

# The Four Stones Multi Academy Trust

## Recruitment and Selection Policy

### Version Control

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**Policy approved by:** Finance, Audit and Risk Committee  
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Version	Date	Details
1.0	18 <sup>th</sup> March 2019	Policy written

This policy should be read in conjunction with the Worcestershire guidance 'Recruitment and Selection' which is available from Steph Moore (HR admin manager) at King Charles I School or Gill Reynolds (Personnel Manager) at Haybridge High School and Sixth Form.

Working in The Four Stones Multi Academy Trust (MAT) is both fulfilling and demanding and we value all who work here.

We are committed to attracting and retaining a workforce representative of the local community, ensuring equal access to jobs at all levels and to develop all employees to their full potential. Accordingly, we put much emphasis on the support that we give through our Continuing Professional Development (CPD) programme.

We are committed to valuing and developing our workforce. We encourage staff to undertake qualifications, other assessed education and training relevant to the MAT's needs. This commitment is designed to provide us with trained, qualified and committed staff, as well as opportunities for individual career development and personal growth. For example access to NQT and RQT support and the NPQML, NPQSL and NPQH programmes.

We are committed to equality of opportunity for all, devoting our energies and resources to the achievement of this aim. We do not discriminate on grounds of age, colour, disability, ethnic origin, gender, HIV status, immigration status, marital status, social or economic status, nationality or national origins, race, religious beliefs, responsibility for dependants, sexual orientation, trade union membership or unrelated criminal conviction. As an employer serving the local community, we strive to eliminate racism, sexism and all forms of discrimination, recognising that this requires not only a commitment to remove discrimination, but also action to redress inequalities produced by past discrimination.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to play a full and active part in protecting our students from harm. The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service. Any convictions, cautions or other information on the disclosure will have been fully risk assessed and employees with convictions or cautions will only be permitted to take up post with the express authority of the relevant headteacher.

### What we will expect from you

The community we serve deserves the highest standards of teaching and care for our students and behaviour from all our staff. We will expect you to promote:

- the highest professional standards
- harmonious working relationships
- the MAT's vision and values

### Pay

Our teachers are paid according to nationally agreed pay scales and spines which are set out in the statutory 'School Teachers' Pay and Conditions' document. Our non-teaching staff are paid according to the pay scales set by the Local Authority and agreed by the Trust Board.

### Pension schemes

- Teachers: further information about the Teachers' Pensions Scheme can be found at <https://www.teacherspensions.co.uk/>
- Support Staff: further information about the Local Government Pension Scheme (LGPS) can be found at <https://lgpsmember.org/>

### Staff Development

We are committed to developing all our employees to meet the needs of the MAT and personal development of the individual. All staff receive annual performance management reviews where training needs are identified and agreed to ensure that everyone is able to contribute as fully as possible in the life of the MAT.

## **Working Environment**

We are constantly striving to provide a working environment that is safe for all, fit for purpose and provides up to date teaching and sports facilities for all our stakeholders.

## **How to apply for a job**

We recognise that applying for jobs can sometimes be daunting. We want our recruitment process to be clear and easily understood. So we have prepared these guidelines to help you understand our approach to recruitment, and so that you know what information we need from you.

## **What we want to achieve in the Recruitment Process**

Quite simply, we will appoint the best person for the job, in a manner that is fair to all applicants. Our application process aims to ensure we have sufficient information to make timely, fair and equitable decisions that are based solely on merit. As such we aim to give you the opportunity to provide up to date information about your abilities and experience, as they relate to the post you are applying for. On our website you will find a job description and person specification. These documents give you information about the job, the skills and other attributes that we believe are necessary to make a success of this role. We advise that you consider them carefully before you decide whether to apply.

## **The Job Description**

This aims to give you a full description of the main purpose of the job. The list of duties is not exhaustive, but provides an overall summary of the scope of the job, and what we will expect of the successful applicant.

## **The Person Specification**

This describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about this carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match those on the person specification. What you write in your statement will be used to help decide whether you should be put on a shortlist of candidates for interview.

## **Completing the Application Form**

A copy of the appropriate application form is available to download from our website. The appropriate and completed application form should be emailed ([applications@thefourstonesmat.co.uk](mailto:applications@thefourstonesmat.co.uk)) or posted to the school stated in the advertisement. Late applications will not be considered.

The application form is the only information we have about you, and it is your opportunity to demonstrate that you are able to meet the requirements of the job. You should carefully describe the kind of work you have done, and relevant experience that you have had. Do this in terms of your actual roles and responsibilities (for example in a project, work area or team) and give examples where possible. We want to know about your individual achievements, not those of your organisation! Any experience gained outside of paid employment may be equally relevant, so give considerable thought to this area. Describe any relevant skills, experience and knowledge which you use or which have helped you develop. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

Ensure that you list all your previous employment including any gaps and use a separate sheet if necessary. It is important that you provide this information for safeguarding purposes.

Applications from internal candidates will be considered in the same manner as those from external candidates to ensure complete fairness.

Ensure you set out the information you are providing in a well organised, logical and concise format.

## **References**

All appointments are subject to the MAT receiving two satisfactory references.

- All candidates must provide details of two referees who should have first hand knowledge of your work skills and abilities and so are able to comment on your suitability for employment. It is essential that any referee you give is authorised by the organisation to provide a reference. References will not be accepted from relatives or from people writing solely in the capacity of friends.
- At least one of the referees must be your current or most recent employer (generally the headteacher if your current or most recent employer was a school). If you are applying to join us directly from the education system, please provide details of a professional tutor from your training institution and your mentor at one of your training placements as your referees.
- We are committed to safeguarding and promoting the welfare of children/young people and so your referees will be asked about any disciplinary offences relating to children and if you have ever been the subject of any child protection concerns. If you are not currently working with children but have done so in the past, then one of the references must be from the employer by whom you were most recently employed by to work with children. This

may mean that we will request an extra reference. Please note the interview will include a section where suitability for working with children will be explored, regardless of whether or not you have previously worked with children.

- If you are returning to work after a career break or are seeking employment in the United Kingdom for the first time and you are unable to use your last employer for a legitimate reason (eg company no longer exists), consider who could give an appropriate reference under the circumstances. For example, a reference from an organisation where you undertook voluntary work, would be helpful. Alternatively, someone who knew you as a colleague may provide a reference.
- References will be requested from referees for those applicants that have been shortlisted for interview. These will be normally be requested prior to the interview. Any relevant issues from the references will be taken up at interview.
- Applications for teaching posts: unless you specify otherwise, we will not consult you prior to approaching the two referees.
- Applications for support staff posts: the application form asks candidates if they wish to be consulted before each of their referees are approached. Candidates who have specified that they do not wish a referee to be contacted without their permission will be contacted to request permission before a referee is approached. If the named referee is unavailable, we will contact you again to request the details of another referee.

If you are unclear as to who should be provided as your two referees, please do not hesitate to contact the school stated in the advertisement for further guidance.

### **Applicants with disabilities**

When you return your application form please indicate whether you have a disability by completing the 'Two Ticks' section. Under the Two Ticks scheme the MAT undertakes to interview disabled people who meet the minimum essential criteria detailed in the person specification. Please also indicate whether you require any special aids, adaptations or conditions for your interview.

### **Interviews**

Interviews are conducted with at least one colleague who has completed Safer Recruitment Training. If successful, confirmation will be requested, in writing, of your acceptance of this offer.

### **Pre-employment checks**

Any offer of employment to the successful candidate will be conditional on satisfactory completion of the following pre-employment checks.

- Disclosure and Barring Service
- Identity
- Right to work in the UK
- Medical fitness
- Two satisfactory references

### **Interview expenses**

- Actual expenditure incurred as a result of interview may be reimbursed subject to the limits on the 'Interview claims expenses form'. You should produce your receipts or similar proof of expenditure where these can be obtained. These limits include VAT where payable.
- In order to be eligible to claim expenses for subsistence, you must have travelled at least 25 miles and have incurred or will incur actual expenditure on subsistence. Eligibility to claim is also subject to the following criteria:
  - Breakfast: a candidate must have begun travelling before 7.30 a.m.
  - Tea: a candidate must finish or expect to finish travelling after 6.30 p.m. **or**
  - Dinner: a candidate must finish or expect to finish travelling after 8.30 p.m.

*Please note that either Dinner or Tea can be claimed (not both).*

- Eligibility to claim overnight accommodation including breakfast is based on distance and accessibility from the interview location. If you feel you need overnight accommodation and it has not been arranged for you please discuss this with the HR admin manager. Reimbursement will only be made when this has been pre-authorized.
- Reimbursement of public transport costs will generally be restricted to the most economical available fare, taking advantage of any concessionary rates.
- Reimbursement of transport costs only applies to journeys within the United Kingdom.
- If you are likely to incur any other significant expenditure (e.g. child care costs) as a result of attending the interview, please contact Steph Moore (HR admin manager) at King Charles I School or Gill Reynolds (Personnel Manager) at Haybridge High School and Sixth Form. If it is not possible to avoid this by rearranging the date or time of the interview then consideration will be given to reimbursement.
- Interview expenses will be paid to you in due course after the conclusion of the interview.
- If, on grounds considered to be unreasonable by the relevant headteacher, you withdraw your application or refuse the offer of employment, no expenses will be paid.

**A Final Word**

Your application form is the only information we will have about you. It's your selling point before an interview, so take care when completing the form and ensure that your 'Supporting Statement' is bespoke to The Four Stones Multi Academy trust. Keep a copy of the completed form with the Job Description and Person Specification, and any other details for future reference.