



Sandwell Academy Recruitment & Selection

Policy Title:	Recruitment and Selection
Policy Reference:	SA / Staff
Description:	This document sets out how the Academy will recruit new members of staff
Status:	Statutory
Category:	Academy / Staff
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Version:	V1.6– September 2021
Other relevant SA policies:	None
Adopted by the Governing Board on:	
Date for Review:	July 2023

Change Record		
Ver sion	Date	Description
1.1	December 2008	Content update
1.2	May 2011	Formatting update
1.3	January 2013	Content update
1.4	May 2014	Contact updated

1.5	July 2020	Contact updated
1.6	September 2021	Contact updated
1.7	July 2022	Policy reviewed

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Introduction

Sandwell Academy recognises that employees are its single most important resource. Therefore, recruitment is a management activity of significant importance; it is not an isolated task, but rather the beginning of the employment relationship.

Sandwell Academy recruitment and selection processes are conducted within the parameters of current employment legislation.

This procedure covers the appointment of staff to all posts except those covered by Sandwell Academy's arrangements for the appointment of the Head and Director of Finance.

The Head is responsible for the appointment of staff under this procedure.

Review of the vacancy

When there is a vacancy due to an employee leaving Sandwell Academy, it is the Head's responsibility to review the vacant position and assess whether the vacancy has a requirement to be filled. The role and its fit within the structure of Sandwell Academy should be included in this review.

Advertisement

This should include:

- A statement about the Academy's commitment to safeguarding and promoting the welfare of children
- Reference to the need for the successful candidate to undertake our enhanced disclosure via the Disclosure and Barring Service (DBS)
- Information that the Academy does not accept applications by CV, and a CV should be accompanied by a fully completed Academy application form.

Application Form

Sandwell Academy uses a common application form for the appointment of staff. Modifications to the standard application form may be made to reflect the needs of the particular position being advertised. For example, there may be differences in the information required from applicants for teaching and support posts.

The use of an application form as a standard recruitment tool is intended to contribute to ensuring that the recruitment process is non-discriminatory.

Post Description

This should clearly state:

- The main duties and responsibilities of the post
- The individual's responsibility for promoting and safeguarding the welfare of children
- A person specification may be used

Recruitment Information Pack

A recruitment pack should be produced for all vacancies prior to advertising the vacancy. The pack should include:

- Application form
- Equal Opportunities monitoring form
- Job description
- Person specification
- Disclosure and Barring statement

Where appropriate:

- Background information on the Academy (e.g. prospectus)
- Contextual information, where appropriate (e.g. staffing structure)

Applicants should be able to access the Recruitment Information Pack via the Academy website. If a candidate does not have access to the internet, a pack will be posted.

Scrutinising and short-listing

Applications are scrutinised to ensure that they are fully and properly completed, that the information is consistent and to identify any gaps in employment.

Incomplete application forms should not be accepted.

Any anomalies, discrepancies or gaps in employment are noted and taken up as part of the consideration for short listing.

All candidates are assessed equally against the criteria in the post specification.

Shortlisted candidates will be background checked in line with the KCSIE document and any concerns will be raised at the interview stage.

Interview and selection

Invitation to interview is made by telephone and confirmed in writing by email or letter.

The Head should determine the size and composition of the selection panel, taking into account the nature and seniority of the position being filled. The selection panel should consist of at least two people. At least one of the panel must hold the training certificate 'Safer Recruitment in Education'. The panel will decide which member will act as Chair.

Considerable care needs to be taken over the practical arrangements for the selection day(s). The process has an impact on how Sandwell Academy is perceived by both the successful and unsuccessful candidates. Care must also be taken where candidates have indicated that they have a disability which requires a reasonable adjustment to be made to the selection process.

The panel will meet before the interview to agree the set of questions and selection activities. The selection panel should also consider what activities might be appropriate in informing candidates of the nature of the post and Sandwell Academy; for example, tour of Sandwell Academy buildings, a teaching session, meeting(s) with staff and/or students.

The panel will explore:

- The candidates' attitude towards children and young people
- The candidates' ability to support the Academy's position regarding safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history
- Any concerns arising from the information provided on the application form or from the background check
- All teaching applicants will be observed teaching a lesson

Following interview, the panel will discuss each candidate's information against the set criteria. The Chair will coordinate the panel's views. The Chair will make the final decision on any recommendation to be made to the Head and will seek out the references of that recommended candidate. The references will be used to confirm the views of the panel.

The Head will discuss the recommendation with the Chair of the panel and agree, or otherwise, with the decision.

Candidate references

References for teaching candidates will normally be sought between short-listing and interview. No reference may be sought without the prior agreement of the candidate and this permission is requested on the application form. References from non-teaching candidates are sought as soon as possible after a conditional offer of appointment is made, unless the candidate has indicated that a referee may be contacted prior to interview.

One reference should be from the present or most recent employer of the candidate, unless the most recent employment relates to a period finishing over ten years ago.

Offer of appointment

The successful candidate will be made an offer of appointment, **in writing**, which is conditional upon:

- The receipt of two satisfactory references
- Verification of the candidates identity
- A satisfactory enhanced DBS disclosure
- Verification of qualifications where appropriate
- Verification of professional status where required e.g. QTS
- Completion of relevant safeguarding training as directed by the Academy
- Verification of the successful completion of statutory induction period for teaching staff and a probationary period for non-teaching staff

Under no circumstances should any member of staff communicate with the candidate in relation to an offer of appointment. Communication is only to be made through the Headteachers office.

Disclosure and Barring Service

All appointments are conditional upon the disclosure process operated through the Disclosure and Barring Service. This process is a legal requirement with respect to all employees who have regular contact with children.

All employees of Sandwell Academy must undergo an Enhanced DBS Disclosure.

For further information, please refer to the Academy's Statement on Disclosure and Barring.