



Crofty Trust recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes enables the Trust to attract and appoint staff with the necessary competencies and attributes to fulfil its strategic vision, trust wide improvement plans and support the Trust's shared values.

The Trust is committed to safeguarding and promoting the welfare of all pupils in its care and would expect all employees, volunteers, and contractors to share this commitment.

To create a culture of safe recruitment, attract and recruit high quality candidates, ensuring equality of opportunity for all, and to appoint the best candidates to meet the objectives of the Trust and keep children safe.

To ensure that the safeguarding and welfare of children and young people takes place at each stage of the recruitment and selection process.

The objectives of the Trust's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities, and suitability for the position;
- to ensure that all job applicants are considered equally, consistently and treated fairly in line with the Equality Act 2010;
- to ensure compliance with all relevant employment legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2022 (KCSIE) and the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

The Trust has a principle of open competition in its approach to recruitment and



## Recruitment and Selection Procedure

*This is a significantly important stage of the recruitment procedure and can impact on future strategic decisions, therefore all vacancies should be reviewed prior to recruiting and not automatically replaced.*

A vacancy creates an opportunity to reconsider the overall functions and structure of an area. The recruitment and selection process should not commence until a full evaluation of the need for the role against the following has been completed:

- Do you need to replace this role?
- The strategic aims of the Trust and School Improvement Plans
- Any foreseeable changes that might impact on the role or the area
- School budget
- Current and future staff structures and skills
- Alternative solutions such as redeployment or recruiting to a different role
- Any relevant exit interviews information
- Any staff seeking redeployment from other schools in the Trust

Headteachers should discuss these questions with their School Improvement Partner and if the appointment is at a time other than annual budget setting complete the In Year Staffing Changes Form.

Once you have followed the staffing changes procedure and the requirement for a new appointment has been agreed then you can proceed to advertise.

The following stages will need to be accommodated into your time plan:

Complete In Year Staffing Changes form for approval	Post receipt of completed form	2	

A job description is a key document that clearly and accurately sets out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities, behaviours and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

The Trust has agreed role job description and person specification templates which will be used unless the recruiting manager requires amendments that can be

Positions requiring specialised expertise, where the Headteacher can demonstrate that a comprehensive search has been conducted, and the nominated individual is the most suitable person for the position.

Where the Headteacher can verify that the work is required for a specific purpose of no greater than 2-month duration.

Where the position is identified as a professional development opportunity the school can with agreement from the DoE keep the vacancy as internal only to the Trust and will not need to advertise externally.

Candidates will be encouraged to apply via the Crofty website. Where this is not possible the school will send out an applicant recruitment information pack.

As a minimum an applicant recruitment information pack will include:

Details of enquiries and applications from suitable candidates will be retained for future reference on the HR database where permission is obtained. All other information on candidates will be disposed of appropriately and within the recommended timescales in accordance with GDPR.

The School Administrator will collate all applications, and Senior Leaders will shortlist possible candidates. The shortlisting process will be completed within a maximum of 5 working days of the vacancy closing date and in the Trust's recommended format (see Recruitment Resources Pack).

The School Administrator will send shortlisted candidates an interview invitation letter (see Recruitment Resources Pack). Wherever possible, the invitation will be confirmed verbally. The letter should give the selected candidates a minimum of 5 working days' notice.

Interview invitations will include:

- Invitation letter;
- Map;
- Information of the day/assessments;
- Any additional information provided to prepare for the interview/assessment; and
- Advice on what documentation to bring.

The School Administrator will also prepare interview packs and send to the interview panel members in advance of the interview date.

Interview panel packs will include:

- Application forms;
- Interview schedule (see Recruitment Resources Pack);
- Agreed interview questions on Crofty's format (see Recruitment Resources Pack);
- Assessment scoring sheet and summary sheet on Crofty's format (see Recruitment Resources Pack); and
- Information of documentation that must be copied and reviewed.

Shortlisted candidates will be asked to complete a self-declaration form of their criminal record or information that would make them unsuitable to work with children, so they have the opportunity to share relevant information and dis



- if they have been disqualified from providing childcare.

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at the school.

any special requirements are accommodated.

The Headteacher or Senior Leader is responsible for deciding the most appropriate selection process for the position. An interview is normally the minimum selection method; however, it is recommended that consideration be given to incorporating multiple selection methods into the recruitment procedure.

These may include:

- Individual interviews;
- Written exercises;
- Presentations;
- Aptitude/ability tests;
- Visits to work locations;
- Group exercises;
- Micro teaching
- Observations or learning walks

Selection will be based on agreed competencies for the role, job description and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed ions. Recruit





disclosure information.

**Legal duty** - Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the MAT also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at a MAT School despite being barred from working with children; or
- has been removed by a MAT School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

different school) to ensure that any outstanding actions have been undertaken.

The Trust and its schools are legally required to undertake pre-employment checks. Therefore, if an applicant is successful in their application, the school or Central office will retain on their personnel file any relevant information provided as part of the application process. This will include relevant copies of documents obtained through the recruitment process.

This documentation will be retained by the school or Trust for the duration of the successful applicant's employment. All information retained on employees is kept centrally in the School/ Trust Office in a locked and secure cabinet. For employees appointed after April 2021 all HR records will be stored on the EduPay system and no paper copies retained.

The Trust Schools will retain all interview documentation on all unsuccessful applicants for a maximum period of 6 months, after which time the notes will be confidentially destroyed (

**Appendices:**

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concern'.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

If a candidate is not currently in employment verification of the individuals most recent employment will be obtained.

The Trust will also:

- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- Always verify any information with the person who provided the reference;
- Ensure electronic references originate from a legitimate source;
- Contact referees to clarify content where information is vague or insufficient information is provided;
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- Establish the reason for the candidate leaving their current or most recent post; and
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Asylum and Nationality Act 2006 and DBS identity checking guidelines.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

## **8. Lived or worked outside of the UK**

The Trust must carry out the same checks on individuals who have lived or worked outside the UK as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the Trust must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

These checks could include:

- criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions;
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked confirming that they have not imposed sanctions or restrictions and that they are not aware of any reasons as to why the applicant might be unsuitable; and
  - any other checks the Trust deems necessary.

Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC. Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available schools and colleges should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

Further information can be found in DfE Guidance: Recruit teachers from overseas.

Some overseas qualified teachers can apply to the Teaching Regulation Agency (TRA) for the award of qualified teacher status (QTS) in England.

## **9. Professional qualifications**

