

# The GALLERY TRUST



A community of special schools

## Recruitment and Selection Policy

Date of Policy	November 2021
Date of review	November 2022
SLT Lead	COO
Signed: Chief Executive Officer	_____
Chair of Trustees	_____

## 1. Introduction

This policy has been introduced to provide a framework for the efficient and effective recruitment of all staff The Gallery Trust.

The Board of Trustees values the contribution of all staff and recognises that the recruitment of appropriately skilled **individuals** is key to the provision of a safe and successful teaching and learning environment in which students can thrive.

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education, *Safeguarding children and safer recruitment in education: Keeping Children Safe in Education* and any guidance or code of practice published by the Disclosure and Barring Service.

## 2. Aims of the Policy

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the Trust
- To ensure a consistent and equitable approach to the appointment of all staff
- To ensure that all relevant equal opportunities legislation is adhered to and that appointees are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff recruited to work in our academies are suitable to work with children and young people
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

## 3. Responsibilities

The Board of Trustees, with appropriate advice from the Chief Executive Officer, Chief Operating Officer and Head Teacher, is responsible for determining the staffing complement of establishments and for all staff appointments.

For central Trust roles, the Trust HR Manager has responsibility for the appointment of staff in accordance with safer recruitment.

Within each school, the Head Teacher has delegated responsibility for the appointment of all staff outside of the Trust central team. The Headteacher has overall accountability for ensuring compliance to safer recruitment practice and signing off on appointments, however, a safer recruitment lead should be assigned to manage each recruitment.

Once the selection panel has been agreed, the **safer recruitment** lead, in conjunction with the panel, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

#### **4. Safer Recruitment**

Matters of child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the recruitment exercise itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection panel have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are not exhaustive or designed to obviate the need to refer to the most recent DfE guidance.

#### **5. The Planning Process**

The Head of Establishment, in conjunction with the Chief Executive Officer, Chief Operating Officer and the Finance and Personnel Committee of the Board of Trustees, will review the staffing requirements of establishments annually and assess the short and long term recruitment needs so that, as far as possible, a planned approach to resourcing the establishment can be taken.

Before the start of the recruitment process, there will be a review of the requirements of the specific role. Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up by the Head Teacher in consultation with the COO and approved by the Finance and Personnel Committee. Recruitment leads are required to complete a recruitment timetable pro forma (Appendix 1).

Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder.

The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

#### **Safeguarding Measures**

- A statement of the commitment of the establishment to the safeguarding and promotion of the welfare of children will be provided to all applicants for posts.
- All job descriptions will refer to the responsibility for safeguarding and promoting the welfare of children.
- All person specifications will give consideration to the need for the job holder to be suitable to work with children. Qualifications, experience, competencies

and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.

## **6. Advertising**

### **6.1 All posts**

All teaching and non-teaching posts will be advertised internally and most posts will be advertised externally.

In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance by advertising internally only. Any such ring-fencing will be done in a consistent and transparent manner.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

### **6.2 Leadership posts**

Head Teacher and Deputy Head Teacher posts will be advertised as the Chief Executive Officer and Board of Trustees considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site, and may additionally be advertised in a nationally printed publication.

Where there is demonstrable good reason not to advertise, and the Board of Trustees choose not to do so, the decision-making process will be robustly documented to ensure that it will stand up to scrutiny.

#### **Safeguarding Measures**

- All advertisements will include a statement about the establishment's commitment to safeguarding and promoting the welfare of children.
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced level check via the Disclosure & Barring Service (DBS).

## **7. The Application Process**

For all posts, information packs will be sent, or made available electronically, to all interested parties. The candidate information pack will generally consist of:

- a letter from the Head Teacher;
- a job description and person specification;
- an application form, including an equality monitoring form, with details for completion;
- a statement of terms and conditions relating to the post (hours, salary etc);
- information about the recruitment process (interview dates etc);
- any other relevant information regarding the post and the school;

Applications received after the closing date will not be considered unless the applicant has given prior notice of a late application and this has been agreed by the selection panel.

Applications made through means other than application forms (e.g. CVs) will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

### Safeguarding Measures

- All applications must be made using the application form appropriate for the position to ensure receipt of relevant personal data (including DfE reference number and QTS/QTLS status) educational and employment history, declarations of relationships to existing employees, councillors, trustees and governors, details of referees and a statement of personal qualities and experience.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare all unspent convictions, cautions, warnings, bind overs and current police investigations or pending criminal proceedings. Applicants will also need to declare that they are not on the Children's Barred List, disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. GTC, Teaching Agency, NCTL.
- Details of any unspent convictions, cautions, warnings, bind overs, other relevant information and the equality monitoring form will be attached to the completed application form in a sealed envelope marked as confidential.

## 8. The Selection Process

### 8.1 The selection panel

A selection panel of at least two people, appropriate to the post, will be set up prior to the shortlisting process.

At least one panel member will have been trained in and/or have relevant experience of recruitment and selection and interviewing, and **at least** one panel member will be trained in Safer Recruitment.

Where a candidate is known personally to a member of the selection panel this fact should be declared to the panel **and Trust HR Manager** before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to. It is recognised that internal applicants will be known **professionally** to all members of the panel.

### Safeguarding Measures

- At least one member of the panel must have completed official safer recruitment training and have an in-date certificate confirming their Safer Recruitment training

## 8.2 Short-listing

Prior to short-listing, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the short-listing process to accommodate a disability, then this will be notified to the chair of the selection panel.

The short-listing process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

Where short-listed applicants have declared that they do have unspent convictions, cautions, warnings, bind overs or have proceedings pending, and/or have had any sanctions imposed by the Teaching Regulation Agency, then this will then be shared with the selection panel and followed up at interview, as necessary. In certain cases it may be necessary to have a discussion with the applicant prior to the interview.

### Safeguarding Measures

- Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion.
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the short-listing process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification. Anomalies will be recorded on a form, see Appendix 2.

## 8.3 References

References will be requested for all short-listed candidates before interview. The Trust will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees given by applicants are suitable and appropriate. Care will be taken in determining whether a referee given by an applicant is suitable. Any applicants currently working in a school environment should give the Head Teacher/Principal of that school/college as one referee. *If an applicant is not currently working in an educational setting, but has previously worked in one, a reference must be obtained from the last school/college that the candidate worked in, regardless of how long ago this may have been.* References from family members or friends will not be acceptable.

All references subsequently received will be held by the chair of the interview panel who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.

### **Safeguarding Measures**

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted.
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.
- All references will be vetted and verified by telephone.
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview.
- Where, in exceptional situations, references are not received prior to the interview, any concerns will be resolved satisfactorily **prior** to any conditional or unconditional offer of employment.

#### **8.4 Other checks prior to interview**

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, any offer will be subject to the verification of those qualifications or experience.

#### **8.5 The interview and selection process**

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the recruitment process.

Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with students, in-tray exercises, psychometric, verbal or numerical tests, online tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.

Whichever methods are chosen, the panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children. The selection panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds.

Particular care needs will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

Any gaps in employment will be carefully scrutinised and will be explored at interview.

### **Safeguarding Measures**

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an Enhanced DBS Check. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm educational and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- In addition to assessing the candidate's suitability for the post, the panel will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children.
- Gaps in employment history and concerns or discrepancies in the application form and references will also be explored. Good behaviour reports and references for overseas travel as applicable will be obtained before job offers are made

## **9. Job Offers to Successful Candidates**

### **9.1 Job offers**

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. Any written offer of appointment will include any terms that the offer is made conditional upon, including satisfactory references, satisfactory completion of an occupational health questionnaire, provision of appropriate documentation to verify entitlement to work in the UK, enhanced DBS check and other relevant details. Offers should not be made until two satisfactory references are received and verified and qualification certificates have been checked.

The Teacher Regulation Agency should be used before appointing a teacher to check for:

- The award of QTS
- Completion of teacher induction
- Prohibition, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions
- EEA Member State Checks

The Teacher Regulation Agency should be used before appointing to a management role to check for S128 barring.

### **9.2 Conditions of Appointment**

Any offer of employment in the establishment will be conditional upon:



- The receipt of at least two satisfactory references, if not already received, one from the current employer; if a school reference, from the Head of Establishment
- Verification of the candidate's identity, if not verified following interview;
- A satisfactory Enhanced DBS Check (including a check of the Children's Barred List);
- Verification of the candidate's fitness to undertake the role;
- Verification of the candidate's right to work in the UK (including a photocopy of the original evidence provided);
- The provision of good behaviour reports regarding foreign travel on the following basis:
  - If the candidate has been abroad for 3 months or more in one country on holiday a good behaviour report is required from the country's embassy
  - If someone goes abroad for over three months and volunteers or works, then a reference plus a good behaviour report is required
  - If the candidate has travelled to more than one country and has not stayed in any one country for more than three months, then a good behaviour report is not required
  - Candidates are required to pay the costs for obtaining good behaviour reports and translations
- Verification of the applicant's qualifications, if not verified following interview;
- Verification of professional status where required e.g. QTS/QTLS status etc;
- Teacher Regulation Agency checks
- Satisfactory completion of any required probationary period.

Where:

- candidates are found to be on the Barred List, or the DBS check shows that the candidate has been disqualified from working with children;
- an applicant has provided false information in, or in support of, his/her application; or
- there are serious concerns about an applicant's suitability to work with children;

the facts will be reported to the Disclosure & Barring Service and/or the police, as appropriate. Concerns will be reported to the COO as a matter of urgency.

## **10. Appointment and Promotion of Existing Staff**

The Trust values the contribution of all staff and, where possible, seeks to retain key skills. The Trust will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the Trust and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within the Trust. Line Managers will be requested to provide a reference for internal candidates. Where a member of staff applies for a vacant post, they will be given equal consideration to external candidates, based on the essential criteria for the post.

## **11. Use of Fixed Term and Temporary Contracts**

Where posts are of a short-term nature, this will be clearly specified in the job description and on any advertising literature. The use of temporary and fixed term contracts will be discussed with the COO before advertisements are placed. Posts will only be advertised on a temporary or fixed term basis for genuine temporary reasons.

Most temporary or fixed term contracts will come to a natural end. However, where a fixed duration contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the Governing Body to consider the most appropriate recruitment process in the circumstances. This could include consideration of the original reason for the post initially being temporary, any subsequent changes in the needs of the school, the original recruitment process that was undertaken, etc.

## **12. Use of Supply Staff, Volunteers and Contractors**

Agencies who supply staff to the Trust must also complete the pre-employment checks which the Trust would otherwise complete for its staff. Again, the Trust requires confirmation that these checks have been completed before an individual can commence work and it is the safer recruitment leads responsibility to ensure that satisfactory references are in place, using The Gallery Trust's reference request form. A risk assessment must be completed in the absence of an enhanced DBS check initially, which will be superseded once the DBS check is returned.

**The academy will ensure that volunteers have an Enhanced DBS check in place before they work with pupils in regulated activity.** Volunteers must complete a full application form. All supply staff and volunteers are carefully selected and interviewed by a senior member of staff before commencement. Two satisfactory references will be obtained for volunteers. Any unsupervised contractors on site must provide a letter of assurance from their employer to the effect that they have an Enhanced DBS check.

Governors are required to have an Enhanced DBS check, although do not need a barred list check unless they are involved in regulatory activity.

## **13. Employment of Migrant Workers**

The Trust will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12-month period.

## **14. Data Protection**

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be destroyed.

## **16. Induction**

All staff and volunteers new to the Trust will receive a thorough induction schedule and will be provided with an induction folder. Appropriate training will be arranged.

#### **Safeguarding Measures**

- A separate safeguarding induction will take place, and all policies relating to safeguarding and promoting the welfare of pupils will be provided at an early point during the induction process. Generalist child protection training will be provided at the earliest opportunity.

**Appendix 1**  
**The Gallery Trust**  
**Recruitment timetable**  
**To be completed by Recruitment Lead**

<b>School Name</b>			
<b>Vacancy Role Title</b>			
<b>Number of Positions Available</b>			
<b>Proposed Recruitment Lead</b>			
<b>Proposed Safer Recruitment Lead</b>			
<b>Signature of Head</b>			
<b>Position Details</b>			
<b>Role Type</b> <i>(Please delete as appropriate)</i>		Temporary Permanent Internal secondment <i>(For temp or secondment, please specify contract length)</i>	
<b>Grade &amp; Salary</b> <i>– Support Staff only</i>			
<b>Leadership/Teacher Pay scale</b> <i>– SLT/Teaching roles only</i>			
<b>Is there a TLR available?</b>			
<b>Proposed start date</b>			
<b>Reason for this recruitment</b>		E.g. <i>A replacement for a recently vacated role</i>	
<b>Is this position within the agreed staffing structure?</b>		<i>Increase in pupil numbers</i>	
<b>Please add any relevant supporting details including</b> if new headcount is outside of the agreed staffing structure		<i>One to one support</i>	
<b>Please complete for support staff vacancies</b>	<b>Number of weeks per year</b>	<b>Work Pattern</b> <i>e.g. term time only</i> <i>Term time plus inset</i> <i>Term time plus additional weeks</i>	<b>Weekly working Hours and pattern</b> <i>e.g. 32 hours per week, Mon-Thur 08:30-15:00</i> <i>Fri 08:30 – 14:30 (Breaks are not paid)</i>
<b>Timeline</b>			
<b>Advertising Plan</b> <i>(Please delete as appropriate for external adverts. All roles will be advertised internally throughout The Trust)</i>		Internally <ul style="list-style-type: none"> <li>- Trust wide email cascade (HR Manager to action)</li> <li>- Upload to The Gallery Trust website</li> <li>- Upload to Academy website</li> </ul> Externally <ul style="list-style-type: none"> <li>- Indeed</li> </ul>	

	<ul style="list-style-type: none"> <li>- OCC</li> <li>- TES (free of charge for support staff roles)</li> </ul>		
<b>Advert Posting Date</b>			
<b>Application Deadline</b>	<i>(Please allow 14 days following publication of advert)</i>		
<b>Recruitment Panel (including safer recruitment lead)</b>	<b>Interviewer 1</b>	<b>Interviewer 2</b>	<b>Interviewer 3 (if required)</b>
<b>Shortlisting:</b>			
<ul style="list-style-type: none"> <li>● Ensure that a Safer Recruitment trained person attends the shortlisting meeting</li> <li>● Check and agree the interview questions</li> <li>● Check you are satisfied with the Safer Recruitment questions</li> <li>● Please scrutinise applications in line with Safer Recruitment guidance and prepare questions as necessary to understand gaps or time abroad.</li> <li>● Issue invitations immediately after shortlisting to ensure candidate and panel availability</li> </ul>			
<b>Interviews:</b>			
<p>All interviews must include the following general questions in addition to the role specific questions:</p> <ul style="list-style-type: none"> <li>● Confirm if the applicant is comfortable with the Covid-19 precautions and risk assessment that has been shared with them before the interview begins</li> <li>● State whether the position is permanent or temporary and confirm the place of work, working hours, pattern of those hours and the annual leave entitlement. Ask the applicant whether this is feasible for them. (an applicant may ask about flexible working in response to this question)</li> <li>● If the role will involve travel across multiple Trust sites, ask the applicant to confirm that this arrangement would be ok for them.</li> <li>● Confirm the salary (or range) that applies to the position and explain that this is dependent on experience and confirmation of the successful applicant's current salary. Ask what their salary expectations are within this range based on their experience? Do not enter into a discussion on where in the range you believe they would be positioned, simply note down their answer.</li> <li>● State that all offers are conditional on receipt of satisfactory references, Occupational Health Clearance and an Enhanced DBS check</li> <li>● Ask the applicant if they have lived outside of the UK for more than 3 months in the last 5 years – if yes, explain that the offer will be dependent on good behaviour certificates from the countries involved.</li> </ul>			

**Appendix 2  
The Gallery Trust**

**Safer Recruitment checks**

Applications for post of \_\_\_\_\_

<b>Candidate</b>	<b>Incomplete or missing information</b>	<b>Unexplained gaps in employment</b>	<b>Permission to collect references</b>	<b>Repeated or frequent job changes</b>	<b>Possible anomalies or discrepancies in information provided</b>

Completed by:

Date: