



## **Recruitment and Selection Policy**

It is the policy of Dalmain School to ensure that recruitment and selection procedures focus on the abilities and aptitudes of all candidates for the post so that the school appoints the candidate who most closely meets the requirements of the job and is suitable to work at the school.

Lewisham Council's Equal Opportunities statement reflects the policy for recruitment practices which we at Dalmain wish to adopt. We want to ensure that every applicant is treated fairly. This means that we do not consider previous applications or personal knowledge of applicants when shortlisting.

At all stages of the recruitment and selection process the school will follow guidance as set out in the DfE document 'Keeping Children Safe in Education' (2015, updated 2023). Safer Recruitment practices will be followed.

The information provided on the application form is the only information we will use in deciding whether or not an applicant will be shortlisted for the selection process.

This policy should also be read in conjunction with the school's Safeguarding & Child Protection Policy.

### **Advertising**

All vacancies are to be advertised to the widest possible audience. They are to target under-represented groups regarding gender, race and disability. The wording of the advertisement must not directly or indirectly discriminate.

The advertisement will always make specific reference to the school's commitment to promoting and safeguarding the welfare of children.

### **The job description and person specification**

The job description must clearly meet the needs of the job whilst avoiding over-specification (i.e. asking for qualifications which are not required to perform the task). It must contain pre-determined job-related criteria so that the selection is objective and unbiased.

Every vacancy advertised is based on a person specification which describes the skills, experience and aptitudes we are looking for. It will describe what the job involves and the range of expertise required.

The job description and person specification will always make specific reference to a candidate's requirement to commit to promoting and safeguarding the welfare of children.

## **Shortlisting**

A minimum of two people will be involved in the shortlisting process.

A minimum requirement for received applications will be decided, based on the requirements of the job description and person specification. The minimum requirement generally corresponds to the 'Essential Criteria' listed on the person specification. Shortlisting decisions are made based on the information provided in the application form, with particular attention to the candidate's personal statement. Applicants who meet the minimum requirements are normally shortlisted for interview.

All applications are scrutinised to ensure that they are fully and properly completed, to check that there are no discrepancies and to identify any gaps in employment; gaps should not be accepted and should be returned for completion. An online search will also be conducted as part of the schools due diligence: short-listed candidates will be informed of this. Anomalies will be considered as part of the shortlisting process.

## **Interviews**

The invitation to interview should stress that the identity of the candidate will be checked thoroughly, including DBS clearance and educational or professional qualifications. The shortlisting panel should reflect as far as possible a mix of race and gender.

At the interview, the panel will contain a minimum of two interviewers, with another person taking notes. At least one interviewer will have undertaken Safer Recruitment training.

The panel asks questions which are intended to allow the candidate to demonstrate the extent to which he/she meets the requirements of the post. The same questions will be asked to each candidate.

All candidates will be asked questions about their attitude to children and young people and their ability to support the school's agenda for safeguarding and promoting the welfare of children. They will be asked at least one question relating to equal opportunities.

Questions about an applicant's disability will not be asked at interview, except to establish what, if any, reasonable adjustments might be needed to enable the applicant to meet the job requirements. Questions about marital status, dependents and family plans will not be asked at interview.

## **Additional Selection Processes**

Other assessment methods will also be used as part of the selection process to provide additional information about an applicant's knowledge, skills or aptitude. These may include one or more of the following:

- A presentation
- Group exercise
- In-tray exercise
- Written task/skills test
- Teaching a lesson
- Working with a group of children

This list is not exhaustive and other assessment methods may be included if considered necessary.

## **Selection of a candidate**

The successful applicant will need to complete satisfactorily all pre-employment conditions and checks before an offer is confirmed.

The successful candidate will be telephoned within two working days. The school will write to unsuccessful candidates within five working days.

All personal information received by the school during the recruitment process is securely stored. Recruitment records and information will only be held for the statutory period in which a claim arising from the recruitment process may be brought.

## **Pre-appointment checks**

All offers of appointment are conditional on:

- The receipt of two satisfactory references (or one satisfactory reference if the employee is already working for the London Borough of Lewisham)
- Verification of identity
- Barred List check
- Verification of medical fitness
- Verification of qualifications
- Verification of professional status
- Verification of QTS (for teaching posts)
- Satisfactory completion of probation period (non-teaching posts)

All checks should be confirmed in writing and kept in the personnel file. Any discrepancies should be followed up.

## **References**

Once a candidate has been selected and has verbally accepted the position, two external written references will be sought (for those candidates that are already working in a primary school in the London Borough of Lewisham, the school can accept one external reference and three internal references). References will be sought and obtained directly from the referee, in most circumstances the Headteacher. Open references will not be accepted.

Reference requests will always make specific reference to the school's commitment to promoting and safeguarding the welfare of children, and will ask specific questions regarding the applicant's suitability to work with children (see appendix: Reference Request Pro Forma).

Two references are required for each candidate. The first will be from the applicant's most recent or current employment and the second from a previous employment or training establishment. Personal references will be accepted where there is no other educational reference available. Two references will not be accepted from the same establishment.

When the school is asked to provide a reference for an existing or former member of staff, this will only be provided by the Headteacher on the Lewisham reference request pro forma (see appendix). If the member of staff has not worked under the current Headteacher, the reference will be completed in collaboration with a member of the senior leadership team who has personal experience of that staff member.

## Fair recruitment

At Dalmain we put great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way.

We need to show our commitment to equal opportunities in practice. This means fair selection which recruits people according to their ability to do the job and leads to a workforce which has a good cross section of people and reflects the makeup of our local communities.

The manager interviewing should be prepared to give verbal feedback to candidates.

## Induction

There is an induction programme for all staff and volunteers to support them in their new role. It includes provision of information about:

- School policies and procedures
- Safe practice and standards of conduct and behaviour
- Housekeeping (e.g. tour of premises, location of toilets, introduction to colleagues, fire safety)
- Personnel procedures
- Safeguarding training

## Monitoring

The recruitment process is monitored on a biannual basis to ensure that it conforms with national and local guidelines and regulations.

<b>Approval Level:</b>	Resources Committee
<b>Responsible Governor:</b>	Catriona Scott
<b>Signed by Committee Chair (Natania Duhur):</b>	
<b>Date approved:</b>	September 2023
<b>Next review date:</b>	September 2024
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<b>Implementation date:</b>	May 2018
<b>Version:</b>	002

<b>HISTORY</b>		
<b>Policy review date</b>	<b>Reason for review</b>	<b>Description</b>
September 2021	Two yearly review	No changes made
September 2023	Two yearly review	References to Safer Recruitment Practices, Safeguarding and CP Policy and online searches on short-listed candidates added in Line with KCSIE 2023 requirements. Additional selection processes added.