

The Samworth Church Academy

PROCEDURE FOR THE APPOINTMENT OF STAFF

1 Introduction

- 1.1 The Academy recognises that its staff are its single most important resource and that effective recruitment is therefore of particular importance. Recruitment should not be considered as an isolated task but as the beginning of a relationship between the individual and the Academy.
- 1.2 The aims of this procedure are to:
 - i. secure high quality provision to support students' learning by attracting and retaining staff of the highest quality;
 - ii. remain competitive with similar organisations, particularly when seeking to appoint to positions for which high quality candidates are scarce;
 - iii. promote a positive image of the Academy;
 - iv. secure effective and positive leadership at all levels;
 - v. enable the Academy to select staff on the basis of their ability to undertake the role and to make a distinctive contribution to the life of the Academy, and their potential for further development.

2 Scope

- 2.1 This procedure covers appointments to all permanent staff posts except members of the Executive Group, for which special recruitment procedures apply.
- 2.2 The Principal is responsible for the appointment of staff covered by this procedure.
- 2.3 Nothing in this procedure takes precedence over the Academy's Equality and Diversity policy.

3. The Vacancy

- 3.1 When a member of staff leaves the Academy, the Principal should assess whether their role needs to be replaced by reviewing how the role meets the Academy's present and future needs.
- 3.2 Where an increase in student numbers or change in curricular provision generates the need for additional staff, it is the Principal's responsibility to assess the level and nature of that need and whether it can be resourced within the annual budget.
- 3.3 The Principal should consider whether a vacancy could be efficiently filled through a part-time appointment or the extension of the contract of an existing member of staff. Consideration should be given to how best to protect the continuity of students' learning.

4. Job Specification and Person Specification

- 4.1 The job specification should outline the duties and responsibilities of the job and state whether the post requires Standard or Enhanced Criminal Records Bureau Disclosure.
- 4.2 The person specification should outline the characteristics and attributes of the ideal candidate.

5. Advertising

- 5.1 The Principal should consider whether to advertise the post both internally and externally or internally only. The principal considerations should be the comparative probabilities of securing a candidate of the highest quality and the comparative costs.
- 5.2 A copy of the advertisement should be circulated within the Academy immediately prior to or contemporaneously with the appearance of any external advertisement. In addition, any individual may be notified personally of the existence of the vacancy and advertisement.
- 5.3 Where recruitment for a particular post is judged to require specialist recruitment techniques, an external agency or consultancy may be engaged to manage the recruitment in whole or in part.

6. Information Pack

- 6.1 An information pack should be prepared prior to the appearance of an advertisement. Where possible it should be made available for download online. The information pack provides a valuable opportunity to show a very favourable image of the Academy to many more people interested in the work of Academies than it will be possible to invite for interview, so it should be of a high quality and should include:
- i. background information describing the Academy;
 - ii. contextual information relating to the role and its position within the staffing structure;
 - iii. a copy of the Academy's standard application form which includes a brief statement on equal opportunities;
 - iv. job specification;
 - v. person specification;
 - vi. equal opportunities monitoring form.

7. Selection

- 7.1 The Principal should decide the size and composition of the Selection Panel taking into account the nature and seniority of the post. It should include at least two people for all posts carrying management responsibility.
- 7.2 The Selection Panel should undertake a shortlisting process to select candidates for interview. The selection criteria should be based on the job specification and the person specification. A record of the decisions should be made, including the reasons why unsuccessful applicants were not selected for interview.
- 7.3 The arrangements for interviews affect how the Academy is perceived by both successful and unsuccessful candidates. The arrangements should take account of any reasonable requests made by candidates with disabilities or special dietary requirements. Where candidates will be required to undertake particular activities, for example teaching a sample lesson or making a presentation, the Selection Panel should have a clear rationale, including how the outcomes relate to the job or person specifications, and the shortlisted candidates should be fully informed of the requirements with sufficient notice to plan their approach and prepare resources or presentations.
- 7.4 The Selection Panel should also make effective provision for candidates to learn about the Academy and the role in more detail, for example by touring the buildings in normal operation and meeting relevant staff and students.
- 7.5 Panel members should meet sufficiently in advance of the start of interview to plan the interviews, including agreeing questions and protocol. Following the interview process, a record of the decisions should be made, including the reasons why those not selected were unsuccessful. The record should be sufficiently detailed to allow comprehensive feedback to each candidate regarding their relative strengths and weaknesses throughout the selection process.

- 7.6 Once the decision has been made, all candidates should be notified of the outcome as soon as is practicable.

8. Conditional Offer

- 8.1 The offer of appointment to an external candidate will normally be conditional on receipt of:
- i. satisfactory references;
 - ii. satisfactory evidence of qualifications claimed on the application form;
 - iii. satisfactory clearance by the Criminal Records Bureau;
 - iv. satisfactory clearance from DCSF List 99;
 - v. for non-EU citizens, satisfactory evidence of permits to work and reside in the UK;
 - vi. in the case of posts to be filled by qualified teachers, for appointees who have not successfully completed recognised teacher training within the EU, satisfactory evidence that they have been awarded qualified teacher status for UK secondary schools.
- 8.2 Any written offer of appointment must state that it is conditional, clearly indicating the information on which the offer is dependent.
- 8.3 The Principal is responsible for deciding the level of pay for the successful candidate. The decision should be in accordance with the Academy's Pay Policy and reflect the qualifications and experience of the successful candidate.

9. Monitoring, Evaluation and Review

- 9.1 The policy will be promoted and published throughout the Academy.
- 9.2 The Governing Body will review the policy within two years and assess its implementation and effectiveness.

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