

The Four Stones Multi Academy Trust

Recruitment and Selection Policy

Version Control

Policy authors:	Stephen Brownlow
Policy approved by:	Finance, Audit and Risk Committee
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Version	Date	Details
1.0	18 th March 2019	Policy written
2.0	9 th Dec 2019	Changes made to reflect the new leadership structure across the MAT
3.0	25 th Nov 2020	Addition of information about the secure storage of personnel files and appendix A about the single central records
4.0	1 st Jan 2021	Changes made to reflect the updated Keeping Children Safe in Education (Post EU Exit)

This policy should be read in conjunction with the Worcestershire guidance 'Recruitment and Selection' which is available from the HR admin managers in each school.

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 associate 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

We reserve the right to take account of your presence in both public and social media in our selection decisions.

Terms and conditions

Further information can be found at <http://www.thefourstonesmat.co.uk/index.php/terms-and-conditions>

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) 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. Full employment and education history since leaving secondary education must be provided. All gaps in employment and education history will be scrutinised by the interview panel to ensure there are no causes for concern. 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 the satisfactory completion of the pre-employment checks:

- Suitability, including verification of identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.
- All teachers will be checked using the [Teacher Services website](#) to ensure they have been awarded QTS, they have completed their teacher induction and that there are no prohibitions, sanctions or restrictions in place that might prevent them from taking part in certain activities or working in specific positions, e.g. management posts.
- Medical fitness
- Two satisfactory references

The personnel files for a member of staff employed to work in a specific school in the MAT will be kept securely at that particular school. The personnel files for a member of staff employed to work in the MAT's executive and/or central teams will be kept securely at the MAT's registered address.

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 at the relevant school in the MAT. 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 the HR admin manager at the relevant school in the MAT. 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 associate 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 MAT. Keep a copy of the completed form with the Job Description and Person Specification, and any other details for future reference.

Single Central Record (SCR)

Background

It has been a requirement since 2007 that all schools must maintain a Single Central Record (SCR) of recruitment and vetting checks. This is set out in some detail in [Keeping Children Safe in Education](#) and it is essential that staff with responsibility for maintaining and overseeing the SCR's have read and applied this statutory guidance.

Keeping Children Safe in Education states: *'Multi Academy Trusts (MATs) must maintain the single central record detailing checks carried out in each academy within the MAT. Whilst there is no requirement for the MAT to maintain an individual record for each academy, the information should be recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to those entitled to inspect that information, including by inspectors'*.

Responsibilities, Advice and Auditing

Each school will maintain their own SCR.

The relevant associate headteacher has responsibility for the school's SCR, although it will be maintained by the relevant HR admin manager.

The director of SCITT and Teaching School for the Haybridge Alliance is responsible for the SCITT's SCR, although it is maintained by a trained member of the SCITT's administration team.

The SCR's will be regularly audited.

Format of the Single Central Record

All schools must use the MAT's format for the SCR and not add or delete headings.

The SCR's must be maintained electronically, accessed only by a secure password and backed up every day. There must always be a member of staff on site that can access the SCR. It must be accessible to the chief executive officer, PA to the chief executive officer, relevant associate headteacher, relevant DSL and relevant HR admin manager.

The SCR for all schools in the MAT must also contain a MAT tab. The MAT tab of the SCR at Haybridge High School will be maintained by the PA to the chief executive officer and must contain the details of all the pre-employment checks for the members of staff employed to work in the MAT's executive and/or central teams, all consultants used by the MAT to support the school improvement strategy, all members and all trustees. Further guidance is regularly issued to the MAT's constituent schools.

Who should appear in the SCR?

Keeping Children Safe in Education states: 'The single central record must cover the following people:

- all staff, including teacher trainees on salaried routes, agency and third-party supply staff who work at the school. In colleges, this means those providing education to children; and
- for independent schools, all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the academy trust.'

Each SCR for a school in the MAT must therefore include:

- All staff who are employed directly by the school;
- All staff employed to work in the MAT's executive and/or central teams;
- All supply staff whether employed directly by the school or through an agency. Keeping Children Safe in Education states: *'Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual. The school or college must also check that the person presenting themselves for work is the same person on whom the checks have been made.'* The details from the agency must be recorded in the SCR and the date the information was received. The confirmation must be retained. The agency must be contacted if they have not provided the information required;
- All regular volunteers who work with children and always those engaged in regulated activity and for whom checks have been carried out;
- Members, Trustees and Governors;
- People brought into the school to provide regular additional teaching or instruction but who are not staff members, such as sports coaches, peripatetic music teachers, artists etc; and
- Regular contract staff such as contract cleaners or caterers or builders.

The following do not need to be included in the SCRs: visitors to the school, fee-funded trainee teachers, work experience students, occasional volunteers or one-off contractors.

There will also be members of staff who are employed to work at one school in the MAT but are on placement at another school full time or part time.

- Full time placements: The details of all their pre-employment checks must only be included in SCR at the placement school. Their personnel files will remain at the school they are employed to work at. They should be issued with a lanyard for the placement school and wear it whenever they are on site.
- Part time placements: The details of all their pre-employment checks must be included in the SCR at both schools. Their personnel files will remain at the school they are employed to work at. They should be issued with lanyard for both schools and wear the appropriate one whenever they are on site.
- Date ID checked. The first time that a member of staff employed to work at one school in the MAT but are on placement at another school arrives at the placement school their ID must be checked by the relevant HR admin manager to verify they are who they say they are. The column in the SCR must record the date that the relevant HR admin manager performed this check. Having done this, the members of staff can move freely between all schools without having to have their ID continually checked.

Keeping Children Safe in Education states: *'Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools and colleges should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.'* The confirmation must be retained. The provider must be contacted if they have not provided the information required.

The SCRs should reflect your current workforce. When someone leaves, their record should be removed from the SCR by either deleting or archiving it.

What information should be recorded in the SCR?

Keeping Children Safe in Education states: *'The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:*

- an identity check. Identification checking guidelines can be found on the GOV.UK website;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK (see paragraph 172);
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

In addition:

- colleges must record whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18; and
- a section 128 check (for management positions as set out in paragraph 144-147 for independent schools (including academies and free schools).

For agency and third party supply staff, schools and colleges must also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.'

The SCR should be more than simply a compliance document. It should be an integral part of the school's recruitment and selection procedures providing a useful and practical record and reference of the pre-employment checks, all contained within a single comprehensive document.

Further information about 'Safer Recruitment and Selection of Staff' can be found in the Safeguarding Policies.