



Dobcroft Junior School Recruitment Policy

Reviewed: March 2021
Review Date: March 2024

Recruitment Model Code of Practice

These Model Code documents have been developed as a comprehensive guide to the Recruitment and Selection Process for Local Authority Maintained schools. Services central to Sheffield City Council should use the Corporate Recruitment Model Code of Practice available to download from the Sheffield City Council intranet site. It is intended to be working manual for all those involved in recruitment and selection activities.

Dobcroft Junior School's policy on recruitment is that we will follow the Sheffield Council Code, as documented below.

The code is divided into two sections:

Section A Recruitment and Selection

This section summarises the main stages in the recruitment of all school based staff. This section contains flowcharts for;

- Headteachers
- Deputy Headteachers
- Teachers
- Support Staff
- Volunteers

Appointing Headteachers - If you are appointing a Headteacher, the following link to the national college for teaching and leadership will enable you to access documents that may be of use throughout your recruitment process:

<https://www.gov.uk/government/publications/recruiting-a-headteacher>

Section B Roles and Responsibilities

This section describes in detail what should happen at each stage of the recruitment and selection process to ensure you comply with education and employment law and incorporate safer recruitment practices.

You will also find a range of quick reference checklists, flowcharts, references to where further information and documents can be obtained, and useful links and websites. The appendices contain information and materials to support advice given in Section A and B.

Roles in the Recruitment and Selection Process

This section of the code contains details of the roles of various stakeholders in the recruitment process, from Governing Bodies and Headteachers to Local Authority representatives.

Job Review

The aim of reviewing a post is to obtain a detailed and objective description of its role or function, focusing on what is done and how it is done, in order to meet specified objective. An effective job review will provide the foundation for good recruitment and selection.

The following NCTL documents may be of use in relation to conducting job reviews:

- Leadership Succession – An Overview NCSL
- Turning Heads – Making a Marketing Approach to Leadership Recruitment

Planning

A well planned and carefully considered selection process is essential for many reasons including impressing candidates with the efficiency of the school and the importance which it attaches to the job, ensuring a fair and equitable process and to protect against claims of unlawful discrimination.

Job Descriptions and Person Specifications

Every job has a job description and person specification as part of the recruitment process. It is prepared using standard format. For teaching post vacancies the School sends the Local Authority a copy of the job specification if they decide to fill a vacancy.

Advertising

Recruitment Advertising presents an excellent opportunity to sell the school and City to a wide audience. At Dobcroft Junior School we advertise non-teaching posts on the local council website and teaching posts on the DfE portal.

Information to applicants – information pack

There is standard information for applicant's pack that is sent out to all applicants for all posts. It is also available on our website.

Shortlisting and Scrutinising

All applications are scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment. On any recruitment panel there is at least 1 person who has completed safer recruitment training.

Informal Visits

All shortlisted candidates are given the opportunity to visit the school for purposes of gathering information.

Selection

Shortlisting takes place with a minimum of 3 members of staff including 1 Governor Representative.

References

References can be a valuable source of information for a selection panel in both confirming factual information given by candidates and in gaining views on their suitability for the post in question. References are called for, for all shortlisted candidates.

Feedback

Feedback should be helpful and constructive – for example, positive advice on interview preparation, or on how to relate personal experiences to the person specification.

Making offers and Pre-recruitment checks

Any verbal or written offer made is always subject to the satisfactory completion of statutory checks.

Induction

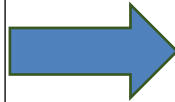
There is an induction programme for all newly appointed staff and volunteers, including teaching staff, regardless of previous experience.

The Headteacher is responsible for providing the induction for teaching staff and the Deputy Headteacher is responsible for providing the induction for support staff. Headteacher induction will be lead by the Governors and Local Authority.

Advertising:

Local authority media is used (KD)

Adverts include the statutory reference to DBS checks (KD)



Applications & Shortlisting:

References are called for all shortlisted candidates (KD)

Shortlisting takes place with 3 staff, including at least 1 governor (NS)

1 member of the panel is safer recruitment trained (NS)

Close reference is made to gaps in employment, non- professional emails etc as part of the shortlisting process and questions are tailored towards individuals at interview stage (NS)



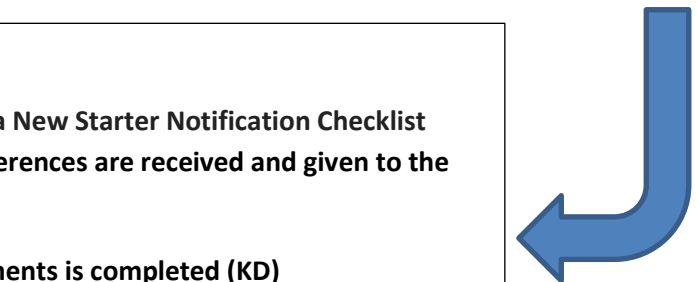
Interview & Selection:

Questions are tailored to be open ended to ensure full understanding of safeguarding procedures & practice. Personalised questions are included to respond to queries raised at the shortlisting stage. (NS)

References are given to the head teacher prior to interview if returned in time. If these have not been received by the interview stage the referee will be telephoned to ensure in process/validity. (KD)

Interview and Selection:

Successful candidates are conditionally offered the position based upon all appropriate checks being made and satisfactory references received (if there has been a delay) .(KD)



Post Selection & Pre- Start Date

Pre-recruitment checks as per Capita New Starter Notification Checklist carried out (KD)Any outstanding references are received and given to the head teacher. (KD)

The appropriate DBS process/documents is completed (KD)

Additions are made to the single central record (KD)

When all documentation has been received, file scanned to Capita HR (KD)



Start of Employment

An induction meeting takes place with the head teacher on the 1st day of employment or earlier if possible. This includes school procedures relating to the following policies: *safeguarding, staff code of conduct, confidentiality, health & safety, acceptable usage of ICT, social media, educational visits, behaviour & anti-bullying.* (NS)

Process regarding safer recruitment at Dobcroft Junior School

(persons responsible are in brackets:

KD- Kay Drabble, NS- Nicola Sexton)

