

# Staff Recruitment Policy



**Approved by :** A H Malek

**Updated :** September 2023

**Next review due by:** July 2024

**Other relevant policies or documents:**

Child Protection

**1. RATIONALE**

This policy is needed to ensure that the school appoints the very best people to posts in the school and that safe recruitment practices are rigorously enforced.

**2. PURPOSES**

- 2.1. To ensure all those employed at Afifah School are suitable individuals to work with children and young people.
- 2.2. To ensure all those employed at Afifah School are the best qualified and experienced to work with children and young people.
- 2.3. To ensure all those employed at Afifah School share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves.
- 2.4. To meet the requirements of the safeguarding agenda and protect both pupils and employers within the establishment.
- 2.5. To ensure all employees understand the requirements within safeguarding and their role.

**3. GUIDELINES FOR IMPLEMENTATION**

3.1. Identification of the need for an appointment

The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review.

### 3.2. Advertisements & post details

Once the need for an appointment has been identified the school will proceed to advertise internally and locally as appropriate. Potential candidates who request details will be sent a candidate information pack which will contain the following:

- A brief letter from the head or other member of staff in certain cases. This will include details of how to apply for the post and the closing date.
- Details of the post
- A job description and person specification
- Information about the school

All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people:

“Afifah School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.”

### 3.3. Applications and short listing

An appointment team will be established at this stage which will usually consist of:

- The Head teacher
- Relevant line-manager (who is a member of the Senior Leadership Team).

Once the closing date has passed the appointment team will shortlist the candidates and invite them for interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that a DBS check can be initiated for the successful candidate.

### 3.4. Selection procedures

Interviews will normally take place over the course of a day. The day will normally start with a welcome and introduction by the head and at some stage a tour of the school. Candidates also will need the opportunity to find out about the post and the team they will be working with.

A variety of selection procedures will be used, for example:

**Critical incident interviews.** Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate's motives and ways of working.

**Teaching a lesson.** This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and a group of pupils can provide useful insights.

**The final interview** will take place later in the day and will involve the key members of the appointment team. The final interview panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview.

Explore any gap in the CV and obtain satisfactory explanation and keep interview notes on file.

### 3.5. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer.

The school will request information about:

- The candidate's suitability for the post
- Attendance, health and punctuality
- Whether there are any outstanding disciplinary issues
- Whether there are any reasons why the candidate should not work with children and young people.
- Whether the referee recommends them for the post – without reservation, with reservation or not at all.

### 3.6. The appointment

Taking all the evidence gathered the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject confirmation of satisfactory references and satisfactory medical and DBS checks.

The unsuccessful candidates are informed.

### 3.7. Safeguarding procedures on the interview day:

- During the day, the following checks will be made:
- Proof of identity (one of the two documents must be photographic)
- Recent proof of current address
- Academic qualifications

A DBS check will be initiated for the successful candidate - all candidates will be asked to bring appropriate documentation for this.

### 3.8. After the appointment

The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued in due course.

An induction programme is compiled by the relevant member of staff which will include ensuring the appointee understands the school's safeguarding procedures. Training will be provided where gaps have been identified.

A second letter confirming the appointment will be issued upon satisfaction of all the required checks.

#### **4. MONITORING, EVALUATION & REVIEW**

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, pupils, governors and candidates – how they can be improved.

#### **5. RESPONSIBILITIES**

The Head Teacher – oversight of the policy and its implementation

Office staff – to collect documentation for the CRB check.