
- It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated staff who are suited to, and fulfilled in the roles they undertake.
- The Board of Governors/Directors will keep this policy under review as part of a regular cycle of monitoring.

Principles

- The Academy recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities;
- The Academy is committed to ensuring that the recruitment and selection of all who work within the Academy is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity;
- The Academy will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, gender, sexual orientation, disability, race, colour, nationality, ethnic origin, Trade Union / Professional Association membership or activity, together with any political view or affiliation, religion or creed;

except that:

- By virtue of Section 60(5) of the School Standards and Framework Act 1998, the Board of Governors/Directors of the Academy may give preference in connection with the appointment, remuneration and promotion of teachers to persons:
 - whose religious opinions are in accordance with the tenets of the Roman Catholic Church; or
 - who attend religious worship in accordance with those tenets; or
 - who are willing to give to religious education at the Academy in accordance with those tenets.

- The Board of Governors/Directors may give preference in the appointment of non-teaching staff and those who are in sympathy with the Roman Catholic character of the Academy
- It is the requirement of the Bishop of Hexham and Newcastle that any person appointed to be the Headteacher or Deputy Headteacher, RE Co-ordinator, Head of RE department, or a secondary teacher of RE in a Roman Catholic School must be a practising Catholic in good standing with the Church.
- The Academy is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- Through its Single Equality Scheme the Academy will ensure that equality and diversity are part of the core business; both as an Academy and as an employer.
- All posts within the Academy are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and have a Disclosure and Barring Service Enhanced Disclosure.
- The Academy is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The Academy's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.
- The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. The Academy is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.
- On receipt of their Enhanced Disclosure from the Disclosure and Barring Service, the successful candidate will be required to present their disclosure to the Head of Governance prior to commencing employment at the Academy.
- Where the candidate is found to be on List 99 or the PoCA/PoVA List, or the DBS Disclosure shows she/he has been disqualified from working with children by a court or an applicant has provided false information, in or in support of, her/his application or there are serious concerns about an applicant's suitability to work with children, the facts must be reported to the police and/or the DFE Children's Safeguarding Operations Unit.

- The Academy has:
 - (1) Implemented robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
 - (2) An offer of appointment to the successful candidate will be made **conditional upon** the following:
 - receipt of at least two satisfactory references including current employer;
 - verification of the candidate's identity;
 - a check of DFE List 99
 - a satisfactory DBS enhanced disclosure;
 - verification of the candidate's medical fitness;
 - verification of qualifications;
 - verification of professional status where required eg QTS, NPQH
 - for teaching posts - verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
 - verification of eligibility to work in the UK
 - (3) An up-to-date single central record of recruitment and vetting checks, in line with DFE requirements.
 - (4) Established that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in the procedure. The Academy monitors compliance with these measures.
 - (5) Procedures for requiring staff who are convicted or cautioned for any offence during their employment with the Academy to notify the Academy in writing of the offence and penalty.

Scope

- The ultimate responsibility for recruitment and selection lies with the Board of Governors/Directors. In most cases a decision to recruit will be made via the staffing committee who having revisited the Academy's staffing structure will reach a decision on whether direct recruitment is the best solution or whether a change or new post is required in the circumstances.
- A decision will be taken on how the recruitment will take place. The potential to reach the best possible candidates available in the current market place will be considered along with costs and timescales. In some situations it may be decided to conduct the recruitment via internal methods. Where internal recruitment is used the procedure followed will be clear, open, consistent and fair.

- Only in exceptional circumstances, where external permanent recruitment is not the best course of action e.g. short-term cover, will the Academy make use of agency workers/contractors. In doing so the Academy will be mindful of its responsibilities to these groups of workers.
- At least one panel member will have received appropriate training on the safer recruitment and selection process as recommended by the DFE.
- Selection will be based on a minimum of completed application form, shortlisting, interview and satisfactory employment checks, as per Appendix 1 - Recruitment Checklist.
- All posts will normally be advertised.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability.

Application Form

- The Catholic Education Service Application Forms for Teaching Staff and Support Staff will be used to obtain a common set of core data from all applicants. Other methods of applications eg in the form of CV will not be accepted.

References

- The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.
- References will be sought on all short listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

Expenses

- The Board of Governors/Directors will not reimburse candidates with expenses incurred for travelling and or subsistence relating to the interview.
- The Board of Governors/Directors do not usually offer assistance with relocation costs for successful candidates appointed to such designated posts. Should any post be designated as offering relocation assistance this will be included in the pack issued to candidates.

Record keeping

- Panel members' notes of the recruitment will be kept from the date of the interview for a period of 6 months and will then be destroyed in a confidential manner (eg shredded).

Induction

- The Headteacher will ensure an induction programme is created for use at the Academy.
- The Headteacher may delegate to line managers the responsibility to deliver the induction to the newly appointed staff.

Recruitment Checklist

	NOTES
Panel formed – dates, availability checked and confirmed – available for shortlist and interview	
Training: confirm that at least one member of the above panel have carried out the safer training	
Planning: Timetable decided, job description reviewed and updated as necessary.	
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people	
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.	
Shortlisting: same panel members that shortlist must interview.	
References: References must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.	
Invitation to Interview: Interview invitation letters must include relevant information and instructions contact number for any requirements	
Interview: The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.	
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:	
Identity: This should be verified on the day of interview and copied.	
Right to work in UK: This again should be verified on the day of interview and documentation copied.	
References: If not received and scrutinised prior to interview.	
Qualifications Checked: This should be verified on the day of interview – original certificates must be submitted and copied.	
DBS: An enhanced level DBS disclosure will be required.	
List 99: This is part of the DBS disclosure check	
Medical check: advice with regard to any restrictions or adjustments	
QTS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS.	
Teachers Pensions – all teachers are automatically members of the scheme unless they have previously opted out (proof of this must be provided).	
Local Government pension – all support staff are automatically members of the scheme but have the right to opt out.	