



Diocese of Ely
multi-academy trust

Recruitment & Selection Policy
2022- 2023



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Version Updates

| | Version | Date |
|---|---------|------------------|
| Date on which the DEMAT consulted with unions | 2 | 12 April 2021 |
| Date approved by the DEMAT Personnel Committee | 2 | 18 November 2021 |
| Effective date of policy being fully adopted by DEMAT | 2 | 1 December 2021 |
| Policy to be reviewed by DEMAT Personnel Committee | 2 | November 2022 |

For all questions in relation to this policy, please contact the HR Team on: HRteam@demat.org.uk.

Scheme of Delegation

All appointment panels must contain at least one member who has undertaken Safer Recruitment Training.

Appointments/Decision Maker changes to school staffing establishments must be approved by COO.

For decision on appointments, the following delegation model shall apply:

| Appointments | Decision Maker |
|---|------------------|
| Central Team Senior Leadership | CEO |
| Headteachers | CEO |
| School leadership positions (Deputy/Assistant Head) | Headteacher* |
| All other teaching posts | Headteacher* |
| All school support staff posts | Headteacher* |
| All other Central Team posts | Head of function |

**The Headteacher may not delegate the offer of employment to any other Senior Manager or Governor.*

Definitions

Headteacher refers to any other title used to identify the Headteacher where appropriate or DEMAT Senior Manager in respect of vacancies within the shared services team.

Employee refers to any member of staff, namely teaching, support and those working within the shared services team employed to work within DEMAT.

Associated Policies and Documents

- Keeping Children Safe in Education (KCSIE)
- Safeguarding & Child Protection Statement
- Equality & Diversity Policy

DEMAT HR policies can be accessed via our website at: <https://demat.org.uk/policies>.

Introduction

Aim

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Ensure the recruitment of all staff across the Trust is conducted in a fair, equitable and consistent manner
- Attract, select and retain the best possible applicants to vacancies within the Trust, those who share the DEMAT values and those who have the appropriate knowledge, skills, experience and abilities
- Ensure that the safeguarding and welfare of children and young people occurs at each stage of the process
- Ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, sex, religion or belief, age, disability, marriage and civil partnership, sexual orientation, gender reassignment or pregnancy and maternity.

DEMAT is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. By adopting fair and consistent recruitment practices, this will ensure the recruitment of an effective workforce that will add value to the Trust and its constituent schools.

Application of the Policy

Applicable to all employees employed by DEMAT involved in recruitment and selection processes.

1) Appointment Panels

Appointment panels will comprise of a minimum of two people and must contain at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equality and diversity training.

2) Advertising

All vacant permanent posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement.

All vacancies for external recruitment will be advertised on My New Term. The Headteacher is required to notify the DEMAT HR Team of all vacancies. This will enable the HR Team to support with alternative advertising and promotion of the position, depending on the role.

In the event that there is a short-term/temporary position, DEMAT may consider alternatives to running advertising campaigns, depending on the circumstances. Such situations are to be discussed with the DEMAT HR Team in advance of any process being undertaken.

The Headteacher must ensure that the budget can sustain the costs of the post being recruited to, through budget planning for next 3 years, or for the duration of the proposed role if it is shorter in duration.

3) Shortlisting and Reference Requests

The appointment panel will use agreed short-listing criteria for each recruitment exercise and these criteria will be consistently applied to all applicants. The shortlisting process will consider any inconsistencies and look for gaps in employment and the reasons given for them, as well as exploring any potential concerns. Following this exercise, the appointment panel will agree the candidates to be called for interview.

The appointment panel will take up at least two references on each short-listed candidate. One must be from the candidate's current employer. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate
- Details of the applicant's current/most recent post and salary
- Performance history and conduct
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School/Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References will only be shared with the appointment panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The appointment panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified, and any discrepancies will be discussed with the candidate at interview.

4) Interviews

The format, style and duration of the interviews are matters for the Headteacher/Senior Manager to decide in consultation with any Governors/Trustees involved in the process. However, the following will be adhered to:

Briefing

All candidates will be given relevant information about the School/Trust to enable them to make further enquiries about the advertised role.

The Formal Interview

When arranging interviews reasonable adjustments will be made pursuant to the Equality Act, where appropriate.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification, and each candidate will be assessed against all the criteria for the post. Further questions may include exploring how candidates can demonstrate our Trust values.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

All interview responses and panel decisions must be recorded, and the recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

5) Conditional Offer of Employment by the Appointment Panel

The conditional offer of employment by the appointment panel and acceptance by the candidate are binding on both parties, subject to verification of right to work in the UK, qualification requirements, satisfactory DBS Enhanced Disclosure, prohibition and barred list checks (for teaching posts and on occasion, teaching assistant posts), Section 128 check (involved in the management and governance of schools), pre-employment medical screening and satisfactory references. The successful

candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

6) Start of Employment and Induction

The pre-employment checks listed above must be completed before the Employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition (for teaching posts) checks as those must be conducted before an individual starts in a post.

All new Trust employees will be provided with an induction programme which will cover all relevant matters of School/Trust policy, in particular safeguarding and promoting the welfare of children.