



Greenhead College Corporation

**RECRUITMENT AND
SELECTION**

Reviewed April 2021

GREENHEAD COLLEGE

RECRUITMENT AND SELECTION POLICY

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 Diversity and Inclusion Policy.

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 Senior Leadership Team, 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.

The College will always seek to appoint the best person for the job.

Advertising

Through the medium of staff briefing, bulletins and the College website, all staff will be made aware that posts are being advertised, whether internal or external.

Normally, vacancies will be advertised externally. For teaching posts, they will be displayed on the College website, and in the publications considered most effective. The College will use a variety of media to support the Diversity and Inclusion policy.

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 via College email/Moodle.

Short term, temporary, casual, supply staff: where practicable, the College will advertise for these posts in appropriate publications. 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.

Application Packs

Application is through electronic methods; paper packs can be posted on request.

Applications

Shortlisting: this will normally be done by the Principal or another member of the senior staff assisted by other delegated staff.

Diversity and Inclusion

Diversity and Inclusion monitoring is carried out at all stages of the appointment process independently.

Interviews

For posts other than casual appointments and temporary internal appointments, there will normally be an interview panel consisting of at least two staff members and for teaching vacancies, a lesson observation. The Principal and a member of the Senior Leadership Team are involved in teacher appointments where possible, supported by appropriate staff from a level equal to or above the prospective appointee. For support staff appointments, the Director of Finance and Resources/ Human Resources Manager is involved in place of Principal or other members of the Senior Leadership Team. Additional panels or

representatives might be included. The panel will always contain at least one safer recruitment trained colleague.

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.

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

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).

Offers of appointment

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

- Proof of identity
- Evidence of right to work in the UK
- Enhanced Disclosure and Barring Service check
- Overseas criminal record check if the candidate has lived or worked outside the UK in the last five years, for a minimum of three months
- Letter of professional standing (EEA applicants only)
- Teacher prohibition, sanction and restriction check (if applicable)
- Evidence of relevant qualifications
- Evidence of Qualified Teacher Status (if applicable)
- Fitness for work
- Two references, including one from current and/or most recent employer

An offer 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.

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

<i>Author:</i>	<i>Human Resources Manager</i>
<i>Date drafted:</i>	<i>April 2021</i>
<i>Date of next review:</i>	<i>April 2024</i>