

Recruitment Policy

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1. Introduction

Hatton Academies Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Trust Board of Directors is also committed to providing a supportive and flexible working environment to all Trust employees. The Trust recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the Hatton Academies Trust recruitment policy are:

- 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 equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, gender or sexual orientation, marital status, disability or age
- to ensure compliance with the law and statutory guidance issued by the Department for Education (DfE) "Keeping Children Safe in Education" and the code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks
- to ensure that all managers involved in the recruitment process are trained in this policy and associated procedures to ensure as far as possible that staff recruited are safe to work with our learners.

2. Responsibilities

The Board of Directors holds overall responsibility for the appointment of all staff to Hatton Academies Trust. This responsibility is normally delegated to the CEO, although the Board will retain the responsibility for the appointment of the CEO.

The Director of Finance and Operations will have a lead role in overseeing the recruitment of support staff to the Trust in conjunction with the CEO and Principal.

For senior management or specialist posts, the CEO may include Directors or individual Academy Representatives in the selection process as required.

3. Legal Background

Hatton Academies Trust welcomes its legal duties as follows:

- In accordance with the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to disability, gender, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief and age.
- In accordance with the Education Act promote community cohesion within each Academy and across the Trust.
- In accordance with the Rehabilitation of Offenders Act 1974, the Trust recognises that the appointment of persons to jobs working with children are exempt from the provisions of this Act. Whilst it may not exclude an applicant from employment with the Trust, all employment decisions will have regard to the nature of any offence committed by the applicant. In all cases where criminal convictions are disclosed, advice should be sought from the Trust's HR adviser.
- In accordance with the Immigration, Asylum and Nationality Act, the Trust recognises that it is an offence to employ a person without entitlement to work in the UK.
- In accordance with the Data Protection Act and GDPR Regulations, the Trust will implement appropriate security measures to prevent unauthorised or unlawful processing, disclosure, destruction, loss or alteration of information and to preserve confidentiality.
- In accordance with the Childcare (Disqualification) Regulations, the Trust will ensure that relevant staff are not disqualified from working with children who have not yet reached the age of 8.
- Barred List checks will be carried out on all staff and volunteers who are in regulated activity. The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Regulated activity includes:-

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity if done regularly.* Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c) Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability**
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

*The safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if it is carried out frequently by the same person or if the period condition is satisfied:- if the person carrying out the activity does so at any time on more than 3 days in any period of 30 days, and for the purposes of the work referred to at (a), apart from driving a vehicle only for children, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children.

**It is not intended that personal care includes such activities as, for example, parent volunteers helping with costumes for school plays or helping a child lace up football boots.

The Trust will act at all times in accordance with ACAS guidance on Recruitment and Induction to ensure a fair process is followed.

4. When a vacancy arises

The arrangements made for recruitment and selection must be appropriate to the needs of the job, the nature of the vacancy and the job market. They must be lawful and follow good practice. Before preparing to fill a post the Board of Directors and the CEO or Principal should consider the following:

- is the post still required or needed in its present form?
- what type of contract is appropriate;
- revise or prepare the job description and person specification;
- consider who will be involved in the recruitment process;
- draw up a clear and realistic timetable for recruitment, taking account of advertising media; and
- decide how to attract candidates

The procedures for recruitment of staff from advertising to interview to induction into the Trust are set out in the Trust's "Recruitment Handbook". This provides key pro-formas and guidance on each stage in the recruitment process. Hatton Academies Trust considers the recruitment process to be of high importance and the procedures are based upon best practice guidance and will be constantly reviewed by the CEO, the Director of Finance & Operations and the Board of Directors. The summary procedures used for each appointment with Hatton Academies Trust is attached to the back of this policy (appendix 1).

5. Employment Contracts

A '**contract**' of employment exists when an employer (Hatton Academies Trust) and the employee agree the terms and conditions of employment. This is often shown by the

employee starting work on the terms offered by the employer. Both are bound by the agreed terms. A contract need not be in writing, but employees are entitled to a '**written statement of the main particulars**' of their employment, more commonly called the 'written statement'. The written statement is not in itself a contract but provides information on the contract's main terms. The 'written statement' will be given on or before the date employment begins. All employees will also have a detailed job description which will be reviewed as part of the Trusts ongoing review processes and appraisal procedures.

Contracts and terms

The most common type of contract is a **permanent**, open-ended one. The assumption is made that the contract will continue indefinitely, although provision is made for termination by notice by either party. Termination can take place for redundancy, disciplinary or capability reasons but proper policies and procedures for doing this should be followed. The employee's termination is usually due to movement to another job.

Fixed-term contracts should be used for specified periods of time or when employment will end when a specified task has been completed, or a specified event does or does not happen. Examples include employees covering for maternity leave and peaks in demand and employees on project based contracts.

Casual staff should only be used when the Hatton Academies Trust cannot, or does not need to be bound into guaranteeing a minimum number of hours work each week and the requirement is just for a short spell. In return, the casual employee is not bound to accept offers of work. The most common types of casual staff in education are cleaners, lunch- time supervisors, exam invigilators, supply teachers and teaching assistants.

The most common variable is whether an employee is working **full time** or **part time**. The law protects part-time workers from less favourable treatment than comparable full time workers, unless this can be objectively justified. This means part-timers are entitled, for example, to the same hourly rate of pay, access to pension schemes, entitlements to annual leave, maternity/parental leave and contractual sick pay (on a pro rata basis) and to no less favourable treatment in access to training.

Other arrangements used in the Trust, especially with support staff are:

- 38 weeks a year (term time)
- 39 weeks a year (term time plus one week)
- 40 weeks a year (term time plus two weeks)
- Full year/52 week working (i.e. working all year around)

6. Preventing unsuitable people working with children

There are three processes in place to prevent unsuitable people from working with children and young people:

- 6.1 Pre-employment checks
- 6.2 Disclosure & Barring Service checks (DBS)
- 6.3 False information and dismissal

6.1 Pre-Appointment checks

It is important that thorough checks are made on anybody who will be working in the Trust, both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession. This part of the guidance details the pre-appointment checks that should be made; some are mandatory in law, while others are strongly recommended as good practice. All the relevant checks should be satisfactorily completed before a person takes up a position. If this is not possible the matter should be dealt with by the CEO to ensure that child protection issues are addressed (see below).

The recruitment handbook also details the pre-employment checks required. These conform to statutory and best practice requirements.

The DfE Keeping Children Safe: Statutory Guidance for schools and colleges provides detail on the 'regulated activity' in schools and academies and the level of DBS check required. Hatton Academies Trust will not differentiate between staff in terms of DBS checks. We require all staff and volunteers, whether supervised or not, to have the 'Enhanced DBS' as the highest level of check and to demonstrate our commitment to the highest levels of child protection procedures.

6.1.1 Barred List Check

For most staff and volunteers, a Barred List check will be required as the majority of staff and volunteers will be engaging in regulated activity (see point 3)

It is an offence to allow a person that is barred, or is suspected of being barred, to work in a regulated activity.

6.1.2. Proof of Identity

It is important to be sure that the person is who he or she claims to be. In all cases, the Trust will ask to see proof of identity:

- a birth certificate must be provided
- other documents to evidence change of name (eg marriage certificate, adoption certificate, deed poll) must be provided if applicable
- passport

If a teacher or other worker is provided by a third party, such as an employment business or agency, the trust academy should check that the person who comes to them is the person referred by the employment business or agency. Proof of identity **must** be obtained before a formal offer of appointment is made. A copy should be taken and placed on the appointed candidate's personal file at the trust academy.

6.1.3. Academic and Professional Qualifications

All short listed applicants for posts where possession of a specified qualification is an essential element of the person specification should be asked to provide a proof of qualification, normally by provision of the original certification. Photocopies of qualification certificates will be taken and kept in the individual's secure file.

Hatton Academies Trust will always verify that the candidate has actually obtained any academic or professional qualifications claimed in their application by asking to see the relevant certificate or diploma or a letter of confirmation from the awarding institution. If original documents are not available, the Trust should see a properly certified copy and place it on the appointed candidate's personal file.

6.1.4. References

It is essential to take up two references which should be obtained directly from the referee using the appropriate reference request form in the recruitment handbook. References or testimonials provided by the candidate are not sufficient. References should be obtained from the current or most recent employer. In the case of school leavers, it may be appropriate to ask to see their Record of Achievement. Normally the reference request will include a copy of the person specification and job description.

References may be requested before the interview for short listed candidates only, unless an applicant clearly states they do not wish their current employer to be contacted. Any offer of appointment will be subject to satisfactory references and the normal pre-employment checks.

It is good practice for the referee to be sent a copy of the person specification and job description. If there are any concerns raised in a reference you may wish to contact the referee to explore these further. The references of the person to be appointed will be followed up by a telephone call to the writer to verify authenticity.

The Hatton Academies Trust Reference Policy should be consulted when dealing with references.

6.1.5. Previous employment history

The Trust will always ask for information about previous employment and obtain satisfactory explanations for any gaps in employment. If a candidate for a teaching post is not currently employed as a teacher, a check will be made with the school/academy or Local Authority at which they were most recently employed to confirm details of their employment and their reasons for leaving. The Teaching Regulation Agency (TRA) may also be able to confirm details of a registered teacher's previous employment history.

6.1.6 Childcare Disqualification Checks

In order to comply with the Childcare (Disqualification) Regulations, Hatton Academies Trust must ensure that staff are not disqualified from working with children who have not yet reached the age of 8.

If a member of staff is disqualified, there may be an impact on their ability to remain working with the relevant age group. A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

A person may be disqualified through:

1. having certain orders or other restrictions placed upon them
2. having committed certain offences

Whilst it is appreciated that some staff may not work with children under the age of 8 on a daily basis, all Primary staff will be required to complete a declaration and in view of the close working relationships between our Primary and Secondary schools, the Trust will conduct a check for all secondary school staff who are likely to work within our primary settings.

6.1.7 Registration with the TRA / Prohibition Check

All teachers working in maintained schools and non-maintained special schools must either have QTS or come with one of the exceptions set out in the Education (Teachers' Qualifications and Health Standards) (England) Regulations 1999, as amended. Those exempted from the requirement to hold QTS are:

- Trainee teachers undertaking teaching practice
- Teachers working towards QTS through an employment-based programme;
- Teachers trained overseas (outside the European Economic Area)

and

- Unqualified teachers (e.g. instructors),

These exceptions do not apply to candidates for CEO, Principal and Vice Principal posts; they must have QTS. If a candidate has a DfE reference number this does not necessarily mean that they have QTS.

Prior to a new member of staff commencing work as a teacher, the Trust will verify that teaching staff are registered with the TRA, and are not prohibited from teaching.

6.1.8 Section 128 Check

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A check for a section 128 direction will be carried out using the Teacher Services' system for Directors, Principals, Vice Principals, Assistant Principals and Head of Departments. As an individual's job title is not the determining factor, Section 128 checks will be carried out for **all** staff who have management responsibility.

6.1.9 Mental & Physical Fitness

Employment within the Trust is subject to medical clearance. This is initiated by the completion of a declaration of health form and a questionnaire provided by Medigold prior to a pre-employment assessment. Medical clearance must be obtained for:

- All external applicants.
- For Internal applicants where the new role has a change in the nature of duties. Examples may include: change to physical exertion such as lifting and handling; additional mental exertion such as management responsibilities; change to work arrangements such as shift or night working.

If there are concerns regarding health matters and employment the Trust will refer the candidate to its occupational health provider, and will then assess the candidate's medical suitability to undertake the post to which they are under offer, based on the professional medical opinion.

It should be noted that applicants whose offers are made subject to medical clearance may not start work until medical clearance has been obtained.

6.1.10 Psychometric Testing

For senior roles, the Trust may ask candidates to complete a psychometric assessment to evaluate a candidate's performance and includes, but is not limited to, skills, knowledge, abilities, personality traits, attitudes and job/academic potential. Candidates should make the HR Manager aware of any special requirements on the grounds of any protected characteristic (see section 7).

6.1.11 Right to Work in the UK

The Trust needs to ensure that all its employees have the right to work in the UK. To employ someone without that right is a criminal offence.

In 2021 the right to work in the UK for EU citizens changed in light of Britain leaving the EU. The Trust will follow Government guidelines on verifying new and existing employee's right to work in the UK.

Prior to commencing employment employees will be required to provide proof of their right to work in the UK in accordance with Government guidelines. If an employee cannot supply any appropriate documentation, the Trust will seek advice from the Home Office as they may require a work permit. If so, it would be up to the Trust, as potential employers, to apply on the applicant's behalf.

The recruiting manager is responsible for ensuring ID documents are checked as part of the recruitment process and will complete the Home Office Right to Work Checklist (form RP PF18 in the Recruitment Handbook). For successful candidates, this form will be retained on the employee's personnel file for the duration of their employment. If the new employee only has a time limited right to work in the UK, the time-limited statutory excuse will expire when the person's permission to be in the UK expires. A follow-up check will therefore be conducted by the Personnel office prior to the employee's permission to

work expires. The Trust will use the Home Office online right to work checking service where appropriate.

6.2 Disclosure & Barring Checks

The safeguarding of children and young people is of paramount importance and Hatton Academies Trust is fully committed to the rigorous implementation of Disclosure & Barring Service (DBS) procedures and arrangements, including recommendations from the Richard Public Enquiry Report, previous advice circulated to schools, advice and OFSTED/DfES requirements.

All staff, volunteers, Directors and Trustees of the Trust, whatever their level of contact with children, will be subject to enhanced DBS clearance.

All staff, volunteers, Directors and Trustees, will be required to subscribe to the DBS Update Service and authorise the Trust to perform status checks for the duration of their employment in accordance with the Hatton Academies Trust Disclosure & Barring Service Policy.

6.2.1 After School Clubs/Extended School

Disclosure will apply to any employees or volunteers involved in after school activities if there is contact with children or vulnerable adults. Responsibility for obtaining disclosure will fall to the employing body which in most cases will be Hatton Academies Trust, or the committee that runs the club.

6.2.2 Agency Staff

The Principal 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 Academy, that the Trust would otherwise perform (ie enhanced DBS, identity, Barred List check, qualifications and QTS, prohibition check, right to work in the UK, satisfactory references, Childcare Disqualification Regulations and where applicable overseas police check).

Where the agency or third-party organisation has obtained an enhanced DBS certificate before the person is due to begin work at the Trust which has disclosed any matter or information, or any information was provided to the employment business, the Agency must provide a copy of the certificate to the Trust.

The Academy must check that the person presenting themselves for work is the same person on whom the checks have been made (ie a photo ID document must be presented on arrival at the Academy and verified against the photo provided by the agency/third-party organisation).

6.2.3 Peripatetic staff

All staff employed centrally by the Local Authority and other teams, organisations and services supporting the Trust and pupils' learning or welfare must have a current, appropriate Enhanced DBS Disclosure. Confirmation of DBS clearance details are

obtained directly from the employer and kept on the trust academy's Approved Visitor List.

6.2.4 Home School Association/PTA

Members of the Home School Association/ PTA are required to have a full enhanced DBS check

6.2.5 Applicants from people who have lived or worked overseas

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, the Trust will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

In accordance with the statutory guidance "Keeping Children Safe in Education" there is **no requirement** to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006; or
- in an institution within the further education sector in England or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

All other pre-appointment checks must still be completed, including where the individual is engaging in regulated activity, a Barred List check.

Additional checks include, but are not limited to:

- criminal records checks for overseas applicants
- obtaining a letter of professional standing (for teaching staff) from the professional regulating authority in the country in which the applicant has worked.

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 the Trust will 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, the Trust will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

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

For further details the DBS provides an overseas Information Service at www.gov.uk. In cases where a criminal record check is not possible, particular care should be taken with the other required check, especially those of identity, qualifications and satisfactory references. As outlined in the School Staffing (England) Regulations 2009, the Board of Directors must ensure that these checks are amongst those which must have been undertaken before an appointment is made.

Refer to the Hatton Academies Trust Disclosure & Barring Service Policy for more information.

6.2.6 DBS clearance not received by the time the post starts

When an individual is allowed to start work in a regulated activity before the DBS certificate is available, all other checks including a Barred List check should be completed, a risk assessment is undertaken by the CEO / Director of Finance & Operations and the individual is appropriately supervised at all times. In undertaking this risk assessment, the CEO / Principal / Director of Finance & Operations should take account of the following factors:

- What the Trust knows about the person, including informal and formal information offered by staff, parents or other volunteers.
- Whether the person is well known by others in the local or school community who are likely to be aware of behaviour that could give cause for concern.
- Whether the person has other employment, or undertakes voluntary activities where referees can advise on suitability.

Where the person is engaged in regulated activity a Barred List check must be in place and a birth certificate and official photo identification provided (e.g. driving licence or passport) in order that date of birth and surname can be verified.

Job offers can only be withdrawn before the applicant physically starts work in a Trust academy. If the DBS check shows that the applicant is not suitable to work in the Trust, then a dismissal procedure will be needed if the applicant has started work.

For this reason, it is highly desirable that staff should not be offered a contract that will start before at least one month. In all circumstances, the Trust's HR department should be consulted on contract start dates.

6.2.7 Unsatisfactory DBS check

Where the DBS check indicates a criminal conviction the Board of Directors delegates to the CEO and/or the Director of Finance & Operations to make the final decision on suitability for employment. Factors to be considered include:

- How relevant is the conviction?
- How serious is the conviction?
- How long ago did it occur?
- Is there a pattern of offending?
- What was the applicant's explanation, and have their circumstances changed?
- Was the offence disclosed by the applicant?

6.3 False information and dismissal

If a candidate's application is found to be fraudulent or contain false information the Trust has to seriously consider reporting the matter to the police, as serious or deliberate fraud or deception in connection with an application for employment could amount to a criminal offence under the Theft Act (Obtaining Pecuniary Advantage by Deception). In the case of a teacher this must also be reported to the Secretary of State, who will consider whether the person should be barred from teaching or reported to the TRA.

Under the Education (Restriction of Employment) Regulations 2000, Hatton Academies Trust must report to the DfE when a person is dismissed on the ground of misconduct, or resigns because there is a likelihood of such a dismissal. All relevant information and supporting evidence must be supplied to the Secretary of State for Education. This is particularly important if the person has not been convicted of a criminal offence, as the Secretary of State can only act if the allegation of misconduct is substantiated. The DfE will then determine whether the issues concern the safety and welfare of children and/or the matter is referred to the TRA.

7. Equality & Diversity

The Trust are committed to encouraging equality and diversity amongst our workforce, and ensuring staff are treated fairly in an environment which is free from any form of discrimination. This is with regard to nine protected characteristics as outlined in the Equality Act 2010, which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic origins), religion and/or belief, sex, and sexual orientation.

8. Related Documents

As a registered body with the Disclosure & Barring Service, Hatton Academies Trust has three related documents:

- a code of practice
- a statement on the secure storage, handling, use and disposal of disclosure information
- policy statement on the recruitment of ex-offenders.

9. Record Keeping

Hatton Academies Trust has set up administrative systems to record DBS Disclosures have been received. All staff records are securely stored under lock and key. The evidence is recorded using the central record of employment checks as required by the DfES since July 2006 and this forms part of the recruitment check list for all employees.

Where a trace of a conviction or caution is revealed by the DBS check, the CEO will discuss the matter with the Board of Directors. A decision on the way forward will then be made determined by child protection as the key concern.

Staff within the Trust responsible for checking DBS applications and documentation must check all sections very carefully and be fully up to date on the guidance for this.

10. Induction

Teachers who obtained QTS after 7 May 1999, including those who have followed an employment-based training programme, must have successfully completed a statutory induction period if they are to work in schools.

Checks obtained through the TRA are complementary checks and **must not** be regarded as a substitute for other pre-appointment checks.

11. Monitoring and Evaluation of this policy and recruitment procedures

The CEO will review the procedures regularly and will be accountable to the Board of Directors for compliance.

The CEO and Director of Finance & Operations will meet regularly to review recruitment procedures and review current and recent appointments.

Appendix 1 – Recruitment Procedures

| Action | School proforma / documentation check | Who is responsible? |
|---|--|--|
| 1. Identification of vacancy | Vacancy details pro-forma (PF 01) | PF01 Completed by Principal (Primaries) or member of SLT (SCHA). Authorisation by CEO (teaching staff) or Director of Finance & Operations (support staff) is required before sending to Personnel Office for recruitment process to commence. |
| 2. Vacancy file set up to contain all documentation | Appointment file with name of post created | Personnel Office |
| 3. Details of post and job description produced | See guidance for staff GS 02 <ul style="list-style-type: none"> • Job description • Person specification • Curriculum area details • Other relevant details as identified by CEO / Principal / SLT Member / Personnel Manager / Curriculum Leader | Personnel Office to be sent information from Principal / SLT member /relevant head of section / curriculum leader |
| 5. Application pack produced N.B. pack to be placed in the recruitment area of the Trust Academies websites for direct downloading and viewing. For application form guidance see GS 05 | Application pack contents: <ul style="list-style-type: none"> • Email / letter from Principal / CEO / Personnel Manager (GS 04) • Statement on "Safeguarding children" (POL 02) • DBS Policy (POL 03) • Recruitment Policy (POL 01) • Job description • Person specification • Academy / Department / curriculum area details • Application form • Prospectus (optional) • Last OFSTED inspection summary (optional) | Personnel Office |

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| <p>6. Requests for details These may be by telephone, fax and email or taken direct from the website</p> | <p>"Vacancy Details monitoring" pro forma - list of details sent out and contact details to be recorded (PF 02)</p> | <p>Personnel Office</p> |
| <p>7. Applications received by closing date</p> | <p>Record those applying for the post on the "Vacancy details monitoring pro-forma in Step 6 (PF 02)</p> | <p>Personnel Office</p> |
| <p>8. For Teaching Posts at SCHA Lesson observation as part of the interview</p> | <p>Lesson observation pro-forma sent to Curriculum Leader (PF 03) for completion. Interview Itinerary typed up and ready to be sent to applicants called for interview (Step 14). Pupil recording forms Pupil recording forms emailed to curriculum leader for use at interview- Lesson observation assessment (PF 04) and pupil feedback (PF05).</p> | <p>Personnel Office</p> |
| <p>8. Teaching Posts at Primaries</p> | <p>Details according to post as determined by Principal</p> | <p>Principal</p> |
| <p>9. Applications scrutinised for any anomalies / gaps in employment to be explored further. Checking of declarations/ appropriate reference details and other details received</p> | <p>Received application forms (GS 06)</p> | <p>Primaries – Principal SCHA –Principal / SLT Member / Personnel Office Raise issues identified with CEO / Director of Finance & Operations / Personnel Manager.</p> |
| <p>10. Shortlisting</p> | <p>Received applications processed as necessary using guidance, person specification and job description (GS 06). Shortlisting grid to be completed and returned to Personnel for checking prior to inviting shortlisted candidates to interview.</p> | <p>Minimum 2 people to shortlist candidates: Principal / SLT Member / Personnel Manager</p> |

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| | Reference requests and other interview details requested by Personnel Office on PF 06. | PF06 Completed by Primaries - Principal SCHA –Principal / SLT Member / Personnel Manager |
| 11. Reference requests | Email / letters requesting references (see sample letter (GS 07) and appropriate pro-forma:- <ul style="list-style-type: none"> • Teaching post (PF 07) • TLR/Senior Post Professional Characteristics Assessment (PF10) • Support Staff (PF 08) • Volunteers (PF09) | Personnel Office |
| 12. References received to be checked against the application form for accuracy and similarity in the two. To be kept in the Personnel Office until recruitment decision has been made. | Received references | Personnel Office |
| 13. Chase up references that do not arrive by requested date | | Personnel Office |
| 14. Interview request NB. This is likely to be at the same time as the reference requests are sent out. | Email / letter sent to call for interview to include request to bring photo ID to the interview.(GS 08) Details of the lesson to be delivered and any other tasks/activities should be sent (see Action 8 above). PF 03 | Personnel Office |
| 15. Interview response/acceptance | | Personnel Office |
| 16. Interview day(s) structure and activities | "Guidance on interviews for vacancies" (GS09) | Primaries - Principal SCHA –Principal / SLT Member |

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| | See Recruitment Handbook for further guidance and examples | |
| 17. Interview day domestic arrangements- cover, drinks, booking lunch, booking meeting and other rooms etc. | | Primaries - Principal or designated Person SCHA –PA to the Senior Management Team |
| 18. Interviewers arranged and briefed using handbook guidelines | See “Guidance for interviews” GS 09. | Primaries - Principal SCHA –Principal / SLT Member |
| 19. Interview day- care of candidates e.g. drinks, location of facilities. | | Primaries – designated person SCHA –PA to the Senior Management team |
| 20. Appointment of candidate | Verbal job offer & completion of Notification of New Starter form (PF19) Authorisation of Notification of New Starter Form | Primaries - Principal SCHA Principal / SLT Member The CEO (for teaching staff) and Director of Finance & Operations (for support staff) must counter sign the form for all appointments across the Trust. |
| 21. Letter of appointment subject to full pre-employment checks for all staff and a probationary period for non-teaching staff. | Letter of appointment subject to full checks & recruitment pack See sample letter GS 09 | Personnel Office |
| 22. Feedback to unsuccessful candidates as appropriate | Verbal Feedback & in writing see sample letter (GS 10) Unsuccessful candidates applications filed | Personnel Office If required additional in-depth feedback provided by Principal / SLT Member / Personnel Manager |
| 23. Recruitment file stored for 6 months | File with recruitment details and process of recruitment filed. | Personnel Office |

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| 24. Publicise appointment to all staff on staff noticeboard and staff intranet/bulletin | | Principal (or designated person) |
| 25. Set up employee personal file | <p>File (paper) created and stored in office - documents (fully completed) to be included:</p> <ul style="list-style-type: none"> • Letter of acceptance • Signed job description • Signed Contract • Signed Application form • References x 2 with note on the file if only one reference was available plus an explanation of this. • Photocopies of original qualifications • Pre-employment checks pro-forma completed and signed by Principal (PF12) • Appointment Form (PF11) • Health declaration (PF13) • OH clearance • Notification of new starter (PF19) • Register of Business Interest (PF16) • Copies of ID and right to work in the UK checklist (PF18) • TRA Prohibition check (teaching staff) | Employee file to be sent to the Academy for secure storage & to be kept updated for the duration of employment. |
| 26. Pre-employment checks completed | <p>Enhanced DBS Barred List TRA Prohibition check (teaching staff only), Section 128 (where required), Letter of professional standing from the professional regulating authority (where required) ID & right to work in the UK References Qualifications Overseas police check (if required) Childcare Disqualification Regulations check</p> | Personnel Office |

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| 28. Update school staff lists & database | | Principal / designated person |
| 28. Update central employment checks register & file | <p>Copy of electronic DBS certificate and consent form to be filed.</p> <p>If DBS certificate is not returned before post to be taken up then the CEO/Director of Finance & Operations is to modify the work undertaken to ensure child protection & complete a Risk Assessment</p> | Personnel Office |
| 29. Employee details given to Finance/Payroll Manager | Appointment form (PF 11) notification of new starter form (PF19), HMRC Starter Form and P45/46 | Personnel Office |
| 30. Set up Induction Programme | <p>Induction programme for all staff to include child protection procedures.</p> <p>GS Induction – GS 12</p> <p>Induction checklist (PF14/15)</p> | Principal or designated person |
| 31. Employee to sign induction form | Employee signs induction form when completed (this is the general induction not the year of induction for NQTs) and placed on the employee's personnel file. | Employee |
| 32. Probationary Period (non-teaching staff only) | Copy of completed probationary review form to be placed on file and copies of letters | Letter from CEO / Director of Finance & Operations |