



Whole School Staff Recruitment Policy and Procedure

2023/2024

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Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Caxton College is committed to the safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aim of the Staff Recruitment policy is to ensure the practice of safe recruitment of staff, ensuring the process is conducted in a fair and effective manner and to ensure those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

The school is committed to attracting, selecting and retaining the best possible employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.

The recruitment and selection process will identify the person best suited to the job based on the applicant's abilities, qualifications, experience and merit, measured against the job description and person specification.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

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 are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Equal Opportunities

The school is committed to providing the quality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Shortlisting, interviewing and selection will always be carried out 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 or trade union membership.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Roles and Responsibilities

It is the responsibility of the Board of Directors to ensure the school has effective policies and procedures in place for recruitment of all staff, contractors, volunteers and agency workers in accordance with legal requirements and guidance and monitor compliance.

It is the responsibility of the Principal, Director of Operations and Finance and the person in charge of HR to ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff, contractors who work at the school, agency workers and volunteers before the work or volunteering commences. Responsibilities also include monitoring contractors' and agencies' compliance with this document and promoting the welfare of children and young people at every stage of the procedure.

All line managers should be aware that satisfactory ACRO ICPC/Spanish and overseas equivalents must be received for all new staff.

Ascertaining Available Positions

Teaching positions:

Heads of Primary and Secondary meet with all teaching staff in October where they will discuss their continuity at Caxton for the following September.

In January each year, Heads of Primary and Secondary look at timetabling requirements for the following year to see if any extra staff are required.

Heads of Primary and Secondary inform management of the teachers who will be leaving and of the positions that will be available.

A document is created and shared with the Board of Directors, Administration Department, SLTs and PLTs listing the teaching staff who are leaving and the teaching staffing requirements for the following academic year.

All other positions:

As and when a member of staff is required the Middle Manager in charge of the department in question communicates this to the Board of Directors for approval.

Advertising the Positions

The school will generally advertise vacant posts to encourage as wide a field of applicants as possible. Normally this entails advertisement in the TES, on the school's own website and information on non teaching vacancies is also shared in an email to staff.

Any advertisement will make clear:

- The school's commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.

The advert will include the following documents as attachments:

Job description - Outlines the general nature of the post including the main duties and responsibilities.

Information for Candidate Handbook - Gives a description of the school, the department and the background information to the post, salary, etc. It also incorporates the person specification (qualifications, attributes and skills required) and it is these criteria that are used as short listing criteria by those scrutinising the applications.

Applications

The school uses either: the online TES application form or the application form found on the school portal for candidates which can be found on the "Work With Us" section of the school website. Both forms incorporate some specific questions set by the school. All applicants for employment are required to complete this application in order to be considered for the post. The form contains questions about their academic achievements and full employment history. All applicants are required to account

for any gaps or discrepancies in employment history and provide reasons for moving between posts.

The application requests contact details of two professional referees (Headteachers of previous schools for teaching candidates and Managers/Directors for non-teaching candidates)

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.

The application form should be accompanied by a covering letter, when requested, outlining the applicant's suitability for the role.

The application includes a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

There is a link to the child protection and safeguarding policy.

Received Applications and Shortlisting

Handling applications

Applications are only scrutinised by at least two people.

Any applicant who has not completed the school's application form in full will be asked to do so if they wish to have their application considered further.

All those involved in the short-listing process have a responsibility to scrutinise the application forms and letters of application carefully. In addition to judging the application against the criteria for the post, anyone noticing an anomaly should make a written note to that effect.

The person responsible for scrutinising the applications will have specific responsibility for ensuring that this has been done thoroughly, as per safer recruitment guidelines, prior to the interview. This should include a full record of employment since leaving school to the present date. Any gaps should be noted and followed up either immediately before or at interview. This scrutiny will form part of the specific questions regarding safeguarding during the formal interview process.

Shortlisting

The shortlisting process involves at least two people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.

Teaching candidates

- A good degree in their specialist subject and a teaching degree.
- At least two years previous UK teaching experience.
- The application must contain address, email and telephone contact details of two professional referees to include the headteachers of their current and previous schools. Where they have only worked in one school the Headteacher and HoD or Deputy Head.
- There should be a logical order to their previous employment and no unexplained gaps.

Non-Teaching candidates:

Studies relevant to the job applied for or previous relevant experience.

The application must contain address, email and telephone contact details of two professional referees to include the manager of their current place of employ. Where they have never worked two academic referees, where they have only worked in one establishment, two managers from the company.

There should be a logical order to their previous employment and no unexplained gaps.

The Principal selects the candidates for interview from those that meet the school criteria.

The person in charge of staff selection sends an email and an informative document

with further details about the post, including salary, to the selected candidates. Candidates are informed in the email that if they wish to continue with the selection process, they should reply forthwith accepting the offer of interview and informing them that their references will then be requested.

Self Declaration and Criminal Record

Once we have shortlisted candidates, we will ask them to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

References

The person responsible for teaching staff selection requests references for the candidates who wish to continue with the selection process.

References of applicants who meet the short-listing criteria will be taken up, where possible, before interview. Referees are sent the following:

- standard letter via email
- school standard reference template, which should be completed in addition to a written reference.

Referees must include the most recent employer, in particular the Headteacher of the applicant's current and previous school. Open references or references that are solely character references from close family members or friends are not acceptable.

Where a reference appears inadequate or incomplete, invites further contact, or contains conflicting information, contact should be made by the Principal or Head of school by telephone, to probe further.

Where a candidate has not worked recently with children a reference will be secured from the employer where they last worked with children.

Any inconsistencies between the application form and references will be taken up with the candidate.

Any concerns will be resolved before the interview is confirmed.

Interview Process

Teaching candidates first undergo an initial video interview. If successful they are then offered an online or onsite interview depending on their location.

Candidates receive an informative email regarding the online/onsite interview which includes:

The date and time of interview

Interviewers names and roles within the school

Any documentation they will be required to produce at interview (in the case of a personal interview)

Most interviews for teaching posts are conducted online as the majority of candidates apply from overseas.

Interviews for teaching posts are conducted by the Principal and the relevant headteacher (primary or co-head of Academic in secondary and Head of Department).

Interviews for non teaching posts are conducted by the corresponding Middle Manager and later by a member of the Board of Directors.

The interviewers follow the interview questionnaire and add any specific questions relating to the individual's application.

During the interview

Candidates will always be required to:

- Explain satisfactorily any gaps in employment or significant periods of time working or living abroad
- Explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
- Declare any information that is likely to appear on an enhanced disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.
- State at the end of the interview whether they are in a position to accept the post if offered to them.

Notes are taken of responses and of any questions asked by the interviewee on the interview questionnaire.

Candidate Selection

Final Selection

Once all interviews have been carried out and all references received, the final decision regarding which candidate has been selected for appointment is made by the Principal and relevant headteacher for teaching positions and by the Principal or Middle Manager for non-teaching positions.

The following documents are collated

The successful candidate's application, covering letter, any further correspondence of interest, interview notes, both references, any reference notes taken after phone calls to referees. These documents are then uploaded to the Candidate Area .

Contacting referees by telephone

If there are any queries around information provided on a reference a verbal contact must be gained from the referee, ensuring that we are speaking directly with the

referee, question the areas on the reference that require further clarification and evaluate the response.

Accurate notes of the telephone call should be made (the written references should be annotated, dated and signed).

Communicating the outcome

The headteacher or person responsible for the selection process contacts the successful candidate.

Any offer of appointment is conditional until satisfactory completion of the necessary pre-employment checks.

If verbal acceptance is received, the provisional offer of employment letter is drafted and signed by the Principal.

A firm offer is subject to:

- Clearance from the Teacher Regulation Agency regarding prohibition from teaching and management (not for non-teaching positions)
- The receipt of two satisfactory references (if both references not received prior to interview)
- ACRO/ICPC check
- Criminal record checks for overseas applicants.
- Verification of identity (passport, national ID or birth certificate)
- Proof of right to work in Spain
- Proof of qualifications.
- Two satisfactory references.

When the written acceptance letter is received, regrets to non-shortlisted applicants are sent.

The firm written offer of employment is sent to the selected candidate along with a copy of the Teacher's Manual or Employee's manual.

The selected candidate is asked to confirm acceptance of the post in writing. Once this is received teachers are invited to visit the school in their holiday period.

If the successful candidate declines the offer of the post, the selection committee reconvenes.

New Employee Administration and Induction

Pre-employment vetting checks and commencing employment

A new appointee should not commence employment until all criteria have been met. The process of checking qualifications, verifying identity and prohibitions, suitability of a newly appointed member of staff must be logged carefully on the Single Central Register. Vetting checks will be determined by whether an individual will be involved in regulated activity.

All teachers and managers will be checked for the following

Prohibition from teaching and management

Failing to successfully complete their induction or probation period

Suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current.

The single central record

In addition to the various staff records kept in school and on individual personnel files, a single central record of recruitment and vetting checks is kept in accordance with DfE requirements. This is kept up-to-date by the HR team.

The single central record contains details of all staff in regulated activity. Regulated activity means a person will be :

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Vetting checks

Identity checks and right to work

All successful candidates are required to provide identification documentation such

as: passport; national ID card, birth certificate, driving licence etc as proof of identity and as eligibility to work in Spain. Copies of the original documents are retained on digital personnel files.

All employees of the school are in regulated activity and therefore the ACRO ICPC check will be required for those staff employed from the UK. Staff employed from Spain will provide the Spanish equivalent of this document “certificado de delitos sexuales”. Spanish staff will also supply a “certificado de antecedentes penales”.

The school informs all candidates that before they commence their contract they must supply either the UK ACRO / ICPC or the Spanish equivalent. UK Candidates receive information on how to apply for the ACRO/ICPC and they are asked to obtain this as soon as practicable after appointment, but no earlier than three months before employment commences.

It is the school’s policy to re-check employee’s ACRO/ICPC/certificado de delitos sexuales certificates for any employee that takes leave for more than three months (e.g. career breaks etc.) before they return to work.

The school requests renewal of the Spanish equivalent of DBS for all employees every five years.

Prohibition checks

All staff employed from the UK or who have worked previously in the UK and possess a National Insurance number undergo Prohibition from Teaching and Management checks via the Teaching Regulation Agency

It is illegal for schools to employ anyone who is on the barred list.

Medical fitness

There are certain questions the school may ask at an interview stage to determine whether applicants can undertake a function which is intrinsic to the job.

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All British staff coming from the UK must gain a medical letter of fitness from their doctor in order to apply for a working visa in Spain.

All teaching staff undergo a full medical test at the start of their contract and each year or two years thereafter (depending on the post)

Qualifications

All new employees will be asked to bring in original documents or certificates of relevant registration, training or qualifications so that copies can be lodged digitally on their personnel file.

Additional checks on those who have lived abroad

The application for ACRO/ICPC check may be submitted whilst an applicant is overseas so long as identity documents have been checked from a reliable source. If the applicant has lived overseas, in countries other than the UK, for more than three months in the past, they will be required to provide the school with evidence, such as an official certificate of good conduct, or police or criminal record check from those countries.

Rehabilitation of offenders disclosure

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those considered as 'spent', must be declared. If an applicant has a criminal record this will not automatically prevent them from being employed. Each case will be assessed fairly by reference to the school's objective assessment procedure.

Any employee who is convicted of, or cautioned for, any offence during their employment with the school must immediately notify in writing the headteacher, school business manager or HR manager of the offence and penalty.

Induction

All new staff are required to undertake induction training. This will include:

induction meeting and briefing with the HR team

induction meeting and briefing with heads or co-heads of school

safeguarding

ICT training

provision of key safeguarding policies: the safeguarding policy; the staff code of conduct; equal opportunities policy; and the whistleblowing policy

health and safety training

Record retention/data protection

All interview notes on all applicants will be retained for a period of 6 months after which time they are destroyed.

Data protection

The organisation processes information about an individual's criminal convictions in accordance with its data protection policy / policy on processing special categories of personal data. Data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

The organisation is also committed to going through the proper channels to establish whether an individual has a criminal record. The organisation will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.

Leaving employment

All staff leaving employment will be invited to attend an exit interview at which time an exit questionnaire will be completed by the employee and manager. This will be forwarded to the

HR department for retention monitoring purposes and be included in the individual's digital personnel file.

Contractors

The school will ensure that any contractor, or any employee of a contractor, who is to work at the school has had the appropriate level of check. This will be:

Spanish equivalent of enhanced DBS for contractors engaging in regulated activity (Certificado de delitos de naturaleza sexual)

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. We will check the identity of all contractors and their staff on arrival at the school.

Supply staff

A record of the checks for supply staff will be included in the single central register. Access to the check is only required where there is information contained in the ACRO/certificado de delitos sexuales/certificado de penales. Any such information would be treated as confidential and a documented risk assessment conducted.

Agency staff are not employed at Caxton College

Volunteers

Volunteers who are working within the school must gain the authorisation of the Principal, Vice Principal or Headteacher/Co-Heads. Volunteers are supervised and assessed to see whether they will be in regulated activity; if they are they will be asked to complete identity checks, and a Spanish check will be applied for. They will also be asked for references and will require an informal interview. Where checks are carried out these will be recorded on the single central register.

One-off volunteers for day outings, school concerts etc. do not require vetting checks but must never be left unsupervised or undertake personal care and must be risk assessed.

Any volunteer working in regulated activity will provide the relevant clearance of ACRO ICPC/Spanish equivalent/overseas police clearance.

All volunteers are asked to read the staff code of conduct and the safeguarding policy.

Visiting speakers

As visiting speakers are never left alone with pupils they are not subject to safe recruitment vetting checks. However, it is the school's responsibility to ensure that visiting speakers are suitable and that they are appropriately supervised. Invitations to guest speakers must be agreed with the Principal and Vice Principal before the invitation is confirmed via the "External Speakers Visit" form. When organizing talks, topics of religion and politics should be avoided.

Visiting professionals

The identity of visiting professionals should be checked on arrival. These include healthcare professionals, sports instructors, referees, consultants, trainee teachers

etc. Appropriate checks should have been carried out by their employing organisation and confirmed to the school in letter form.

New Teachers Arriving From Overseas

The legalisation for working in Spain process

Teachers arriving with British passports are now required to apply for a Residence Visa With Working Permit Exemption from the Spanish Consulate in their country of residence.

Documents required for obtaining the Residence Visa With Working Permit Exemption are as follows:

- National Visa application form
- The EX-09 form
- Valid UK passport or travel document
- Employment contract
- Proof of residence in the consular district
- Teaching qualifications (with Hague Apostille and legal Spanish translations)
- Certificate of criminal records from the country/ies where the applicant has been living during the last 5 years - ACRO/Overseas checks (with Hague Apostille and legal Spanish translations)
- Medical certificate, issued by a registered medical practitioner no later than 3 months prior to the date of application with a wet-ink signature (with Hague Apostille and legal Spanish translations)

Once staff obtain their visa the legalisation process in Spain is carried out by the school's lawyers Global Expatriate Services. Staff are accompanied by employees of GES in order to obtain their certificate from the Town Hall and their TIE Residence card.

Residency must be renewed after the first year, then two years later for a further two years and once again for a further two years. After a five year period staff have right to permanent residency.

Accommodation

Admissions maintain regular contact with the candidates from the moment of appointment to the start date in September to advise them regarding accommodation.

New teachers are asked to supply their preferences regarding accommodation and the person responsible for recruitment will attempt to fulfil the requirements for the new teacher.

When recommending accommodation that is not already being rented by a member of staff, it is important that the property is in a good state and that the contract is in line with the current Spanish legislation.

Commencing School

Admissions staff ask new teachers to provide their arrival dates and times. Collection is organised where necessary.

Teachers are required to be in school during the third week of August for induction.

Staff are assisted with: the opening of a bank account, registering with their local doctor

