



Truro and Penwith
Academy Trust

Recruitment Policy & Procedure

Review Summary

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Recruitment Policy & Procedure

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Recruitment Policy

Related documents available on TPAT's intranet

Advertising Pack	Advertising Checklist Vacancy Information Pack Vacancy Order Form
Application Pack	Application Form Equality & Diversity Monitoring Form Letter from Chair of Board of Trustees
Invite to Interview Pack	Blank Reference Request Form Decision Sheet Draft Interview Questions Interview Assessment Form Interview Presentation Feedback Form Interview Schedule Invite to Interview Letter Self Declaration Form Shortlisting Assessment Sheet
Offer of Employment Pack	Bank Details Form Example Letter of Assurance Request Example Offer Letter for Volunteers Example Offer Letter Self Employed Worker Example Offer Letter Support Staff Casual Example Offer Letter Support Staff Contractual Example Offer Letter Teacher Casual Example Offer Letter Teacher Contract Example Offer Letter Teacher Zero Hours HMRC New Starter Checklist Health Assessment Questionnaire (HAQ1) Health Assessment Questionnaire (HAQ2) Local Government Pension Scheme Guide New Staff HR Checklist Teachers Pensions Guide
Induction Pack	Induction Checklist Keeping Children Safe in Education document Next of Kin Contact Form Staff Absence Reporting Procedures Successful Probation Letter

Recruitment Policy & Procedure

1 Policy Aim

- 1.1 Truro and Penwith Academy Trust (TPAT) is committed to providing the best possible levels of education to its pupils, and to safeguarding, caring and promoting the welfare of children and young people by maintaining a safe and supportive learning environment for all. To achieve this, it is essential to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.2 The aim of this policy is therefore to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the post by:
- ensuring that the recruitment process enables the Trust to attract and appoint staff who can fulfil the strategic aims and support the Trust vision and values;
 - ensuring that all applicants are considered fairly and consistently and that no applicant is treated unfairly on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation;
 - upholding compliance with all relevant recommendations and guidance including [Safeguarding Children](#) and [Safer Recruitment in Education, Keeping Children Safe in Education, Every Child Matters](#) and [Disclosure and Barring Service \(DBS\) Code of Practice](#);
 - ensuring that the Trust upholds the highest standards and meets its commitments to safeguarding and promoting the welfare of its pupils by carrying out all essential pre-employment checks.
- 1.3 This policy is applicable to the recruitment and selection of all employees, agency staff, workers, volunteers or contractors engaged to provide services to the Trust, regardless of whether this is on a permanent, temporary, fixed term, worker or voluntary basis.

2 Responsibilities

- 2.1 The Trust will ensure that at least one member of a panel involved in the recruitment of new employees will have completed safer recruitment training and monitor compliance with this policy.
- 2.2 The Trust Governance will:
- ensure that the Trust adheres to policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education (DfE) guidance, DBS guidance and legal requirements;
 - ensure that appropriate checks have been carried out on staff and volunteers in the school;
 - ensure that contractors and agencies comply with this policy.
- 2.3 Staff involved in the recruitment process who have a close personal or familiar relationship with an applicant will be required to declare this as soon as they are aware of the individual's application.

3 Identification of a Post

3.1 A post may occur for a variety of reasons including operational planning, organisational change, resignation, retirement, termination of employment and leave of absence. Prior to advertising posts, the relevant Headteacher or TPAT CEO (or representatives of) will consider the following:

- Is there funding for the post?
- Is the post still required in the current form?
- Are there any existing staff with the skills or free hours who could undertake the post?
- Does an appropriate job description and person specification exist for the post?

A suite of job descriptions and person specifications are available on [TPAT's intranet](#).

4 Advertising

4.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement, to reinforce the importance of safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers and volunteers to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure & Barring Service (DBS) Enhanced check and a Safeguarding Self-Declaration form.

4.2 For external positions, a variety of advertising mediums may be used. Positions may be simultaneously advertised internally and externally.

4.3 The relevant Headteacher will ensure externally advertised posts eg those posts advertised on external websites or in publications are checked for equality and diversity purposes.

4.4 To support with the advertising process, we have produced the following documents:

'Advertising Checklist';

'Vacancy Order Form';

'Vacancy Information Pack'.

4.5 Once the advert in the vacancy information pack has been agreed by the Headteacher or TPAT CEO (or representatives of), the following forms should be submitted to adverts@tpacademytrust.org to be processed:

- Completed 'Advertising Checklist';
- Completed 'Vacancy Order Form';
- Completed 'Vacancy Information Pack';
- Job Description & Person Specification.

4.6 The vacancy documents will be assessed by HR, for employment law purposes and finance, for budget purposes. Once approved it will be processed by the TPAT recruitment team.

5 Applications

5.1 All applicants will be sent an application pack containing the following when applying for a post:

- 'Vacancy Information Pack';
- Job Description and Person Specification;
- 'Letter from Chair of Board of Trustees';
- 'Application Form' (a CV will not be accepted in place of this);
- 'Equality and Diversity Monitoring Form'.

6 Recruitment and Selection Panel

6.1 At least one member of the Recruitment and Selection Panel **must** have successfully completed training in safer recruitment.

6.2 Each member of the Recruitment and Selection Panel should receive the following documents in an appropriate manner, to ensure that all applicants can be considered fairly and consistently:

- copy of the job advert;
- copy of the job description and person specification;
- copies of all applications received;
- 'shortlisting assessment sheet(s)' for completion.

6.3 The Recruitment and Selection Panel will decide on the appropriate selection technique to ensure that the candidate's suitability for the role is thoroughly assessed. Ideally, two or more people should be involved in choosing who to interview to avoid indirect discrimination. Applications should be scrutinised to identify:

- is the form complete?
- is the information provided consistent?
- are there any gaps in employment?
- are there any safeguarding concerns?

6.4 Candidates will be short listed against the person specification and the essential requirements for the post.

6.5 Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

7 References

7.1 Two references will be requested, one of which must be from the current/most recent employer.

7.2 References will be taken up after shortlisting for those candidates who are being invited for interview.

7.3 Referees will be contacted directly and may be asked to clarify any discrepancies.

7.4 Where necessary, previous employers who have not been named as referees may be contacted in order to provide clarification. Permission must be sought from the applicant before doing so. Records will be kept of any communications.

- 7.5 References support and confirm employment decisions. Referees will therefore be asked specific questions about the following:
- the applicant's suitability to work with children and young people;
 - disciplinary records, including any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
 - the applicant's general suitability for the post;
 - the applicant's current post and salary;
 - sickness and attendance records.
- 7.6 A 'reference request' document is available in the Recruitment Section of [TPAT's intranet](#).

8 Selection Process – Interviews and Assessment

- 8.1 An 'Interview Schedule' should be completed to include the details of the shortlisted candidates from the 'shortlisting assessment sheet(s)'. If documents have been submitted online, at interview candidates should be asked to sign the documents in person as part of the interview process.
- 8.2 Shortlisted candidates will be sent:
- a letter or email confirming the interview and giving details of any other tasks required as part of the interview process;
 - dates, times, locations and details of interview days, including the panel members;
 - a 'safeguarding self-declaration form';
 - the opportunity to discuss the process prior to the interview.
- An 'invite to interview letter' is available in the Recruitment Section of [TPAT's intranet](#).
- 8.3 The Trust may pay reasonable travel expenses (up to 25p per mile) for those candidates travelling from out of county to interview. Travel arrangements for candidates based overseas should be discussed with the Headteacher.
- 8.4 A range of assessment methods may be used including: interview questions, completion of relevant tasks or exercises, presentations, practical tasks etc.
- 8.5 Selection techniques will be determined by the post but all posts will include one or more face-to-face interviews. The interview process will allow the panel to ask questions in order to evaluate suitability for the post; clarify any discrepancies in the information given prior to interview; allow the candidate to demonstrate their ability to safeguard and protect the welfare of children and young people; and finally, to allow candidates to declare any information likely to appear on any DBS disclosure. Declarations provided on the 'safeguarding self-declaration form' can also be discussed at interview.
- 8.6 The interview panel should plan the questions to probe skills and qualities that are essential for the job. Each candidate should be asked the same questions to ensure that they are treated in the same way. The panel should decide how candidates' answers will be scored. It is helpful to anticipate candidates' questions and have the information available to respond. Any tests or presentations should be planned in advance and be included in the 'interview schedule'. Again, the panel should decide

on how these will be scored.

- 8.7 Ensure the interview(s) is undertaken in a private room which will not be interrupted by telephone calls or visitors. Welcome the candidate(s) and give them a little time to get their own materials to hand. Briefly outline the job and the organisation, then move to the first question. Ask questions which cannot be answered with 'yes' or 'no'. They usually begin with 'what', 'why', 'when' or 'how'.
- 8.8 Do not ask for personal information or personal views irrelevant to the job, or potentially discriminatory questions. Do not ask health related questions before making a job offer.
- 8.9 Listen and make brief notes on key points using the 'interview assessment sheet' for each candidate. Keep to the timeframe for the interview, but allow for the candidate's questions. Tell the candidate when they can expect to hear from you. Explain that a job offer to the successful candidate will be subject to pre-employment checks including a DBS check. Ask the candidate if they have any questions about the job.
- 8.10 Select the best candidate for the job using the scoring method in the 'interview assessment sheet(s)'. A member of the Recruitment Panel should complete the 'decision sheet' before contacting the successful candidate.
- 8.11 Contact unsuccessful candidates to advise that their application has been unsuccessful on this occasion and give carefully considered feedback if requested. Paperwork for unsuccessful candidates should be retained for 12 months after which it should be confidentially shredded.
- 8.12 When reviewing applicants based overseas, the first stage in the process will be a telephone/skype interview. If the telephone/skype interview is successful, a face to face interview will be arranged.
- 8.13 If there is no suitable candidate, then the recruitment process should be started again. The Headteacher or TPAT CEO (or representatives of) will review the initial recruitment process to identify whether any improvements or changes should be made. This may include reviewing the post in relation to the market, media used, the timing of the advert and the selection process.

9 Offers of Employment

- 9.1 All offers of employment require authorisation from the relevant Headteacher or TPAT CEO (or representatives of). Offers are conditional and subject to satisfactory references, thorough safeguarding and pre-employment procedures and DBS clearance. Offers may be withdrawn if the relevant and expected standards are not met satisfactorily.
- 9.2 Templates of all relevant 'offer of employment letters' can be found in the Recruitment Section on TPAT's intranet. These are:
 - Offer Letter Teacher – Contracted
 - Offer Letter Teacher – Casual
 - Offer Letter Teacher – Zero Hours
 - Offer Letter Support Staff – Contracted
 - Offer Letter Support Staff – Casual
 - Offer Letter Volunteer & Letter of Assurance Request (if required)
 - Offer Letter Self Employed & Letter of Assurance Request (if required).
- 9.3 Successful candidates will be required to:

- provide proof of identity from the list of valid identity documents on the **'DBS ID checklist'**;
 - right to work in the UK, by providing 1, 2 or 3 below:
 - 1 UK Passport;
 - 2 in the absence of a UK Passport, a HMRC letter, payslip or P60 confirming national insurance number AND birth certificate;
 - 3 for overseas candidates, EU Settlement Scheme document confirming settled or pre-settled status.
 - complete an enhanced DBS application and receive satisfactory clearance;
 - provide proof of professional status;
 - evidence actual certificates of qualifications;
 - complete a confidential **'health assessment questionnaire (HAQ1)'**.
- 9.4 On receipt of the completed 'health assessment questionnaire (HAQ1)', if the successful candidate has answered 'yes' to any of the questions, please send additional **'health assessment questionnaire (HAQ2)'** for completion.
- 9.5 Schools will carry out all necessary checks eg the Barred List & Prohibition List, and will ensure that these checks are completed before the new employee commences. All employees are subject to being checked against the Barred List. Only teachers should be checked against the Prohibition List. A **'new staff HR checklist'** is available in the Recruitment Section on **TPAT's intranet**.
- 9.6 Details will be documented and recorded on the personnel file, recorded on the school's Single Central Record and personnel system as required.
- 9.7 Any unsatisfactory issues or discrepancies in information provided will be followed up.
- 9.8 Employment will **only** commence when all checks and procedures are satisfactorily returned and complete.
- 9.9 Once all checks have been made, the applicant's completed file will be passed to the Headteacher or TPAT CEO (or representatives of) for final scrutiny to ensure that all documentation is in place. No new employee may commence work until the Headteacher or TPAT CEO (or representatives of) has signed their file to confirm compliance in all areas by using the **'new staff HR checklist'**.
- 9.10 A **'new starter form'** should be completed and submitted to TPAT's payroll team. Once processed, a full written statement of particulars of employment will be issued and sent to the relevant establishment. Two copies of this document should be provided to the new employee and a copy should be kept on the school's personnel file. The employee should sign and return one copy of the contract, agreeing to the terms and conditions of employment.
- 10 Agency Staff employed through Supply/Employment Agencies**
- 10.1 The Trust will use only agencies who operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been fully and satisfactorily completed, by providing a **'letter of assurance'** to the school engaging the agency staff member.
- 10.2 Identity checks will be undertaken when supply staff first arrive at the school.

11 Contractors

- 11.1 Where contractors are employed on Trust sites, where contact with learners is foreseeable and unavoidable, appropriate checks should be carried out. This should be done by a 'letter of assurance' or other written agreement from the contracting or partnership organisation confirming that they operate a Safer Recruitment Policy and can supply written confirmation that all relevant checks have been fully and satisfactorily completed.

12 Induction

- 12.1 All staff and volunteers who are new to the school will receive information relating to the Trust safeguarding policy and procedures, guidance on safe working practices, and be signposted to the lead member of staff as part of the induction process. All new starters will receive a timetable for their successful induction into the Trust. An 'induction checklist' is available in the Recruitment Section on TPAT's intranet.
- 12.2 The Headteacher or TPAT CEO (or representatives of) should meet with the employee at the end of the induction review periods (first month, three months, six months and twelve months) to fully complete the induction checklist and process. Should there be any concerns at any of these stages, these should be addressed before the next review date.

13 Probation

- 13.1 All appointments will be subject to successful completion of a probationary period. The progress of new members of staff will be supported and monitored by their line manager during this period, and meetings will take place in line with the Trust Probationary Policy.
- 13.2 The Headteacher or TPAT CEO (or representatives of) should meet with the employee at the end of their probationary period to discuss whether or not the probationary period has been successful. If so, a 'successful probation letter' should be issued to the employee following the discussion to confirm satisfactory completion of the probationary period. If not, please follow the advice in the [TPAT Probation Policy](#).