



ST. CATHERINE'S
— **COLLEGE** —
A CHURCH OF ENGLAND ACADEMY

Recruitment and Selection Policy

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Recruitment and Selection Policy

Document Summary

This policy sets out the procedure for recruiting and selecting staff at St Catherine's College.

This policy is designed to ensure the recruitment and selection process is fair, open and transparent and promotes equal opportunities to all groups throughout the local community.

This policy is based upon the East Sussex County Council Recruitment and Selection Model Policy.

This policy should be read in conjunction with our Safer Recruitment Policy which gives more detailed information about our recruitment processes.

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Recruitment and Selection Policy

Key points

- The recruitment process should be fair, open and transparent
- It should provide the flexibility to develop the capacity of the existing workforce and simultaneously open up employment opportunities to the external community
- Selection should be valid and justifiable and based on job related objective criteria
- If this policy is successful, the workforce should closely reflect the County's population
- Recruiting managers / governors should be trained in recruitment and selection or be able to demonstrate equivalent experience, knowledge and skills
- Recruiting managers / governors should adopt a professional approach – recruitment is just as much about the candidate learning about St Catherine's College as it is about St Catherine's College finding the right person for the job
- Pre-employment checks must be carried out to verify recruitment decisions
- Some appointments are exempt from the recruitment process
- Abolition of the default retirement age from 6 April 2011 has opened up opportunities for older workers
- Particular considerations apply to young workers aged 18 or under
- Recruitment is just the start of someone's introduction to St Catherine's College – There is an induction programme for all staff and volunteers newly appointed to St Catherine's College regardless of previous experience. The purpose of this induction is to provide training and information about the establishment's policies and procedures; support individuals in a way that is appropriate for the role for which they have been engaged; confirm the conduct expected of staff within the school; set out the boundaries and expectations of a role and the member of staffs responsibilities for safeguarding and protecting children and enable the person's line manager to recognise any concerns about the person's ability or suitability at the outset and address them immediately.

1. Scope

- 1.1 This policy applies to all School employees.
- 1.2 The term 'recruiting manager' includes those members of the Governing Body, who have been nominated for recruitment and selection panels, and headteachers, to whom authority to recruit all employees, except senior teaching staff, should be delegated by the Governing Body.
- 1.3 This policy should be used for any appointment requiring a selection procedure. For exemptions from the selection procedure, see Section 6 below.

2. Principles

- 2.1 The School recognises and values the diversity of its workforce and communities and wants to ensure that all the attributes, talents and skills available throughout the community are recognised when employment opportunities arise. Its principle is that jobs should be filled by those best able to do them.
- 2.2 The School takes every possible step to ensure that its staff, and potential staff, are all treated fairly and given equal opportunity and support appropriate to their needs. All employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job related objective criteria.
- 2.3 The School opposes all forms of discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, marital and civil partnerships status, sex, sexual orientation, medical condition (including people living with HIV or AIDS), disability and age.
- 2.4 If this policy is successful, the workforce will be a reflection of the county's population and all employees will have equal opportunities in their work.
- 2.5 It is in this way – through fair, open and transparent recruitment, selection and development – that the School and its workforce can work towards and achieve its vision of providing high quality services to the people of East Sussex.

3. Who makes Appointment Decisions?

- 3.1 Appointment decisions are the responsibility of the relevant Governing Body. For the majority of posts, this responsibility is delegated to the School's Headteacher and or members of the Senior Leadership Team.
- 3.2 For Headteacher and Deputy Headteacher posts, the responsibility for recruitment and selection is delegated to an appointment panel of nominated governors. They are required to shortlist and interview candidates and make a recommendation to the full Governing Body who make the final appointment decision. Under the provisions of the Education Act 2002, the Director of Children's Services (or nominated representative) has an entitlement to offer advice in Headteacher

appointments, and the panel have a duty to take this advice into consideration. He / she is therefore entitled to attend all selection proceedings. As we are a Diocese of Chichester Academy Trust (DCAT) Academy, DCAT will also be involved with this process.

4. What are the Recruiting Manager's Responsibilities?

- 4.1 The recruiting manager should ensure they are fully trained or able to demonstrate from previous experience that they have the skills and knowledge required to successfully implement this policy and recruit and select in a fair and open way. This should include an understanding of the Promoting Diversity and Equality in Employment Policy and relevant employment legislation as well as completion of the mandatory online training courses in Recruitment and Selection and Equality and Diversity.
- 4.2 Recruiting managers are required to have an understanding of their role and responsibilities in each stage of the recruitment process.
- 4.3 Recruiting managers at St Catherine's College need to be aware of the following information in relation to managing recruitment and selection processes in our School:

The Governors Guide to the Law – Chapter on staffing in schools

The School Staffing (England) Regulations 2009

Guidance on managing staff employment in schools – Guidance issued by DfE for Governors, Headteachers and Local Authorities

Guidance on the mandatory requirement to hold the National Professional Qualification for Headship (NPQH) issued by DCSF (now DfE) in 2009

- 4.4 Where an applicant has indicated under Declaration of Interests that they know or are related to an existing employee or County Councillor, it is the responsibility of the recruiting manager to ensure that this person is not involved in the appointment, or the decision behind the appointment. If you are responsible for appointing employees, you must ensure that the recruitment decisions are based solely on assessment through the appointment process. Any potential conflict of interest should be declared to the Headteacher or Chair of Governors as appropriate, in advance of shortlisting.
- 4.5 It is essential that at least one member of the selection panel has achieved accreditation on Safer Recruitment in Education. We ensure that our leadership team and key members of staff renew their safer recruitment training at least every five years.

5. Abolition of the Default Retirement Age

- 5.1 From 6 April 2011 Paragraph 9 of Schedule 9 of the Equality Act 2010 has been repealed making it unlawful not to recruit a person solely because they are aged 65 or over or are within 6 months of reaching age 65.

6. Appointments exempt from selection procedures

- 6.1 There are a number of occasions where direct appointments can be made without the full selection process. These include:
- **Redeployments** – people on redeployment are given the opportunity to apply for jobs before they are advertised. This includes employees who are subject to a notice of redundancy, those who have become disabled during the course of their employment and those who for health reasons require alternative employment. If successful, the post will not be advertised externally.
 - **Temporary to permanent contracts** – people on temporary contracts can be made permanent as long as the appointment to the temporary post had been subject to a competitive process.
 - **Career opportunities** – Headteachers may designate some posts as suitable development opportunities for existing employees. These are not advertised externally. An example could be project work to support an employee's continuing professional development (CPD).

7. Politically Restricted Posts

- 7.1 The Local Government and Housing Act 1989 imposed restrictions on political activities by employees who held certain categories of posts. This includes the Chief Executive, Chief and Deputy Chief Officers, the Monitoring Officer and s. 151 Officer (Chief Finance Officer) and any posts that are 'politically sensitive' defined as giving advice on a regular basis to members or speaking on behalf of the County Council on a regular basis to journalists or broadcasters. For further information, see the guidance about politically restricted posts.

8. What about Agency Staff?

- 8.1 The School aims to fill all vacant posts with directly employed staff. The use of agency staff will therefore be kept to a minimum and used for short term or emergency staffing needs only.

9. Employing Young People

- 9.1 For workers over the minimum school leaving age, restrictions on the number of hours worked and other safeguards may apply. The safeguards include the right to a National Minimum Wage, redundancy pay, paid time off for study or training and the requirement for a risk assessment to be carried out with a specific duty to consider the impact of young workers' immaturity and inexperience on their health and safety in the workplace.
- 9.2 We may have special responsibilities to young workers in respect of pay and training even when they are over the age of 18.

10. Who deals with Complaints?

Complaints should be made to the Headteacher, who will seek advice where necessary. If the complaint involves the Headteacher, complaints should be directed to the Chair of Governors, as appropriate.

11. Who is responsible for implementing this policy?

The Governing Body and the Headteacher are responsible for implementing this policy within the School and ensuring that their managers have the skills and knowledge required to use this policy and recruit and select in a fair and open way.