



The Liverpool Joint Catholic and
Church of England Academies Trust



Diocese of
Liverpool

Staff Recruitment and Selection Policy

Review Period	Two Yearly
Person Responsible for Policy	Trust Director of Finance & Resources
Governing Committee	Trust Board
Date of Trustees Approval	December 2016
Date for Review	December 2018

Recruitment Selection Policy and Procedure

1. Introduction

- 1.1 The Trust Board is **committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Trust's Equality and Diversity policy.
- 1.3 The Trust Board will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 We will comply with the requirements of Keeping Children Safe in Education Part 3 with regard to DBS and other pre-employment checks.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1 The Trust Board delegates the power to offer employment for all posts below the level of Assistant Head of School to the Executive Headteacher. The Executive Headteacher may delegate the offer of employment and other recruitment functions to the Trust Director of Finance and Resources or the relevant Head of School.
- 2.2 The Executive Headteacher is expected to involve at least one Trustee/Governor in any external appointment.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

3. Advertising

- 3.1 It is the expectation that all vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible, unless otherwise approved by the Chair of the relevant Local Governing Body or the Chair of the Trust Board. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal

candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement.

- 3.2 The Trust may use an agency or external consultancy to manage the recruitment process in whole or in part.

4. Information for Applicants

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the Trust. It should state that it is expected that, in fulfilling the roles and responsibilities of the post, the employee will safeguard and promote the welfare of children. A person specification may also be provided.
- 4.2 An Application Form.
- 4.3 An Information pack containing:
- a description of the Academy/s relevant to the vacant post.
 - reference to the Trust's policy on Equality and Diversity.
 - reference to the Child Protection/Safeguarding Policy.
 - DBS and other pre-employment requirements.
 - a statement that canvassing any member of staff, or member of the Trust Board, directly or indirectly, is prohibited and will be considered a disqualification.
 - the closing date for the receipt of applications.
 - outline of terms of employment including salary.

5. Short Listing and Reference Requests

- 5.1 The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3 Reference requests will ask the referee to confirm:
- the referee's relationship with the candidate;
 - details of the applicant's current post and salary;
 - performance history and conduct;

- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.5 The Head of School should follow up any concerns with the referee to ensure clarity of information. Similarly, where a reference is ambiguous on a material point, the Head of School may make further enquiries of the referee.

5.6 If the field of applicants is felt to be weak the post may be re-advertised.

6. Interviews

6.1 The format, style and duration of the interviews are matters for the Head of School to decide in consultation with any governors involved in the process but the following will be adhered to:

6.1.1 Briefing:

All candidates will be given relevant information about the Trust to enable the candidate to make further enquiries about the suitability of the advertised job.

6.1.2 The formal interview:

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those

protected, that the candidate has declared and are relevant to the prospective employment.

7. Offer of Employment by the Selection Panel

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8. Personnel file and Single Central Record

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the Trust including:

- application form
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- offer of employment letter and signed contract of employment

8.2 The Trust will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

9. Start of Employment and Induction

9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of Trust policy but in particular safeguarding and promoting the welfare of children