

C2 Recruitment Policy

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1. Introduction

- 1.1 The policy has been developed to ensure that the University of Brighton Academies Trust follows robust, rigorous and fair recruitment practices.
- 1.2 The Trust is committed to safeguarding the welfare of children and young people. This policy reflects safer recruitment practices as detailed in the statutory guidance documents 'Keeping Children Safe in Education (September 2018)' and 'Working Together to Safeguard Children (March 2015)', seeking to deter, reject or identify candidates who are unsuitable for working with children.
- 1.3 The Trust is committed to Equality of Opportunity and opposes all forms of discrimination. This policy reflects the requirements of the Equality Act 2010 and Public-Sector Equality Duty by ensuring there are fair and non-discriminatory recruitment and selection practices.

2. Scope

- 2.1 This policy applies to all substantive and fixed term posts.
- 2.2 The principles of best practice as outlined in this policy apply to the recruitment of short term appointments, casual workers and secondments.
- 2.3 In the case of agency workers, the Trust shall obtain written confirmation from the agency that appropriate checks have been conducted and are legally compliant.

3. Roles and Responsibilities

- 3.1 The Executive Team has overall responsibility to ensure that the staff establishment meets the operational and strategic needs of the Trust.

- 3.2 Principals/Managers (hereafter referred to as 'Managers') are responsible for efficient workforce planning to meet the current and future needs of their respective academy/department.
- 3.3 Finance is responsible for ensuring that recruiting decisions are financially viable and fully funded through approved budgets and/or external funding arrangements.
- 3.4 HR is responsible for providing information, support and guidance on recruitment related matters to both staff and candidates.

4. Principles

- 4.1 The Trust seeks to recruit the best candidate for a position based on merit and in accordance with employment law.
- 4.2 In the case of teaching positions, it is the Trust's policy to normally appoint qualified teachers or those who are working towards qualification.
- 4.3 All recruitment and selection decisions are free from unlawful discrimination on the grounds of gender, marital status, religion, nationality, race, colour, ethnic origin, political belief, sexual orientation, age, gender re-assignment or disability. Such characteristics may be lawfully considered where there is a genuine occupational requirement.
- 4.4 Personal information is requested separately to the application form. This is used for employment monitoring purposes only and is not referred to for decision making purposes.
- 4.5 All those involved in recruitment and selection decisions will normally have received appropriate training or instruction from the Trust's HR department. Where this is not the case, HR advice must be sought.

The Chair of an interview panel must have completed Safer Recruitment training.

- 4.6 All recruitment and selection decisions will be objectively assessed. If a member of staff involved in the recruitment and selection process has a close personal relationship with a candidate, they must declare this and will be excluded from being involved in any decision-making process.
- 4.7 All internal candidates who meet the essential criteria of the person specification will automatically shortlisted to interview.
- 4.8 All candidates who declare a disability will automatically be shortlisted to interview if they meet the essential criteria of the person specification.
- 4.9 If a candidate declares a disability, the Trust will seek to make reasonable adjustments at all stages of the recruitment policy to make this an inclusive experience.
- 4.10 The recruitment process should be planned and initiated as early as possible. Timescales should be sufficient to promote equality of opportunity and broaden the pool of candidates.
- 4.11 All documentation relating to recruitment will be treated confidentially and used, retained and disposed of in accordance with the General Data Protection Regulations. It is the Trust's policy to retain applications from unsuccessful candidates for an approximate period of 12 months.

5. Authorisation to Recruit

- 5.1 A Manager is required to complete a recruitment request form which contains details of the post. If this post is not fully funded or results in a cost variation of above £10,000 to the existing staff establishment, a business case will also be required.
- 5.2 The recruitment request form will be sent to the HR department to initiate the authorisation process.

5.3 The recruitment request will be considered by HR and Finance. In certain circumstances, consideration will be required by the Executive Team (see 'Staff Establishment Protocol' document). HR will confirm the outcome of the request

6. Advertising

6.1 A job advertisement must be produced by the recruiting manager in consultation with HR. This will introduce the Trust, the Academy (if applicable) and the role.

6.2 All substantive or fixed term posts will normally be advertised internally and externally concurrently. This will ensure that we appoint the best possible candidates for the post, selected from as wide a pool as possible.

6.3 On occasion, posts may be advertised internally where there are a number of possible candidates and it is believed that there is a strong likelihood of being able to appoint internally.

6.4 The advertisement will contain an explicit statement that emphasises the Trust's commitment to both safeguarding and equal opportunities.

6.3 An 'application pack' will accompany the advertisement. This includes:

- A current and accurate job description
- A person specification that contains relevant, objective and assessable essential and desirable criteria
- Guidance to completing an application form
- Application form
- Equal opportunities monitoring form

6.4 All advertisements will be placed on the Trust's website as a minimum. Additionally, vacancies in West Sussex academies will be advertised on the West Sussex Service for Schools website, vacancies in East Sussex academies and central services will be advertised on the East Sussex County Council website, as well as other sources agreed with the recruiting manager.

6.5 Advertisement timescales must be reasonable. Internal vacancies will be live for a minimum of 1 week and external vacancies will be live for a minimum of 2 weeks.

7. Shortlisting

7.1 All applicants are required to complete an application form which are used in the shortlisting process. CV's will not be accepted as an alternative to an application form.

7.2 Shortlisting should be carried out by a minimum of two people who have received appropriate training or instruction from the HR department (see 4.4).

7.3 All applications should be checked to ensure that they are fully completed. Any anomalies, discrepancies or gaps in service should be identified. If appropriate and subject to shortlisting, these will need to be explored at interview.

7.4 The shortlisting criteria will reflect the requirements of the job description and person specification. This will be objectively applied consistently to all candidates, with assessment based on the evidence provided in the application form. Normally only candidates who meet the essential criteria of the post will be shortlisted (see 'Shortlisting Form').

7.5 References will be sought for all shortlisted candidates prior to interview where authorisation has been given.

7.6 If the field of applicants is felt to be unsuitable, the post may be re-advertised.

8. Interviews

- 8.1 Shortlisted candidates will be invited to a face-to-face interview for all appointments. The candidates will receive advanced notification of the date, time, venue, interview panel and process. Shortlisted candidates must be asked if any reasonable adjustments are required to enable them to participate in the interview. Where practicable, candidates should be given between 1-2 weeks' notice.
- 8.2 An interview panel should comprise of a minimum of two people. Every effort should be sought to ensure this is a gender balanced panel. The chair of the panel must have completed safer recruitment training.
- 8.3 The questions asked during interview will be the same for all candidates. They must provide opportunity for a candidate to demonstrate the extent to which they meet the requirements of the job description and person specification. This must always include a question which assesses a candidate's knowledge and/or attitude towards safeguarding as appropriate.
- 8.4 If anomalies, discrepancies or gaps in service were identified at shortlisting these must be discussed and accounted for during the interview (see 5.3.3).
- 8.5 Recruiting managers may feel it is necessary to incorporate a job-related task to the interview, giving the candidate an opportunity to demonstrate the skills required for the role. It is expected that teaching posts require an observed lesson delivery and management posts require a presentation on a role-related subject.
- 8.6 Interview questions and tasks must be pre-determined and consistently applied to each applicant. They will be scored objectively and consistently in accordance with the Trust's Candidate Assessment Form.
- 8.7 The interview panel will compare aggregated scores for each candidate. Where there is a difference with the highest scoring candidates, they should discuss the scoring rationale and seek to obtain a unanimous outcome. Where this is not possible, HR advice must be sought.

9. Appointment

- 9.1 An appointment will only be made where a candidate's total scores exceed 'average' as per the Candidate Assessment Form. The panel have the discretion to increase the required score overall and/or for specific questions to reflect the needs of the role.
- 9.2 The post will be offered to the highest scoring candidate. Subject to meeting the required minimum score, a reserve candidate may be identified by the panel. The reserve candidate will automatically be offered the role in the event that the successful candidate declines the post upon the initial offer.
- If the highest scoring candidate initially accepts the job offer and subsequently declines this, HR and the panel chair will decide whether the post will be offered to the reserve candidate.
- 9.3 It is the responsibility of the panel chair to notify all candidates of the outcome of the interview and give feedback to unsuccessful candidates if requested.
- 9.4 Any offer of appointment is subject to receipt of relevant and statutory pre-employment checks including:
- Two satisfactory references, one of which must be from the candidates current or most recent employer where applicable
 - Verification of ID
 - Enhanced DBS certificate if the role involved regulated activity
 - Confirmation of right to work in the UK
 - Fitness to carry out the duties of the role
 - Verification of professional qualifications, including evidence of Qualified Teacher Status (QTS) and evidence of completion of the statutory induction year for Newly Qualified Teachers (NQT's) if applicable.

9.5 Support and Management roles are offered subject to completion of a successful probationary period.

10. Policy Status and Review

Written by	HR Manager
Owner	HR Director
Status	Approved
Equality Impact Assessment	Initial Impact Assessment Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Full Impact Assessment Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
JCC Consultation date	09/10/2018 – 31/10/2018
Approval date	14/11/2018 (Remuneration & HR Committee)
Review date	13/11/2021
Comments	This policy applies to all staff