

Mossley Hollins High School



Recruitment Procedure

At Mossley Hollins we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

Data Protection Statement

The procedures and practice created by this policy have been reviewed under our Data Protection Policy in line with GDPR.

Accepted by the Governing Body virtually – 7th May 2020

Aims of the Procedure

The aims of the School's Recruitment Procedure are as follows:

- to ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age; and
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in "Keeping Children Safe in Education" (Sept 19) and guidance published by the Disclosure and Barring Service.
- to ensure compliance with The Equality Act 2010 which makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment. The Equality Act 2010 incorporates a `duty` which makes it clear that the School must consider amongst other things that meeting the needs of disabled people may involve taking steps to take account of people's impairments, even when that involves treating disabled people more favourably than other people.

Commitment to Safeguarding Statement

The statement to confirm the school's commitment to safeguarding is displayed on all recruitment paperwork –

- External Job Adverts
- Job Descriptions & Person Specifications
- The school website vacancy page

***Mossley Hollins High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This post requires an enhanced disclosure from the Disclosure & Barring Service (DBS)***

Job Descriptions & Person Specifications

Before recruiting for a new or existing position, information is gathered about the nature of the job and the tasks/responsibilities that the post entails and how it fits into the school's structure.

From this a job description is created detailing responsibilities and duties specific to the post.

A person specification is also created which states the essential and desirable criteria for selection. This is based on a set of competencies identified as necessary for the performance of the job. The person specification is used in the short-listing process.

Support Staff

If the post does not already appear in the school's staffing structure a Job Evaluation is conducted by Tameside MBC, in order that the correct salary grade is assigned to the new post.

Advertising

In general, all vacant positions are advertised internally and externally. In certain circumstances posts may be ring-fenced, requiring internal advertising only.

Method of Application

The school will only accept applications from candidates on the relevant TMBC application form. CVs will not be accepted in substitution.

Candidates for all posts will receive a job description and person specification for the role applied for.

Short Listing

Application forms are subject to two stages of short listing, to ensure all safer recruitment elements are adhered to.

Stage 1 shortlisting is the safeguarding check; the application form is examined to check:

- If the application form is completed fully
- If there are any gaps in the professional history of the applicant
- If the references are appropriate
- If there are any discrepancies/concerns with the professional history of the applicant

Stage 2 shortlisting checks the candidate's suitability to the post using the Job Description and Person Specification.

Interview

All successful short-listed applicants will be invited to attend a formal interview, at which his/her relevant skills and experience will be discussed in more detail.

The interview process will be conducted in person and will contain a range of selection tools, to allow the best opportunity to assess candidate suitability, in addition to a formal interview; these may consist of a teaching lesson, an IT test, a role play, a presentation or written/group exercise; combined with pupil involvement.

The selection panel for teaching staff and senior support staff roles are all well briefed and will include a **governor and a member of staff who is 'Safer Recruitment' trained.**

The selection panel for support staff are all well briefed and will include a **member of staff who is 'Safer Recruitment' trained.** There is no requirement for a governor to be present.

Interview questions are written in liaison with the staff that will have significant interaction with the vacant post (i.e. Head of Faculty or line manager), and always contain 'safer recruitment' questions. A range of possible answers are provided to the panel and a careful set of notes are always taken by each individual, for feedback purposes (if requested).

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;

- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

The School requests that all candidates invited to interview bring with them:

- the necessary original documents to confirm their identity, which must include photographic evidence of their identity, which will be used to enable a fully enhanced DBS check to be undertaken for the successful candidate.
- documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- a document to confirm their National Insurance number.

The school will take a copy of the original documents and those copy documents taken for subsequently unsuccessful applicants will be destroyed.

Candidates invited to interview are requested to inform the school if they have any disability that may warrant reasonable adjustments or arrangements to assist them in attending the interview.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They are sought and obtained directly from the referee.

References are sought for all short listed candidates, including internal candidates and will be obtained before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

Teaching Staff - References for academic staff will be requested for short-listed candidates prior to interview.

Support Staff - References for support staff will be requested for short-listed candidates prior to interview, where the candidate gives permission (it is noted that sometimes candidates prefer references to be taken up after receiving an offer as their current employer may not be aware they are looking for a new job).

In exceptional circumstances, and if time does not allow for the references to be taken up before interview then they will be taken up before an offer of employment is made. An informal offer can be made subject to such references being satisfactory.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. For teaching staff, one must be from the Headteacher of their current school. For support staff who have worked in an education setting previously but their current/most recent employment does/did not involve work with children, the second referee should be from the employer with whom the applicant most recently worked with children, the reference must be from the Headteacher or be authorised by the Headteacher. Where this is not possible usual professional references will be sought. Neither referee should be a relative or someone known to the applicant solely as a friend and in the case of applicants with only one professional reference a second reference may be sought from their university or school.

Where a candidate has a genuine reason not to have a recent work based referee (for example if they are returning to work after an extended break after looking after children) then care must be taken to ensure any

personal references are thoroughly considered and questioned, and additional references may be sought including contacts in the local community.

The school will ask all referees to complete our Reference Request Form which will ask whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will also be asked to confirm the following:-

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record;
- whether the referee is aware of any reasons why the applicant may not be suitable for a post in a school where he/she will come into contact with children?

The school will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or on open references or testimonials. References should usually be in writing (or email) unless there are exceptional circumstances when a telephone reference will be acceptable, this will then be followed up by a written account of the verbal reference.

Pre-Employment Checks

When an offer of employment is made following a formal interview, any such offer will be conditional on the following:

- where possible, the receipt of two satisfactory references, one of which must be from the applicant's most recent employer and one from the applicant's employer with whom he/she most recently worked with children (if applicable);
- verification of the candidate's identity, qualifications and professional status;
- the receipt of an Enhanced Disclosure (with barred list check, if applicable) from the Disclosure and Barring Service with which the School is satisfied;
- if applicable, a check that a candidate to be employed at the school is not subject to a prohibition order issued by the Secretary of State;
- If the candidate has not previously lived outside the UK, the school will obtain confirmation of their right to work in the UK.

All checks will be documented and retained on the employee's personnel file (subject to restrictions under the latest General Data Protection Regulations and DBS regulations) with follow-up checks being made where initial checks are considered unsatisfactory or contain discrepancies.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment by Tameside MBC as confirmation of their employment.

Medical Fitness

Medical fitness is assessed for each new employee by the local authority via a private Health Management Advisor. A medical questionnaire is required to be completed and in some cases a medical check-up may be required. Following this Health Management will advise of any recommendations, these recommendations are then referred to the school.

Disclosure and Barring Service

The School applies for a Disclosure and Barring Service (DBS) check in respect of all prospective staff members. This is an enhanced check, which includes a barred list check.

Applicants with recent periods of overseas residence, within the past five years and those with little or no previous UK residence will also be asked to apply for the equivalent of a Disclosure (i.e. certificate of good conduct), if one is available in the relevant jurisdiction(s) from overseas authorities/police forces.

The DBS operates a single certificate service whereby only the individual and not the employer is sent a disclosure certificate. The job applicant is therefore required to provide an original copy of the disclosure certificate to the school as part of the pre-employment checks.

In exceptional circumstances (support staff roles only) if a new member of staff is due to start work and the school has not yet received their enhanced DBS disclosure, a separate barred list check (~~formerly list 99~~) will be undertaken, together with a risk assessment. In such cases the individual will be fully supervised by an existing member of staff at all times, until a satisfactory DBS disclosure is received and the additional safeguarding measures will be explained to the individual.

Prohibition Order

These checks will be carried out on new employees employed to carry out “teaching work” to verify that the individual is not subject to a prohibition order issued by the Secretary of State. This also applies to any new member of support staff who has previously worked as a qualified teacher.

Induction

All new employees will undergo a thorough induction programme which will include the appropriate elements of safeguarding training which underpins the standards and behaviour expected of staff and pupils and supports the safeguarding culture and policies in the school.

Probationary Period – Support Staff

All new support staff joining the school are subject to a 12 month probationary period, which involves regular support meetings throughout the period. This does not apply to existing Tameside MBC employees who join the school, their performance will be monitored in line with the school appraisal process.

Retention of Records

The school will retain relevant information provided by newly appointed staff on their personnel file, in accordance with the requirements of the General Data Protection Regulations. If an application is unsuccessful, all documentation relating to the application will be confidentially destroyed after 12 months, unless the applicant specifically requests the school to keep their details on file.

Single Central Register of Staff (SCR)

In line with current guidance, Mossley Hollins High School maintains a live SCR which includes all individuals employed at the school.

The following information is contained on the SCR:

- Name
- Role
- Employment start date

- Date Photographic Evidence of ID Seen
- Qualification Information & Date Seen
- Teacher Reference Number (if applicable)
- DBS Check Details
- Barred List Check Details (if appropriate)
- Prohibition Check Details (if appropriate)
- Right to work in UK evidence
- Overseas check (if appropriate)
- EEA Check
- References x 2 (date obtained)
- Child Protection/Safeguarding Training/Induction Date