

Appointing a member of staff is clearly a significant decision and effective recruitment secures the best possible candidate from the widest possible pool of talent, in a manner that is legal, fair and transparent. This policy applies to anyone responsible for recruiting and inducting staff and volunteers of the Chichester Academy Trust or its Academies and all who participate in shortlisting and interview panels.

The purpose of the Policy is:

- To recruit the best people available to join our organisation
- To take all reasonable steps to prevent unsuitable people from joining our organisation
- To recruit and manage our staff in a way that complies with employment legislation, legislation that promotes safe recruitment practice and legislation that aims to eliminate inequality and discrimination
- To ensure that our recruitment and selection processes are consistent and transparent
- To ensure candidates are judged to be competent before we make them an offer of a job
- To ensure that new members of staff are given a comprehensive induction

We recognise that:

- Our workforce is our most important resource
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children or young people in order to harm them
- Some groups face unfair discrimination in the workplace
- Children, young people and families benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds
- New staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

Related policies:

- Equality and Diversity Policy
- Safeguarding Policy.

Time invested in the preparation and planning of each recruitment activity will ensure that all aspects are successful, efficient, professional and effective. Training in recruitment skills and safe recruitment practice is available to all individuals involved in the recruitment process. It is very important to the Trust to maintain its high reputation through its recruitment procedures.

Equality and Diversity Matters

The University of Chichester Academy Trust (the Trust) and its Academies are committed to equality, valuing diversity and working inclusively across all of our activities, creating a culture in which staff, volunteers, children and young people are treated fairly and with dignity and respect.

In accordance with the Equality Act 2010 consideration will be given across all aspects of the recruitment process with the aim of eliminating any form of discrimination on the grounds of a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Recruiting managers should be aware that an individual is entitled to claim discrimination even if they are not selected for interview, or are selected and then not appointed.

Specific consideration will be given to any adjustments that may be required to support applicants that have declared a disability.

Safe Recruitment Practices

The Trust and its Academies are committed to promoting the welfare of children and young people and keeping them safe. Recruitment practices are in-line with good practice and align with the Safe Network safeguarding standards guidance, and the DFE's Keeping Children safe in education for safer staff and volunteers' recruitment.

Appendix 1 provides guidance regarding the recruitment and selection procedure that should be adopted for all Academies.

Appendix 1

The practices that will apply to our recruitment activity are set out below.

Job profile and person specification

It is essential to agree and document the precise requirements expected of staff in a role. This requires the recruiting manager to review and affirm the priorities for the role specifying a job profile and person specification. These identify the necessary attributes of the individual, e.g. skills, knowledge and experience. The job profile template provides consistency across all roles and helps to ensure that key elements are fully considered. The job profile must clearly represent the needs of the Trust and the Academy in a way which is legally acceptable and fairly outlines the nature of the work and level of responsibility.

Advertising

A recruitment schedule should be agreed prior to advertising - this should include closing dates, short-listing and interview arrangements and the most appropriate talent pool to explore. Any advertisements placed will also send messages to a wider readership about the Trust and the Academy. It is important that all branding is in-line with Trust policy. Advertising in recognised national media tends to be expensive, so it is important to consider how best to use available budget. It is also important to consider the most appropriate media to attract high quality applicants from diverse backgrounds. Where a vacancy has come about as part of a restructuring exercise, or it is felt that the vacancy provides an opportunity for promotion for staff internally or to support succession planning arrangements, vacancies will be advertised internally in the first instance. All internal vacancies should be placed on the staff notice board.

Information for candidates

Recruitment is as much about promoting the Trust and the Academy to the candidate – making them want to join us in taking the organisation forward – as it is about the candidates promoting themselves. Providing candidates with comprehensive, concise and, above all, honest information is an essential part of recruitment.

Information for candidates should include relevant details about the appointment process and how to make an application – the content of application and process for submitting, key dates for receipt of applications and for the selection interviews.

For some posts applicants may consider moving to the area and therefore will want to know something about the environment; this could include a general view of the area, the economic aspects, facilities for recreation (sport, culture or other leisure activities), employment prospects for partners or children, local education, healthcare and so on. This can be provided by the Academy's website or specific information provided if requested.

The material requested in the application will provide the information on which the short-listing decisions are made. Candidates are likely to spend a lot of time and care in preparing for a post they are seriously interested in. It is not reasonable to ask for more than is needed at application stage.

Candidates will be required to fully complete an application form; a CV on its own is not acceptable. Applicants should evidence the key criteria outlined in the job profile in their application.

Shortlisting

The recruitment process will generate a list of people who have applied for the post. Usually a long-list will be drawn up before identifying a short-list. This is typically a paper exercise conducted by a shortlisting panel made up of at least two of the managers who will be on the interview panel. The criteria chosen for short-listing should be based on that which can reasonably be assessed from the information available from the application form. There is a standard means of grading the candidates according to the agreed criteria. The process takes three stages:

1. elimination of candidates who do not demonstrate that they meet the requirements of the person specification and are unsuitable for the job;
2. assessment of candidates against the essential attributes; and
3. assessment against desirable attributes.

The short-listing scoring is recorded on the Shortlist Record Form.

The shortlisted candidates will be asked to advise us of any requirements or adjustments they feel they may need to help them in undertaking any aspects of the selection process. All steps will be taken to put in place reasonable adjustments.

Internal candidates are contacted personally if they have not been short-listed for interview.

Interview panel planning and briefing

The interview panel will be properly briefed and prepared. All permanent appointments will require at least two people involved in the interview process and at least one member of the interview panel will have successfully completed safer recruitment training.

A structured interview carried out by people who have received training has one of the highest predictive validities of any method of selection. Interview programmes will be arranged and agreed with the recruiting manager. Assessments will take a variety of forms and may include a formal interview, a presentation, assessment, test or other method depending on requirements. If there are two or more suitable candidates and the decision to appoint requires further consideration, additional rounds of interviews or other forms of assessment will be arranged.

Some interviews may be conducted by telephone or through Skype (or equivalent), although all teaching posts will require classroom assessment before a permanent offer of employment is confirmed. Telephone and Skype interviews will be considered if appropriate.

Whilst working through the recruitment process in a systematic and rigorous manner will go a long way to ensure success, it is possible that a recruiting manager may not find a suitable candidate for a variety of reasons. There may have been a change in circumstances which render the initial specification inappropriate; sometimes candidates who appear strong on paper fail to deliver when probed further at interview, or it may be that the recruitment experience has highlighted that further work needs to be undertaken in reviewing expectations and person specification for subsequent selection.

The Chair should ensure that the Panel discusses each candidate in the light of feedback received, scoring each candidate on the interview record form provided.

Feedback to unsuccessful candidates

In all cases, unsuccessful external candidates will receive written correspondence thanking them for attending interview and advising that they have not been successful. Candidates can be advised by phone giving relevant feedback if applicable.

Internal candidates will not receive written communication of the interview outcome but instead receive feedback from the Chair of the Interview Panel if they are unsuccessful. This should take place as soon as possible after the interviews and before an offer has been made or announced.

Feedback to unsuccessful candidates is an essential part of the recruitment process. All the candidates will have invested a great deal of time and commitment in participating and will be entitled to hear an honest account of how they were perceived. Constructive feedback may help an individual to develop or put themselves forwards for different types of posts.

All unsuccessful candidates will have an opportunity to receive comprehensive feedback if requested and in such cases this will be given by the Chair of the Interview Panel, unless otherwise stated.

Retention of recruitment records

All of the information collated during the recruitment process, up to and including the outcomes of interview/interview scoring (e.g. letters of application, application forms, curriculum vitae) will be retained on file for a period of one year before being confidentially destroyed.

The Data Protection Act 1998 applies to all documents such as completed application forms that contain personal and private information about an individual. Necessary precautions should therefore be taken to ensure that documents, e.g. shortlist or interview packs are not lost or left in inappropriate places (such as a vehicle or on view on a desk) and that the applications are only seen by those involved in the recruitment process.

Training

Training workshops in recruitment skills and safe recruitment practice are held throughout the year and available for managers and staff involved in the recruitment process.

Offer

The panel will agree a realistic timeframe to communicate the outcomes of the interview and let all candidates know this during the interview process. When a decision has been made the successful candidate is contacted, offered the position with a letter outlining the terms of their offer of employment.

Sometimes, the preferred candidate may decide they do not wish to take up the appointment. It is not uncommon to find that more than one of the candidates could be suitable for the post according to the criteria, so as a precaution it is important that the selection panel should, as well as choosing their preferred candidate, rank and identify any other candidates considered suitable for the post and (if applicable) agree a reserve.

The offer will be conditional on the following pre-employment checks:

1. Disclosure and Barring Service

The majority of staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). Successful applicants will be required to complete a DBS application as soon as possible before commencement of their employment. Further information about the Disclosure Service is available from the DBS website at www.gov.uk/disclosure-barring-service-check or from the Human Resources Department.

2. Right to Work in the UK

All new staff undertaking any paid work through the University of Chichester Academy Trust payroll, including casual and temporary workers, will need to have clearance to work in the UK prior to starting work. Employees must provide evidence of their British citizenship and/or Right to Work in the UK before commencing employment. Original documentation must be presented to the designated administrator so that the information can be verified. Under the UK Border Agency Points Based System, all applicants from accession countries will have to prove that they are likely to obtain approval to work in the UK and will be required to provide the appropriate registration certificate (or an accession worker card, as applicable) within one month of commencing employment.

3. Pre-employment health assessment

The purpose of the pre-employment health assessment is to ensure, as far as possible, that potential employees are fit for the post to which they have been appointed. A pre-employment health assessment questionnaire must be completed, and if necessary sent to the Trust's Occupational Health Advisors. If required an appointment will be made with the Occupational Health Physician prior to, or as soon as possible after commencing in post.

4. References

All offers of employment are subject to receiving two suitable references (in the view of the Trust). If relevant to the post, current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns if relevant to the post.

References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Referees complete a reference request form and the completed documents will be placed on the HR file.

5. Confirmation of Qualifications

All offers of employment are subject to providing original qualification certificates and/or copies certified by awarding institution(s) and evidence that the academic and professional qualifications stated in the application form were awarded.

All teaching staff will be required to provide evidence of teaching qualifications before an offer of employment is confirmed.

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