



Greenhead College Corporation

RECRUITMENT AND SELECTION POLICY

Reviewed November 2008

GREENHEAD COLLEGE

RECRUITMENT AND SELECTION POLICY

1. These procedures acknowledge that everyone - staff, student or otherwise - is an individual, an exception and to be valued. Of all the support we provide for the students of the college, the most valuable (and expensive) 'resource' is the people who work here. For this reason, we must make sure that the right people are recruited for the right posts, and out of respect for the individual candidate and employee that the process is in compliance with college's Equal Opportunities Policy.
2. The need for an appointment will be identified, in the case of senior postholders by the Corporation, or in the case of all others, by the Principal, in consultation with other members of the Admin group, Head of Department, etc. Need might arise from retirement, promotion (within or outside college), growth in student numbers, curriculum development, or a variety of other factors. Decisions to appoint will be made in the context of prevailing staff numbers, responsibilities, deployment, etc. In the case of senior postholders appointments, procedures approved by the Corporation and Search Committee will be adopted.
3. The College will always seek to appoint the best person for the job.
4. **Advertising**
Through the medium of staff briefing and bulletins, all staff will be made aware that posts are being advertised, whether internal or external.
5. Normally, vacancies will be advertised externally. For teaching posts they will be displayed on the college website, and in the publications considered most effective - for full-time teaching the TES, for part-time and supply teaching local and perhaps regional papers. For support staff, local papers, and in certain instances national publications will be considered. ***The college will use a variety of media to support the equality and diversity policy.*** The college website can also be used, in addition to advertisements in other media. The media used for placing advertisements will be reviewed periodically.
6. For certain posts, after due consideration of the requirements, a decision may be made to advertise the post internally. In this case, advertisements will be posted in the staff room and application packs will be available from the Front Office and/or the Principal.
7. Short term, temporary, casual, supply staff: where practicable, the college will advertise for these posts in appropriate publications. With Huddersfield New College we will continue to maintain a register of candidates advertised for, in the local press, on an annual basis. The ad hoc and emergency nature of many such appointments precludes lengthy processes of recruitment but the college will strive to remain within the strictures of recruitment law.
8. **Application Packs**
These will be prepared by the senior staff for all appointments, and will be posted on request, or available to collect from Reception. For nationally advertised posts, packs will also be down-loadable from the website.
9. **Applications**
Shortlisting: this will normally be done by the Principal or another member of the senior staff assisted by other delegated staff.
10. **Equality and Diversity**
Equality and Diversity monitoring is carried out at all stages of the appointment process independently.

11 **Interviews**

For posts other than casual appointments and temporary internal appointments, there will normally be at least two interview panels of two involved. The Principal and one Vice Principal, or both Vice Principals would be involved in teacher appointments, supported by appropriate staff from a level equal to or above the prospective appointee. For support staff appointments the Chief Administrative Officer, as line manager, would be involved in place of Principal or Vice Principal. Additional panels or representatives might be included.

12 The college will always aim to provide a relaxed, open and fair process. There will be opportunity to tour the college, meet students and colleagues, and to discuss the post with the Principal and others on an individual basis.

13 Candidates for teaching posts will be expected to supply recent exam results. Other tasks may be imposed as deemed appropriate.

14 **References**

Two references will be taken up on shortlisting, one at least from the current or most recent employer. All references received prior to the interview date will be made available to the senior member of staff leading the appointment. They will not be photocopied: the originals will be stored with the original application forms. (Forms and references of unsuccessful candidates will be kept for 6 months before shredding, for debrief and complaints purposes).

15 **Offers of appointment**

These will ideally be made on the day of interview, provisionally - subject to

- *satisfactory references*
- *satisfactory medical report (if necessary)*
- *validation of qualifications (if necessary)*
- *CRB clearance if required*

16 A letter will be produced, from the Principal, offering the successful candidate an appointment in accordance with the appropriate terms and conditions of service under which they are to be employed. All unsuccessful candidates will be notified verbally or by letter.

17 All unsuccessful candidates may request feedback - they will be informed of this opportunity.

18 College application forms include a brief questionnaire on the candidate's medical history. If necessary, the successful candidate must undergo a medical examination by a medical adviser prior to confirmation of the offer of employment.

19 **Expenses**

Reasonable expenses will be paid to cover travel, accommodation and subsistence: the college will, if requested, make bookings for local accommodation.

20 **Induction**

All candidates will be invited to attend formal inductions, if possible before commencing employment. In the case of newly trained staff, a "mentor" will be assigned to them.

21 **Review**

This policy will be reviewed every two years and amended where appropriate