



**Greenhead College Corporation**

# **RECRUITMENT AND SELECTION**

**(to include Safer Recruitment)**

*Reviewed October 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, Moodle 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.

When advertising a role, the College will detail within the advert, job description and person specification:

- the skills, abilities, experience, attitude, and behaviours required for the post; and
- the safeguarding requirements, i.e. whether the role involves contact with children/regulated activity relevant to children.

The advert will also include:

- the College's commitment to safeguarding and promoting the welfare of children and the necessary safeguarding checks that will be undertaken;
- the safeguarding responsibilities of the post; and
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

#### **Application Forms**

Application is through electronic methods; paper packs can be posted on request. Applicants must complete the application form. The College will not accept a curriculum vitae.

## **Shortlisting**

Shortlisting will be undertaken by at least two individuals, one of which will be a member of the Senior Leadership Team who has received Safer Recruitment training.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record and if applicable, provide information that would make them unsuitable to work with children.

## **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 Strategic Operations and Delivery / 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 six months before shredding, for debrief and complaints purposes).

The College will:

- not accept open references e.g. to whom it may concern;
- not rely on applicants to obtain their reference;
- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations);
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer;
- always verify any information with the person who provided the reference;
- contact referees to clarify content where information is vague or insufficient information is provided;
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- establish the reason for the candidate leaving their current or most recent post; and,

- ensure any concerns are resolved satisfactorily before appointment is confirmed.

The College will seek information via the references to confirm whether they are satisfied with the applicant's suitability to work with children and provide the facts of any substantiated safeguarding allegations.

## **Selection**

The College will use a range of selection techniques to identify the most suitable person for the post. These may include:

- Structured interviews;
- Lesson observations (teaching roles only)
- Work related tasks

Students may be involved in the selection process.

## **Offers of appointment**

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

- Verification of a candidate's identity;
- An enhanced DBS check (including with children's barred list information, for those who will be engaging in regulated activity with children). Please note that when using the DBS update service, candidates still need to provide the College with the original physical enhanced DBS certificate;
- A separate children's barred list check and risk assessment if an individual starts work at the College before the DBS certificate is available;
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities. Applicant may be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- Verification of the person's right to work in the UK;
- If the person has lived or worked outside the UK, additional checks as the College consider appropriate;
- Verification of professional qualifications, as appropriate;
- A check via the Teacher Regulations Agency for candidates who are to be employed to carry out teaching work that they are not subject to a prohibition order issued by the Secretary of State;
- Two references. References will be requested prior to interview, unless candidates specify otherwise. Referees should include candidates current/most recent employer and completed by a senior person with appropriate authority. If the candidate is not currently working with children, one reference should be their employer from the last time they worked with children (if applicable). Referees will be asked whether the candidate has been the subject of any safeguarding concerns.

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>
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