

SWINTON QUEEN PRIMARY SCHOOL

Procedures for the appointment of staff

Co-ordinator: Mrs S. J. Joyce

The school's policy on recruitment is to appoint the best person for the job based on sound, fair and legitimate selection procedures. There should be no discrimination (either positive or negative) against candidates on grounds of ethnicity, gender, sexual orientation, religion, marital status or disability. Recruitment, as with all aspects of school life, will adhere to current legislation.

The recruitment of staff of the highest calibre must be a paramount objective for the Governors and senior management of the school, for ultimately the success of the school is dependent on the qualities of the people working in it.

Appointment of Staff

Swinton Queen Primary School is committed to safeguarding and promoting the welfare of children and the appointments system is designed to reflect safer recruitment practices and to deter and detect people who may pose a danger or threat to children. All potential employees will be required to have an ISA / enhanced CRB check and comply with ISA regulations. Potential employees who provide false or misleading information will not be employed and will be reported to ISA.

Advertising Vacancies

The school advertises teaching posts in the Times Educational Supplement (TES) and council website. Non teaching posts are advertised in the local press, other media or the staff notice board. The adverts will advise potential applicants to seek further information from the school or from the school's web-site. The appropriate documentation may be sent by post or retrieved from the RBC web-site.

Vacancies may be posted on the school website or Newsletter.

Information pack

An information pack containing the following will be forwarded to applicants:

- Job specification
- General Information for candidates
- Post-specific information for candidates
- Standard application form
- Equal Opportunities monitoring form (to be returned separately)
- Child Protection Policy
- Equal Opportunities Policy
- Safer recruitment policy (including Appointments/Interview Procedures)
- Pre-interview reference request form

Application process

Applications should be made by the published deadline. The information may be sent to the school by e-mail, fax, post or handed to the front desk. Teaching candidates will be invited to look around school before short listing.

Candidates wishing to apply for the post are made aware of the school's Child Protection Procedures and our Safer Recruitment Practices. Candidates are asked to submit:

A Standard Information Form (application form) which will require:

- **Identifying details** (name(s), address(es), place and date of birth)
- **Qualifications**
- Full **chronology** of activity, education and employment since leaving secondary school
- Details of any **convictions, or cautions**
- A confidential **declaration** that the information supplied is true.
- A detailed **CV**
- The contact details of at least **two referees** (one of whom must be a current or most recent employer, or if still at college, the course supervisor).

At interview candidates should bring with them:

- Passport, Driving licence, Utility bill, (or other variations of such documents as acceptable to CRB.)
- At least one document must contain a photograph to enable identity to be verified. If you are an EU resident, please bring verified documentary evidence of your permission to work in the UK.
- Proof of qualifications.
- Disclosure by the employee regarding any convictions they may have or are pending (part of the employee information form).

These will be used to check the person's identity and qualifications.

Checks will also be made on all other people (including governors, volunteers etc) who may have unsupervised access to children.

Referees will be sent a pre-interview reference request form in which they are asked to comment on the candidate's suitability to work with children and young people and to gauge professional attributes. This will only be sought prior to interview with the candidate's permission.

All appointments are conditional on ISA / enhanced CRB clearance and satisfactory written references.

Short-listing

The short-listing panel for appointments will consist of the Head and the member(s) of SLT and or Governors with responsibility for vacancy posts.

Referees

Current and previous employers will be contacted for verification of the information supplied and any anomalies. As well as being asked to comment on performance issues, referees will be asked to comment on the following child protection matters:

- Would you employ this person again?

- Did this person work with children?
- Were the relationships appropriate?
- Do you know of any reason why we should not employ this person in proximity to children?
- Disclosure by the employee regarding any convictions they may have or are pending (part of the employee information form).

During Interview

The interview process will involve one or several panel interviews and / or presentation, depending on the nature of the post. Teaching candidates may be asked to teach a sample lesson in which case, they will be informed a few days in advance. The interviews (and lesson) will seek to explore the candidate's skills and experience and match these with the job specification criteria. As well as technical questions related to the specific vacancy, as part of the school's child protection procedures, the candidates will also be asked:

- What is their motivation for applying for the post?
- To explain any gaps in employment / education
- Any experience they have had with children / young people
- Whether they have had any problems in their working relationship with children
- Why an applicant left previous employment
- Whether they have had any involvement with the police
- What would the candidate do if a child appeared to be proposing an inappropriate relationship?
- What kind of situations would a candidate avoid?

The decision to appoint will usually be by consensus of the panel members. However, the Headteacher has right of veto and the final decision in the appointment of staff. The decision will be delivered usually by the end of the final day of interview and confirmed in writing.

Equal Opportunities

Equal opportunities are monitored by an anonymous survey form, the contents of which are monitored by a member of SLT.

In accordance with the Equalities Act 2010, no enquiries will be made prior to or during interview about a candidate's medical fitness and disabilities. Candidates will be asked at the end of the interview if there any reasonable adjustments that this authority would have to make under the terms of the Disability Discrimination Act in order for the candidate to carry out the duties of the post?

These matters will be considered after the offer of employment has been made.

General

The school will only employ people able to work legally in the UK. This means that the school will make checks on original documents of all persons and keep copies of them. A contract of employment begins with an offer of employment and its acceptance by the candidate even when nothing so far may be in writing. Any appointment must be

considered conditional until the school is satisfied of the identity of the candidate, their qualifications, skills and experience, a satisfactory enhanced CRB check and references. The school must be satisfied that all the information supplied by the candidate is true and can be verified as such.

NQTs are initially offered a one year contract and any future employment is conditional on successful completion of induction.

Dismissal on the Ground of Misconduct

Under the Education (Restriction of Employment) Regulations 2000 the school will report to the ISA when a person is dismissed on the ground of misconduct, or resigns because there is a likelihood of such a dismissal. This report will be made within one month of such a departure.