



**TRENT
ACADEMIES**
GROUP

Recruitment and Selection

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1 Policy Statement

- 1 The Trent Academies Group is committed to safeguarding and promoting the welfare of children and young people and require all staff to demonstrate their commitment to this aspect of our work.
- 2 The Group recognises that staff are its most important asset and it is the policy of the Trust Board and the local governing bodies to ensure that staff are of the highest possible quality and suitably qualified and experienced to meet the needs of the individual School Improvement Plans.
- 3 The appointment of all employees to the Group will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 and 'Keeping children safe in education'. Statutory guidance for schools and colleges April 2014 and the Trust's equal opportunities policy.
- 4 The Trust Board and the Governors will ensure that all staff are recruited on the basis of their abilities and potential regardless of their 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.
- 5 The Trust Board and the Governors will ensure that The Group follows the principles of Safer Recruitment and will ensure that its recruitment and selection procedures are effectively implemented.
- 6 This policy covers the appointment of staff to all posts.

2. Who does this policy apply to?

- 1 This policy applies to any individual seeking to become employed by the Trent Academies Group

3. Principles.

1. The Group seeks to appoint high quality staff who are committed to young people and willing to commit to the ethos of The Trent Academies Group and contribute to the overall improvement in performance of all individuals.
2. The Group will operate a fair and robust recruitment and selection procedure which takes account of diversity and ensures equality of opportunity for all applicants.

4. Roles and responsibilities

1. The Trent Academies Group is the legal employer for all staff.
2. The Governing Body is responsible for ensuring that the school/academy has adequate staffing levels. The Governing Body may be involved in the recruitment and selection of staff, especially with regards to leadership posts, providing they have received appropriate training. The Governing Body is responsible for ensuring that members of staff who are responsible for appointments of new employees have received Safer Recruitment training.
3. The Headteacher is responsible for the day-to-day organisation, management and control of the school and in most cases will have a significant role in the appointment of staff to work in the school. They are responsible for ensuring that staff undertaking recruitment and selection have the appropriate experience, skills and knowledge to do so.

4. The Group's Human Resources team are responsible for providing advice and guidance to the school/academy regarding recruitment and the appointment of staff. Human Resources will have an active role in the recruitment particularly to leadership posts within each school/academy.

5. Advertising

1. The majority of vacancies will be advertised externally. However, in exceptional circumstances, usually for reasons of commercial confidentiality, the governors reserve the right of The Group to approach potential candidates for posts and invite them to apply without recourse to an advertisement.
2. Vacancies will be advertised in national and local newspapers, on the Groups websites and through other media channels with advertisements being placed where it is most relevant to the particular vacancy.
3. All advertisements for vacancies will make reference to the Group's commitment to safeguarding children and young people.

6. Application

1. All applicants for all vacant posts advertised internally or externally will be provided with
 - A job description outlining the duties of the post and an indication of where the post fits into the organisational structure.
 - A person specification indicating the qualifications, skills and types of experience or expertise which is regarded as essential or desirable in relation to the job.
 - The relevant application form.
 - Information about The Group and school/academy in general and other specific information relevant to individual positions.
 - The school/academy's policy on Safeguarding.

7. Selection

2. Short listing will be based only on substantial information. The job description and person specification will be used to set the criteria and standards for inclusion on the long list and for reducing this to a short list of candidates to be invited for interview.
3. The selection panel will take up two references for each short listed candidate. For teaching posts, the references will, where appropriate, include the applicant's current Headteacher.
4. The criteria for selection will be consistently applied to all applicants.
5. If the field of applicants is felt not to match the criteria outlined in the person specification the post may be re-advertised.

8. Interview

1. Invitations to interview should
 - Detail all the arrangements such as date, time, panel members, length of the selection process and selection activities
 - Remind candidates that the interview is assessing their suitability to work with children
 - Remind them to bring all relevant documents, such as DBS disclosures where available, proof of qualifications, proof of identity.

2. Only originals of the required documentation can be accepted. The school should take a copy of original documents to be kept on the school file, before returning the originals to the candidate.
3. The format, style and duration of the interviews are for the Headteacher to determine and these will be communicated to all candidates in time for them to make preparation and further enquiries about the position of necessary.
4. The Group will ensure that members of the Senior Management Teams have received appropriate training in Safer Recruitment and that all panels have a member of trained staff on them.
5. Each applicant will be interviewed by the same panel and the interview process will seek to determine the candidate's strengths in relation to the needs of the post and will allow them the opportunity to ask questions.
6. All applicants will be asked questions in relation to safeguarding during the interview.
7. Applicants will be informed of the outcome of the interviewing process, either in person immediately following the interview process or subsequently by telephone.

9. Appointment

1. Any offer of employment is made subject to satisfactory completion of all the relevant pre-employment checks, unless the full range of checks have been undertaken by the time an offer is made. Candidates should be made aware of this when offered a position.
2. Any offer of employment will be binding, subject to:
 - receipt of at least two satisfactory references, one reference should be from the candidates current or most recent employment;
 - verification of identity (photographic evidence that includes date of birth such as a passport or photographic driving licence is the most suitable form of identification)
 - right to work in the UK
 - enhanced DBS check where the employee will carry out regulated activity
 - check against the list 99/barred list
 - check that anyone to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State.
 - satisfactory medical clearance.
 - for teaching posts – successful completion of the statutory induction year if an Newly Qualified Teacher, or verification of completion of statutory induction where required for experienced teachers
 - viewing the originals of academic and professional qualifications and taking copies for the personnel file.
 - evidence that the employee holds the appropriate and valid driving licence to do so and is insured to undertake business journeys (If an employee will be required to drive on school business)
 - evidence of professional membership/registration where applicable
 - satisfactorily completing a probationary period.(Exceptions are teachers who have successfully completed their statutory induction period as a newly qualified teacher and who cannot be required to complete a further period of probation).

10. Single Central Record

1. In accordance with DfE requirements, the Human Resources contact in each school/academy maintains a database record of all staff and volunteers working in the school/academy. In addition to name and home address, the record also contains the following information:

- Date that evidence of identity was seen
- Date of birth and date that evidence of this was seen
- Date that evidence of any qualifications required for the job was seen
- Date that list 99/barred list check was evidenced
- DBS check disclosure number and date
- Date that prohibition from teaching check was undertaken
- Date that required evidence of right to work in the UK was seen
- Date of any required overseas criminal records check
- The identity of the person who carried out each of the above checks

11. Retention of Records

1. If an applicant is appointed the school/academy will retain any relevant information provided on their application form, together with any attachments, on their personnel file.
2. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests that the school retains their details on file.
3. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).