



**Tudor Grange Academies Trust**

**Recruitment and Selection Policy and  
Procedure**

<b>Document title</b>	Recruitment and Selection Policy and Procedure
<b>Author/originator</b>	J Brant/J Cook
<b>Date of Approval/Review</b>	04.07.2022
<b>Approving Committee</b>	Finance and Personnel Committee
<b>Version</b>	2.3
<b>Policy review date</b>	July 2024

Date updated	Version	Change from last version
08.05.19	2.0	
27.05.21	2.1	Biennial review
08.10.21	2.2	Changes in line with KCSIE 2021
04.07.22	2.3	Changes in line with KCSIE 2022 New paragraph 7.10 and subsequent renumbering pertaining to due diligence New paragraph 9.3 pertaining to production of certificate of good conduct

## Contents

1	Introduction.....	2
2	Delegation of appointments and constitution of appointments panels .....	3
3	Core principles .....	3
4	Preparation stage .....	3
5	Advertising.....	4
6	Information for applicants.....	4
7	Short listing and reference requests .....	5
8	Selection and interviews.....	6
9	Offer of employment by the selection panel .....	6
10	Personnel file and Single Central Record.....	7
11	Start of employment and induction.....	8

---

## 1 Introduction

- 1.1 Tudor Grange Academies Trust (TGAT) recognise that its staff are fundamental to its success. The Trust therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.
- 1.2 TGAT 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.
- 1.3 The purpose of this Policy and Procedure is to provide a sound framework for the recruitment and selection of staff based of the principles outlined.
- 1.4 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school’s Equality and Diversity Policy.
- 1.5 TGAT will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

- 1.6 We will comply with the requirements of [Keeping Children Safe in Education](#) with regard to DBS and other pre-employment checks.
- 1.7 TGAT will ensure compliance with the Data Protection Act (DPA) regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Privacy Notice for Job Applicants provides specific details in accordance with the GDPR principles and can be found at <https://www.tgacademy.org.uk/about/gdpr/privacy-notice-for-job-applicants/>

## **2 Delegation of appointments and constitution of appointments panels**

- 2.1 The Trust delegates the power to offer employment for all posts below the level of College Leader, to the Principal. The Principal may not delegate the offer of employment to any other senior manager or governor.
- 2.2 The Principal is expected to involve at least one Governor or Trustee in the appointment of all teaching staff.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

## **3 Core principles**

- 3.1 TGAT has a principle of open competition in its approach to recruitment.
- 3.2 TGAT will seek to recruit the best candidate for the job based on merit.
- 3.3 The Trust will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- 3.4 Recruitment and selection is a key public relations exercise and should enhance the reputation of the Trust. TGAT will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- 3.5 TGAT will ensure that its recruitment and selection process is cost effective.
- 3.6 If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they become aware of the individual's application and then avoid any involvement in the recruitment process.

## **4 Preparation stage**

- 4.1 Recruitment should not commence until a full evaluation of the need for the role against strategic plans and budget has been completed.
- 4.2 The recruitment of staff will take into account the Trust's need for new ideas and approaches, and additionally should support the Trust's commitment to ensuring a diverse workforce by proactively seeking to attract groups that are under-represented in the school's profile within the Trust, to maximise its ability to meet diverse pupil requirements.
- 4.3 A job description and person specification must be produced or updated for any vacant post and should accurately reflect the elements of the post.

- 4.4 All new or changed posts must be reviewed and graded before advertising to help ensure equal pay for work of equal value. The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants unless objectively justified.

## **5 Advertising**

- 5.1 All vacant 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 or instead of an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process can be omitted but all candidates shortlisted will be subject to formal interview, reference requirements and other necessary checks.
- 5.2 All advertised vacancies will be placed on the Trust website. The advert will state the level of DBS check required and whether the role will involve regulated activity.
- 5.3 The advert will state whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions order 1975, 2013 and 2020. This means that certain spend convictions and cautions are “protected”, so they do not need to be disclosed and cannot be taken into account.
- 5.4 Within the advert the Trust’s Policy and Practice regarding Safeguarding and promoting the welfare of children will be evident.

## **6 Information for applicants**

- 6.1 All applicants for all vacant posts will be provided with:
- 6.1.1 a job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided;
  - 6.1.2 an Application Form which should be completed in full. CVs will not be accepted.
  - 6.1.3 an information pack that includes:
    - 6.1.3.1 a description of the school relevant to the vacant post;
    - 6.1.3.2 reference to the Trust’s Policy on Equality and Diversity;
    - 6.1.3.3 reference to the Trust’s Safeguarding and Child Protection Policy;
    - 6.1.3.4 reference to the Trust’s Policy on Recruitment and Selection;
    - 6.1.3.5 DBS and other pre-employment checks required;
    - 6.1.3.6 a statement that canvassing any member of staff, or governor, either directly or indirectly, is prohibited and will be considered a disqualification;
    - 6.1.3.7 the closing date for the receipt of applications;
    - 6.1.3.8 an outline of the terms of employment, including salary.

## **7 Short listing and reference requests**

- 7.1 The selection panel **will** use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.
- 7.2 Shortlisted candidates should be provided with details of the selection process, including any tests, in writing, giving as much prior notice as possible. In accordance with the Equality Act 2010 candidates should also be asked to advise if there are reasonable adjustments that should be made so that they can participate fully in the selection process.
- 7.3 All candidates should be assessed objectively against the selection criteria set out in the person specification.
- 7.4 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving. One reference will be from the applicant's current employer, from a senior person with appropriate authority.
- 7.5 Reference requests will ask the referee to confirm:
  - 7.5.1 the referee's relationship with the candidate;
  - 7.5.2 details of the applicant's current post and salary;
  - 7.5.3 performance history and all formal time-limited capability warnings which have not expired
  - 7.5.4 all formal time-limited disciplinary warnings not related to safeguarding which have not expired
  - 7.5.5 all disciplinary action relating to safeguarding whether time expired or not;
  - 7.5.6 details of any substantiated allegations or concerns relating to the safety and welfare of children;
  - 7.5.7 whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 7.6 References must be in writing and be specific to the job for which the candidate has applied. Employer testimonials or "bearer references" i.e. those provided by the candidate and/or marked "to whom it may concern" will not be accepted. The selection 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. The Trust may contact referees to clarify where information is vague or insufficient information is provided. Electronic references will be checked to ensure they originate from a legitimate source.
- 7.7 On receipt, equality monitoring information must be separated from other application forms.
- 7.8 All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make the unsuitable to work with children. This may include:
  - 7.8.1 if they have a criminal history
  - 7.8.2 if they are on the barred list
  - 7.8.3 if they are banned from teaching
  - 7.8.4 if they are banned from taking part in the management of a school (sect.128)
  - 7.8.5 if they are known to the police and children's social care
  - 7.8.6 if they have been disqualified from providing childcare

- 7.8.7 information about any criminal offences committed in any country in line with the laws applicable in England and Wales, not the law in their country of origin or the country of conviction
- 7.8.8 any relevant overseas information
- 7.9 Applicants will be asked to sign a declaration confirming the information provided by them is true. Where an electronic signature is provided the applicant will be asked to sign a hard copy at the point of interview.
- 7.10 In addition, as part of the shortlisting process schools will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which interviewers might want to explore with the applicant.
- 7.11 If the field of applicants is felt to be weak the post may be re-advertised.

## **8 Selection and interviews**

- 8.1 Selection is a two-way process; candidates are assessing the role and the school. Those involved should consider how best to convey a positive image.
- 8.2 The format, style and duration of the interviews are matters for the Principal to decide in consultation with any governors involved in the process but the following will be adhered to.

### **8.2.1 Briefing**

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

### **8.2.2 The formal interview**

Before the interviews the selection panel will agree on the interview format. 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 of the criteria for the post. 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.

- 8.3 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, 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.

## **9 Offer of employment by the selection panel**

- 9.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:
  - 9.1.1 verification of identity and right to work in the UK;
  - 9.1.2 qualifications requirements;
  - 9.1.3 satisfactory DBS Enhanced Disclosure;

- 9.1.4 Certificate of good conduct and any relevant sanctions and restrictions;
  - 9.1.5 teacher prohibition and barred list checks;
  - 9.1.6 Section 128 check if applicable;
  - 9.1.7 Disqualification under the Childcare Disqualification Act 2018;
  - 9.1.8 pre-employment medical screening and satisfactory references.
- 9.2 The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.
- 9.3 The successful candidate will be required to produce a certificate of good conduct if they have lived and/or worked abroad for a period in excess of 3 months within the last 5 years.

## **10 Personnel file and Single Central Record**

- 10.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:
- 10.1.1 application form – signed by the applicant;
  - 10.1.2 interview notes – including explanation of any gaps in the employment history;
  - 10.1.3 references – minimum of two;
  - 10.1.4 proof of identity;
  - 10.1.5 proof of right to work in the UK;
  - 10.1.6 proof of relevant academic qualifications;
  - 10.1.7 Certificate of Good Conduct (where applicable);
  - 10.1.8 evidence of medical clearance from the Occupational Health service;
  - 10.1.9 evidence of DBS clearance, Barred List and Teacher Prohibition checks;
  - 10.1.10 offer of employment letter and signed contract of employment;
  - 10.1.11 Section 128 check if applicable or disqualification under the Childcare disqualification Act 2006 (as amended).
- 10.2 The school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).
- 10.3 Retention of personal information for the successful candidate following the end of their employment will be in accordance with the school's data retention policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit they will be securely destroyed.
- 10.4 The school will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.
- 10.5 The school will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.
- 10.6 You have the right to withdraw your consent at any time and can do so by informing the school's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

## **11 Start of employment and induction**

- 11.1 The pre-employment checks listed in paragraph 10 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 checks.
- 11.2 All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.