



Policy No: 38. Staff – Recruitment Policy

Coordinator	Executive Operations Manager
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Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	Due to be approved Jan 2018
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn Term 2017
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and in-house training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

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Introduction

The UTC recognises that its employees are its single most important resource. Therefore, recruitment is a management activity of major importance. Recruitment is the first part of building a strong employment relationship.

The UTC recruitment and selection processes are designed to attract and retain the highest caliber of staff. Appointments will be based on:

- the ability of the candidate to undertake the specific role;
- the ability of the candidate to make a contribution to the life of the UTC; and
- the candidate's potential for development.

This procedure covers the appointment of staff to all posts except those covered by the UTC's arrangements for the appointment of the Principal and Vice Principal.

Principal is responsible for managing the appointment of staff, however the governing body are responsible for the actual appointment.

Throughout the process all will be mindful of the discrimination and the UTC's Equal Opportunities Policy.

Identification of vacancies

When there is a vacancy due to an employee leaving the UTC, the Principal will review the vacant position and assess whether the vacancy requires to be filled. The role and its fit within the structure of the UTC should be included in this review. If the appointment would result in a change in the overall budget allocation for staffing the Principal will report the conclusions of that assessment to the Governing Body and seek approval for any increase in the budget where this is not part of the annual budget process. Consideration must be given to whether vacancies can be filled by a part time appointment or a job share.

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Job description and person specification

The job description will outline the duties and responsibilities of the job. The job description will state whether the position requires Standard or Enhanced Disclosure from the Debarring Service (DBS).

The person specification will outline the characteristics and attributes of the ideal candidate. When determining the person specification, the Principal will avoid setting standards of qualifications, experience or personal qualities which may unfairly discriminate against minority racial groups, those of one sex or the other or the disabled. The person specification will be used as a check-list of attributes in the short-listing, interviewing and appointment process.

Application Form

The UTC will use a standard application form for the appointment of staff. Modifications to the standard application form may be made to reflect the needs of the particular position being advertised. For example, there will be differences in the information required from applicants for teaching and support staff posts.

The use of an application form as a standard recruitment tool is intended to contribute to ensuring that the recruitment process is non-discriminatory. All applicants will be required to complete the standard application form.

Recruitment Pack

A job recruitment pack will be produced for all vacancies prior to advertising the vacancy. The pack will include:

- Background information on the UTC (e.g. prospectus)
- Contextual information, where appropriate (e.g. staffing structure)
- Job description
- Person specification

The following will also be included:

- Application form
- Equal Opportunities Monitoring form

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Advertising

The Principal will consider whether or not it would be appropriate only to advertise the vacancy internally. In arriving at this decision, the Principal should be mindful of the principles set out in the introduction to these procedures, the requirements of these procedures in relation to discrimination and the UTC's Equal Opportunities Policy. The Principal will notify current staff when any advertisement is placed.

Wherever appropriate, vacancies will be notified to job centers, careers offices and colleges as well as to minority press, media and organizations. The UTC may also invite someone to apply by approaching a specific individual.

All vacancy advertisements will include a short statement on equal opportunities. The UTC will usually manage the recruitment process internally, but may use an agency or external consultancy to manage the recruitment process in whole or in part.

Short-listing of applicants

The Principal will be responsible for short-listing. The Principal, or a senior leader will carry out the shortlisting along with another appropriate member of staff (e.g. line manager for the advertised post). For senior leadership posts a member of the Governing Body must be part of the short-listing process.

The criteria for short-listing will be based on the job description and the person specification in order to ensure that the short-listing is carried out fairly and systematically.

A record of the decisions taken will be made. In particular, this will be clear on the reason(s) why unsuccessful applicants were not selected for interview.

Candidate References

References will normally be sought between the short-listing process and the selection day. No reference may be sought without the prior agreement of the candidate. This permission is requested on the application form.

Medical Form

Candidates that are short-listed will be sent a medical form to complete and return on the selection day.

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At least one reference should be from the present or most recent employer of the candidate, unless the most recent employment relates to a period finishing over ten years ago.

Referees should have had some management responsibility for the applicant. However, where appropriate, a tutor's or client's reference would be acceptable. A personal reference, although sometimes helpful, should not be relied upon in making an assessment of the candidate's professional or work capabilities.

Referees should be asked to state their relationship to the applicant. Referees should also be asked to confirm the candidate's record of attendance and punctuality. This may lead to questions regarding the candidate's health record and suitability for the post. The Principal should follow up any concerns with the referee to ensure clarity of information. Similarly, where a reference is ambiguous on a material point, the Principal may make further enquiries of the referee.

The reference request will consist of a set of pre-determined questions, together with an open-ended question to allow opportunity for additional information that the referee sees fit to include. Care will be taken to ensure that any questions asked are fair and based on the job role. The job description and person specification should be included with all reference requests.

Two satisfactory written references are required before an offer of employment may be confirmed. If two references have not been received at the point of offer, the offer of employment should be made conditional on receipt of references. If a reference regarded as unsatisfactory is received, the candidate must be informed as soon as possible but should not be told the specific piece of information within the reference judged to make the reference unsatisfactory. Where a conditional offer is withdrawn, the Principal will ensure that the reason(s) for deciding that the reference is unsatisfactory is recorded.

Safer Recruitment Course

The UTC will ensure that at least two members of staff have successfully completed a Safer Recruitment Course (as required by the DFE). The UTC will aim for all members of the senior leadership team to have successfully completed this course.

Selection

The Principal will be responsible for determining what activities might be appropriate in informing candidates of the nature of the post and the UTC; for example, tour of the UTC building, meeting(s) with staff and/or students on the selection day/s.

The selection process will use a range of selection criteria taking account of the job description and the person specification (for example, interview, test(s), presentation, task, student panel, lesson delivery). This will include a final interview panel, consisting of at least two members of staff, one of which must have successfully completed a Safer Recruitment Course (as required by the DFE).

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The candidates will receive a selection day programme in advance of the day, together

The Principal will be responsible for determining the size and composition of the final interview panel taking into account the nature and seniority of the position being filled. For senior leadership posts a member of the Governing Body must be on the final interview panel. The person responsible for each selection activity, or task will complete an evaluation sheet in respect of every candidate. The final interview panel

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Should be clear as to the performance of candidates on the selection activities and how they relate to the selection criteria. In all cases it is the final interview panel that determines the appointment made, unless it is agreed to refer the decision to the full governing body.

Considerable care needs to be taken over the practical arrangements for the selection day(s). The process has an impact on how the UTC is perceived by both the successful and unsuccessful candidates. Care must also be taken where candidates have indicated that they have a disability which requires a reasonable adjustment to be made to the selection process.

On the day of the final interview panel members will allow time before the start to rehearse the areas to be covered. This may include reviewing the interview questions to ensure that they are based on the job description and person specification and address the selection criteria. To ensure consistency and fairness, every candidate will be asked the same or similar questions, as far as possible. The selection panel may allocate particular questions to its members. The selection panel may seek advice from others involved in the selection day as long as such advice is sought consistently in respect of all candidates, and is recorded.

Candidates will be notified of the outcome of the selection exercise as soon as possible after the selection day.

Conditional Offer

The offer of appointment is typically conditional. Confirmation of the appointment may be conditional on receipt of:

- Proof of Identity
- Satisfactory references
- DBS and List 99 checks
- Proof of qualifications
- Completed medical form

A conditional offer will state clearly that it is conditional, indicating the information on which the offer is dependent.

Criminal Records Disclosure

All appointments are conditional upon the disclosure process operated through the Criminal Records Bureau. This process is a legal requirement with respect to all employees who have regular contact with children.

Teachers and those working closely with children or in sole charge of children must undergo Enhanced Disclosure. All other employees of the UTC must undergo Standard Disclosure.

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Standard Disclosure will contain details of all convictions on record including current and spent convictions (i.e. those that happened some time ago and are defined as spent under the Rehabilitation of Offenders Act 1974). In addition, Standard Disclosure includes details of any cautions, reprimands or warnings held on the police national computer.

Standard Disclosure will also give information contained on government department lists of those unsuitable to work with children. These lists are held by the Department of Health and the Department for Education. The employment within a school of an individual on such a list is illegal.

Enhanced Disclosure includes the information that would be on a Standard Disclosure but may also contain information that is held locally by the police.

The advertisement for the post and the details within the Job Recruitment Pack sent to all candidates will state whether the appointment requires Standard or Enhanced Disclosure.

The disclosure requirement is clearly stated in the contract of employment but should be explicitly stated during the selection process. This gives the candidate the opportunity to raise any known issues themselves during the interview.

In making a conditional offer of employment, the successful candidate should be invited to sign the Confidential Declaration Form and to return the form under confidential cover to the Principal. This form sets out clearly the legal requirements with regard to Disclosure and ensures that the candidate has the opportunity to declare any cautions, reprimands, warnings or convictions in confidence.

The disclosure of a current or spent conviction, caution, reprimand or warning does not necessarily mean that the offer of employment cannot be confirmed. The main consideration should be whether the nature or timing of the offence makes the candidate unsuitable for work in a school.

Appropriate and secure arrangements for storing disclosure documents during the recruitment process must be made. This information must be stored separately from personnel files and only those senior members of staff directly involved in the recruitment process should have access to the documents. The disclosure documents of unsuccessful applicants should be destroyed as soon as the appointment decision has been made.

The UTC will retain a record that disclosure has been requested and received for every employee. This record will include for each employee:

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- Date of Disclosure
- Name of the person to whom Disclosure applies
- Type of Disclosure
- The position in question
- The unique identification number of the Disclosure
- The recruitment decision taken

Disclosure will be requested for every new appointment to the UTC and also where there is a significant change of role impacting on the level or nature of contact with children causing an Enhanced Disclosure to be necessary for an employee who has only been subject to Standard Disclosure.

Policy on the Recruitment of Ex-Offenders

As its policy on the recruitment of ex-offenders, the UTC has adopted the general practice guidance published by the Chartered Institute of Personnel and Development on the employment of people with criminal records.

Proof of Qualifications

All appointments are conditional upon documentary proof of the applicant's qualifications (if applicable). This condition is clearly stated in the contract of employment but should be explicitly stated during the selection process.

The Principal should ask for sight of original documentation from the successful candidate.

Pay Decisions

The Principal is responsible for deciding the salary level of the successful candidate. The pay decision will be made in line with the published pay policy, the experience and qualifications of the successful candidate and the previously approved salary band agreed when the proposed position was authorized.

Discrimination

The UTC will not discriminate against applicants for employment on grounds of their protected characteristics, including race, sex, disability, religion or belief, sexual orientation or age. Very considerable care will be taken with respect to discrimination at all stages of the recruitment and selection process.

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All applicants will be asked to complete an Equal Opportunities Monitoring form. The applicants' Equal Opportunities Monitoring forms must not be made available to those taking short-listing or selection decisions.

Race Discrimination

Direct discrimination arises where the UTC treats an employee or prospective employee less favourably on the grounds of race or ethnic origins than it treats (or would treat) someone else.

Indirect discrimination involves treatment which, although it applies to all employees and prospective employees, has a disproportionate effect on a particular group such as certain ethnic groups. Care will be taken where there may be an overlap between race and religion.

Sex Discrimination

Direct sex discrimination arises where the UTC treats an employee less favourably, on the grounds of gender, than it treats (or would treat) someone else.

Indirect sex discrimination involves treatment which, although it applies to all employees and prospective employees, has a disproportionate effect on a particular group, such as women. Care will be taken to avoid indirect discrimination which arises where the recruitment policies, selection criteria and/or conditions of employment make it more difficult for members of one sex to comply. Such policies may appear to be right in principle but are not permissible if they are discriminatory in effect.

Many women and, in particular, those returning to work after maternity leave express the wish to work on a part-time (or job share) basis and such requests will be received and considered sympathetically. Although there is no specific right to return to part-time employment after a period of maternity leave, an employee could argue that a refusal to allow her to return on a part-time basis is indirect discrimination. The UTC must be able to show good reason why the work has to be done on a full-time basis.

Disability Discrimination

Employers are required to make reasonable adjustments to their employment arrangements or premises if the existing arrangement substantially disadvantage disabled applicants or employees. This includes making reasonable changes to premises, fixtures and fittings, furniture and stairways. Less favourable treatment can be justified if the reason for it is both material to the circumstances of the individual case and substantial and cannot be reasonably overcome or reduced.

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The Equal Opportunities Monitoring form asks prospective candidates to indicate whether there is a need for any reasonable adjustment to be made. It is essential that action is taken based on this information.

Review

This policy will be reviewed every two years Reference
“Employing People with Conviction: a good practice guide on the employment of people with criminal records” Chartered Institute of Personnel and Development (2001)