

**RECRUITMENT POLICY**

**Introduction**

This document sets out the safer recruitment and selection procedures which will be followed at Reynolds Training Academy and provides employees who have responsibility for recruitment and selection with guidance on legal requirements and best practice.

As part of its commitment to safeguarding and promoting the welfare of children and young people, a range of pre-employment checks will be undertaken on employees and volunteers and there is a requirement on external organisations providing workers to do the same. Details of these checks can be found in the Pre-Employment Checks Procedure.

Throughout this document “the Company” will refer Reynolds Training Academy.

**Scope**

Children and young people are likely to perceive all adults in Reynolds Training Academy as safe and trustworthy adults. The principles described in this Policy will therefore be applied in relation to everyone who applies to work in Reynolds Training Academy including:

• Staff employed on a permanent basis

• Freelance, temporary and casual staff

• Unpaid volunteers

• Those employed by external organisations such as supply agencies

• Where appropriate contractors and self-employed persons

**Roles and Responsibilities**

It is the responsibility of the Company and Board of Governors to:

* Ensure there are effective Policies and Procedures in place for the safe recruitment of all staff and volunteers and for the engagement of other adults in accordance with department guidance and legal requirements
* Monitor compliance with those Polices and Procedures

It is the responsibility of the Principal, and other Managers involved in recruitment to:

* Ensure that safe recruitment procedures are in operation and make sure all appropriate checks are carried out on all staff, volunteers and others engaged to work
* Ensure contractors’ and agencies’ compliance with this document
* Secure and promote the welfare of children and young people at every stage of the process

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

It is the responsibility of Reynolds Training Academy and its DBS Provider to deal with the administration of the disclosure system.

It is the responsibility of the Principal to lead in all staff appointments outside of the leadership group.

Governors may be involved in staff appointments below leadership level but the final decision will rest with the Principal. The Principal may delegate the selection process of staff outside of the leadership group to other managers, but remains responsible for the decision to appoint.

**The Recruitment Procedure**

Please see Appendix A for a flow chart summarising the procedure. Further key details are provided below.

**Identifying a Vacancy**

The recruitment process starts as soon as a vacancy has been identified. Before any action is initiated, careful consideration will be given to the necessity for filling the post, the tasks to be undertaken and the skills, attributes and behaviours required to do the job.

**Job Descriptions/Person Specifications**

A Job Description and Person Specification will be drawn up for all posts. The job description will provide a framework of expectations and will define the purpose, scope and the principal duties and responsibilities of the role.

The Person Specification will enable applicants to assess themselves for the job and provides a benchmark for judging suitability. All work involves some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary according to the nature of the post.

Job Descriptions and Person Specifications will clearly set out the extent of the relationships/contact with children and young people and the degree of responsibility for children and young people for each post.

The job description and person specification will be used throughout the recruitment process to develop the shortlisting and selection criteria.

The salary for the job will be evaluated at this point and the actual salary will be advertised.

**Setting Timescales**

It is essential to plan the recruitment exercise itself, identifying who should be involved, assigning responsibilities, and setting aside sufficient time for the work needed at each stage so that safeguards are not overlooked.

The length of the recruitment process varies depending on the type of vacancy (e.g. teaching/support staff), the frequency of the desired publication (e.g. daily, weekly, fortnightly, monthly), whether it is necessary to advertise both internally and externally, the requirement for a work permit, availability of staff and the length of the individual’s notice period.

**Recruitment Pack**

The recruitment pack will vary according to the post but will consist, as a minimum, of:

• Application form

• Job Description

• Person Specification

The pack may also include other relevant information i.e. covering letter, prospectus, maps.

**Visits**

Informal discussions and visits prior to application are welcomed by prior arrangement.

**Advertising**

To ensure equality of opportunity, all vacant posts will be advertised to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified and experienced internal candidates, or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Principal posts will be advertised nationally, using relevant media, unless the Company can show good reason not to do so.

**Application**

A standard application form and/or curriculum vitae are used for all vacancies. Alternate format application forms will be accepted from disabled applicants, but such applicants must provide all of the information required by the standard application form.

All parts of the application form must be completed and the form signed by the candidate. Where applicants submit an on-line application they will be asked to sign a paper copy. A completed application form will provide the basis for necessary pre-employment checks. Incomplete application forms will not be accepted and will be returned for completion or checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected, or in summary dismissal, if the applicant has been selected; possible referral to the police.

There is a requirement to monitor certain aspects of employment practices including monitoring the ethnicity, disability and gender of employees and applicants. As part of the application process, therefore, individuals will be asked to complete a Recruitment Monitoring Information form. Completion of the form will ensure that Policy and Procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment.

However the completion of the form is voluntary and therefore candidates are not obliged to complete it.

The recruitment monitoring information does not form part of the selection process and will be detached from the application form prior to shortlisting. The information provided will be used for monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

Due to limited resources and the large number of applications often received, only shortlisted candidates will be notified of the outcome of their application.

**Shortlisting**

Shortlisting will take place as soon as possible after the closing date. Shortlisting will be undertaken by the selection panel normally consisting of at least two individuals (three in the case of Principal). At least one member of all selection panels will have undertaken the required Safer Recruitment Assessment.

**Invitation to Interview**

Once the shortlist has been decided the shortlisted candidates will be notified as soon as possible. Invitation to interview will be confirmed in writing. Adequate time will be allowed between invitation and interview to allow for pre-employment checks to take place and to allow candidates adequate time to prepare for their interview.

**Requesting References**

References will normally be taken up on the preferred candidate after interview.

**Selection Process**

The selection process will, as a minimum, consist of a face to face interview even where there is only one candidate and including for internal appointments, promotions and volunteers.

Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, student panels or observed assemblies/teaching.

The process will assess the merits of each candidate against the job requirements (i.e. Job Description and Person Specification), and explore their suitability to work with children and young people.

Full details of the selection process (i.e. details of the interview and any additional selection exercises) will be notified to the applicant in the invitation to interview letter. Applicants will also be notified of the need to bring appropriate documentary identification to the interview which is required for the pre-employment checks.

**Interview Expenses**

Travel costs will not usually be reimbursed, however this is at the discretion of the Principal. In such cases a claim form can be given if requested.

**Employment Offer**

The choice of candidate will be determined by the majority view from the interview panel. The panel may identify a first and second choice candidate.

The successful applicant will be advised that they are the preferred candidate. A firm offer cannot be made until all pre-employment checks have been completed. A conditional offer may be made pending DBS clearance only.

If the preferred candidate accepts the offer/conditional offer verbally a contract/conditional contract is formed and a provisional start date can be agreed. Offers will be confirmed in writing.

Once all pre-employment checks have been satisfactorily received, a firm offer of employment will be made and the contract of employment will be issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

If the preferred candidate does not accept the post, the panel will consider the option of contacting the second choice candidate. This will only be done where this candidate meets the criteria for the role.

Unsuccessful candidates will be advised accordingly. All candidates will be offered feedback on their interview/selection.

In the case of the Principal appointment, it is a statutory requirement for the Company to approve the recommendation of the selection panel that their chosen candidate be appointed.

**Induction and Probation**

All teaching staff are required to have satisfactorily completed their statutory induction period, or, if they are a Newly Qualified Teacher, are subject to the requirement to complete the statutory induction period.

All new employees, internally promoted staff and volunteers will be provided with an Induction Program, which will seek to ensure that they are clear about their job and feel secure about what they should be doing. Any training and development needs will be identified and supported appropriately.

All new Support Staff will be subject to the Probation Procedure. A new Support Staff employee is defined as an employee who is new to the employment of the Company. A copy of the probation procedure will be made available to all new employees.

Probation for Teachers - Newly appointed Teachers who are new to the employment of the Company, will be subject to the Probation Procedure.

**Record Retention/Data Protection**

Interview notes on all applicants will be retained for a 6 month period, after which time, these records will be destroyed (i.e. shredded). The 6 month retention period will allow Reynolds Training Academy to deal with any data access requests and respond to any complaints raised at an Employment Tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the interview panel/Principal within 6 months from the date of interview.

For the successful candidate, the following information will be retained and will make up part of the employee’s personal file:

• Application form

• References

• SD2 (until DBS clearance is received)

• Proof of identity and Proof of eligibility to work in the UK

• Proof of academic qualifications

• Certificate of good conduct (if applicable)

• Evidence of medical clearance (from the Occupational Health Centre)

**Agency and other Workers**

It is expected that the same standards of safer recruitment will be applied by External Bodies providing Workers or Volunteers to Reynolds Training Academy.

External Bodies will be required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this will be recorded on the Single Central Record.

More details on safeguarding checks can be found in the Pre-Employment Checks Procedure.

All Workers and Volunteers will be required to provide evidence of their identity when first arriving on the premises and to sign in on each visit.

All Workers and Volunteers will be provided with an Induction to key Policies and Procedures and Reynolds Training Academy requires everyone to comply with these.

N.B. Particular provisions apply to Agency Workers as a result of the Agency Workers Regulations 2010. Certain provisions are applicable from the first day of the Worker’s assignment (i.e. access to facilities – canteen, childcare) and can access information on vacancies with Reynolds Training Academy. Certain other provisions, e.g. pay and other basic working conditions (e.g. annual leave, rest breaks) come into effect after 12 weeks in the same job.

Specific advice is available from Reynolds Training Academy Administration Team.

**APPENDIX A**

The Job Description should define the purpose, the scope and the principal duties and responsibilities of the role. It provides a framework which outlines the expectations, both for the employee and the employer, and forms part of the working agreement. Job descriptions also include information about working conditions, tools, equipment used, knowledge and skills needed, and relationships with other positions.

For new Support Staff posts that do not match the model Job Descriptions, the Principal should seek a job evaluation before the recruitment process begins in order to assess the correct grade for the post.

**Job Description Template**

Job Title

Grade: (include any limits e.g. mid point)

Reports to: (the post’s line manager)

Responsible for: (any positions this post manages)

Liaison with: (key people the post works with – internal and external)

Job Purpose: (very brief summary of the overall purpose of the job)

Principal Accountabilities: (two or three bullets of the main areas of responsibility/work)

Duties: (list only key task; these could be under subheadings)

General: (there are some general statements which should be in all job description):

• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager

• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

• To ensure that all duties and services provided are in accordance with Reynolds Training Academy Equal Opportunities Policy

• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

**Person Specification**

The Person Specification will require careful thought and drafting. It sets out the qualifications, experience, skills, knowledge and personal characteristics required to undertake the job. It is a very important document and should be used throughout the recruitment process to develop the advertisement, shortlisting and selection criteria. There should be no requirements which are not clearly related to duties, there should be no unnecessary conditions or standards, nor use of words which imply a bias of any kind which are not justifiable. Criteria should be job-related and ability-based.

The Person Specification should only request genuine and justifiable requirements that give equality of opportunity for all, for example, asking for a specific number of years’ experience may discriminate against younger applicants.

The skills, qualities, qualifications and knowledge detailed in the Person Specification will assist the Manager to compile the advertisement, to shortlist and then to interview by providing selection criteria against which candidates skills, etc. can be compared and assessed.

The Person Specification will enable prospective applicants to assess themselves for the job and provides a benchmark for judging achievements.

The criteria required of the ideal candidate and the format of the person specification may vary, but typically would include:

Experience

The experience required to perform the role outlined in the Job Description, including in relation to working with children.

Qualifications

The qualifications required to undertake the role.

Skills / Knowledge

The competences and qualities that the successful candidate should be able to demonstrate.

Aptitudes

Specific requirements of the job, e.g. ability to lift heavy weights, ability to work with specific groups of children and young people.

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