



# Short Heath Federation Recruitment Policy

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## Document information

Date Policy Accepted	
Headteacher's signature	
Chair of Governors' signature	
Date for policy review	

## Document accessibility

If you would like this information in another language or format please speak to your Head Teacher.



SHORT HEATH FEDERATION

## Short Heath Federation

### Recruitment Policy November 2018

The aim of this policy is to ensure that any recruitment process at the Short Heath Federation is designed to ensure that the highest possible calibre of candidate is appointed, having being carefully selected through a series of job-appropriate tasks.

Short Heath Federation complies with Safer Recruitment Guidance with regard to safeguarding. As at Nov 2018, 4 members of staff and one Governor are Safer Recruitment Trained. They have all undergone refresher training early in 2016.

The following table presents recruitment requirements at each level of post within the Federation:

<b>Post</b>	<b>Task</b>	<b>Interviewed by</b>
Executive Headteacher	To be decided by appointments panel	Appointments panel
Head of School	To be decided by appointments panel, to reflect the school's priorities	Executive Headteacher and appointments panel
Assistant Headteacher	Planning and teaching task Monitoring, evaluation and feedback task Presentation linked to priorities Interview Panel Any other appropriate tasks determined by panel	Executive Headteacher, Head of School and Appointments Panel
TLR post	Planning and Teaching Task Monitoring and evaluation task Presentation linked to role Panel interview Any other relevant task determined by panel	Executive Headteacher, Heads of School and Assistant Headteachers

Class Teacher	<p>Planning and teaching task</p> <p>Supporting in classroom task</p> <p>Behaviour task</p> <p>SEN task</p> <p>Any other tasks determined by panel</p>	Executive Headteacher, Heads of School and Assistant Headteachers
Other support staff above L4	<p>Tasks linked to specifics of role using Person Spec</p> <p>Interview with Panel</p>	EHT, HoS, AHTs
Level 4 TA	<p>Tasks to be determined by panel – linked to specifics of role</p> <p>Panel interview</p>	Executive Headteacher, Head of School and AHT
Level 3 TA	<p>Tasks to be determined by panel – linked to specifics of role</p> <p>Panel interview</p>	Heads of School and AHTs
Level 2 TA	<p>Tasks to be determined by panel – linked to specifics of role</p> <p>Panel interview</p>	Heads of School and AHTs
Play Leaders	<p>Play task</p> <p>Interview with Panel</p>	HoSs Pav
School Business Manager	Tasks as decided by Governing Body	EHT and Appointments Panel
Assistant School Business Manager	<p>Interview Panel</p> <p>Finance task</p> <p>Maths assessment</p> <p>Discussion task</p>	EHT, FBM, HoSs

Level 3 Administrator	Task related to using Word and Excel Analysis task Discussion task Interview with panel	Head of School and Federation Business Manager
Level 2 Administrator	Task related to using Word and Excel Analysis task Discussion task Interview with panel	Head of School and Business Manager
Site Manager	Health and Safety Risk Assessment, Role play with staff member Interview with panel	Governor, Executive Headteacher, Federation Business Manager and Heads of School
Cleaners and Caretakers	Interview with Panel	Site Manager Business Manager
Senior Lunchtime Supervisor	Playtime games task with children Interview with panel	Head of School and Federation Business Manager
Lunchtime Supervisor	Interview with panel Play task	Head of School and Senior Lunchtime Supervisor
Volunteers in school	Interview with panel	Head of School or Assistant Head

For any posts not listed, school priorities, specifics of the role, job description and person specification shall be used to determine task intent, content and assessment.



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