



Appointments Policy

Mission Statement

We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the Sixth Forms.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Forms.

1 General Points

- 1.1 The following Appointments Policy applies equally to all posts. Further information on appointments of senior post holders can be found in the Articles of Governance.
- 1.2 The Appointments Policy and related procedures will be monitored, reviewed and evaluated by the relevant Governing Body Committee every four years.
- 1.3 The Governing Body is responsible for the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of holders of senior posts. Senior post holders are currently defined by the Governors as the Executive Principal, the Deputy Principals and the Executive Director of Finance. Detailed information on appointments of senior post holders can be found in of the Articles of Government.
- 1.4 All staff will be appointed with due regard to the staffing structure agreed by the Governors.
- 1.5 All staff are appointed with due regard to the Catholic ethos of the Sixth Forms.
- 1.6 All applications will be judged strictly on merit regardless of race, nationality, class, age, gender, marital status, disabilities, sexual orientation or religious belief and will be monitored. The selection process will be carried out in a manner that accords with the Equal Opportunities Policy.
- 1.7 All staff will be appointed with due regard to safeguarding and safer recruitment and selection guidelines.
- 1.8 The Executive Principal will have overall responsibility for the appointment of staff.
- 1.9 Staff and Governors engaged in the appointment process will be appropriately prepared and trained.

1.10 All applications will be treated in strict confidence.

2 Deciding Staffing Needs

2.1 Any recruitment will facilitate achievement of the Sixth Forms' Development Plan and will be within budget.

2.2 For posts other than senior post holders, the appropriate Senior Manager will consult with the Executive Principal and Deputy Principal regarding:

- i. Whether the position is necessary;
- ii. Whether the tasks should be performed by restructuring or through procedural change;
- iii. Whether the position can be filled by promotion or transfer;
- iv. Whether the vacancy requires redefining, taking into account changing work patterns, organisation, technology and the need for additional skills;
- v. Whether the vacancy should be re-advertised as it stands;
- vi. Whether the vacancy should be advertised externally or internally.

2.3 A job description and person specification will be prepared by the relevant manager and agreed with a member of Senior Leadership Team or Governors, as appropriate. This will be carried out in liaison with the Personnel Manager.

2.4 In circumstances where posts are new, a job evaluation will be undertaken to determine the appropriate salary point

3 Recruitment Method

3.1 Recruitment / appointment of staff will normally be by advertising, shortlisting, interview and associated tasks.

3.2 Staff may be recruited through a variety of ways, for example:

- i. Internal advertisement;
- ii. External advertisement;
- iii. Recruitment agencies;
- iv. Job Centre Plus / parish bulletins.

3.3 All vacancies will be advertised through the most appropriate medium. The Governors/Executive Principal/Deputy Principals will liaise with the Personnel Manager to provide a draft advertisement. The aim is to select the best medium for recruitment i.e. one that reaches the "target group" and is within budget.

3.4 Vacancies will be displayed on the CTK website, and in staffroom(s) and/or emailed to all staff as appropriate.

3.5 The advertisement will state the deadline for applications and indicate when interviews will take place.

4 The Administration of the Recruitment Process

4.1 The administration of the recruitment process shall be the responsibility of the Personnel Manager working closely with the relevant Clerk or Governor, Executive Principal and Deputy Principals.

- 4.2 An application form including the equal opportunities monitoring form, job description and person specification / selection criteria, background information about the Sixth Forms plus any other relevant details can be accessed via the CTK website.

5 **Selecting the Panel**

In the normal course of events, shortlisting and interviews should be conducted by a minimum of two, including at least one member of staff with appropriate Safer Recruitment Training of which should be a member of the Senior Leadership Team and immediate Line Manager/Head of Department. Panels should:

- Consist of a minimum of two people (Member of Senior Leadership Team and Line Manager/Head of Department of Vacancy).
 - Reflect a diverse balance wherever possible e.g. Gender, Ethnicity
 - Declare if they already know a candidate, clearly noting the connection on the interview notes
 - Be willing and able to attend shortlisting and all interviews for the duration of the recruitment process, to maintain consistency and to ensure fair treatment of all candidates.
 - At least one member of the panel needs to have undergone Safer Recruitment Training
- 5.1 The Selection Panel for the post of Executive Principal will consist of members as outlined in the Articles of Governors with the majority being Foundation Governors. A member of the Selection Panel will be trained in Safer Recruitment.
- 5.2 The Selection Panel for the selection of appointments of Senior Post Holders, other than the Executive Principal, will consist of members as outlined in the Articles of Governors with the majority being Foundation Governors and will include the Executive Principal as a member of the Senior Leadership Team together with the relevant Line Manager/s.
- 5.3 The Selection Panel for appointments, other than Senior Post Holders, will have regard to the nature of the post and will normally consist of a member of the Senior Leadership Team together with the relevant Line Manager/s. A member of the Selection Panel will be trained in Safer Recruitment.
- 5.4 It is not necessary for HR to be present at interviews. However, if the panel requested support from HR, or had not received training for interview skills and in 'Safer Recruitment', then a representative from Personnel Department would attend in each case.

6 **Selection for Interview**

- 6.1 Written records of the selection process will be made with brief reasons for the decisions taken. All documentation and notes relating to applicants will be treated confidentially in accordance with Data Protection Legislation. The notes will be kept for a minimum of six months after the appointment.
- 6.2 The Selection Panel will agree to:
- i. Select the candidates for interview;
 - ii. Determine the format for the day. This is likely to include a formal welcome, a tour of the sixth form site, and completion of an exercise, in addition to the interview.

Shortlisting proforma and information about the structure of the day will be returned to the Personnel Manager.

- 6.3 The Personnel Department will inform shortlisted candidates by telephone or email of:

- i. Their selection for interview;
- ii. The interview date and start time.

At the shortlisting stage unsuccessful candidates will not be notified.

Candidates will be given as much notice as possible of the interview day.

- 6.4
 - i. The Personnel Department will contact the applicant confirming the arrangements including the programme for the day;
 - ii. The Personnel Department will apply for at least two confidential references for each candidate.

- 6.5 References will be sought for all shortlisted candidates. The reference request will follow safeguarding best practice guidelines. Shortlisted candidates will be required to bring proof of ID and eligibility to work in the UK.

- 6.7 The Personnel Department will ensure that members of the Selection Panel have copies of the application forms, and interview proforma, References will be reviewed to ensure all questions have been answered and checked for consistency against the applicants form. Any issues, including disciplinary or allegations will be considered and where appropriate these issues or discrepancies will be followed up at interview. The candidate is responsible for ensuring that references are received in a timely manner. References not available at interview will be forwarded to the chair of the panel before the candidate takes up post.

- 6.8 The Personnel Department will advise security and reception of the list of candidates for interview. The personnel department will ensure that arrangements are in place for candidates to be met and welcomed. Travel expenses are generally not paid except in exceptional circumstances and where agreed with the Executive Principal.

7 Interview Procedure

- i. The Chair will introduce the Panel and inform each candidate of the interview process and follow the questions / criteria drawn up by the panel and will include questions with reference to safeguarding, equality and diversity, and support for the Catholic ethos of the Sixth Forms.
 - ii. Candidates will be given the opportunity to ask questions;
 - iii. The Chair will confirm whether the candidate is still interested in the post.

- 7.1 Following the completion of the interview process the panel will:
 - i. Decide whether any candidate(s) are appointable to the post;
 - ii. Check the references where any follow up action was necessary;
 - iii. Check the employment history on the application form;
 - iv. Make a decision by considering individual preferences and then reach a consensus;
 - v. Make arrangements for informing and debriefing candidates;
 - vi. In the case of Senior Post-holders, the interviewing panel will make a recommendation for appointment to the full Governing Body.

- 7.2 A salary assessment will be carried out for the successful candidate.

- 7.3 A formal letter confirming the offer of appointment and a contract of employment will be sent to the successful candidate conditional upon receipt of satisfactory references, Disclosure and Barring Scheme clearance and Safeguarding checks.
- 7.4 Senior Post Holders will have their appointment confirmed by the Clerk to the Governors.
- 6.6 Written records of the interviewing process will be kept for a minimum of six months after appointment. Members of the interview panel will send all papers relating to the interview to the Personnel Manager for filing and shredding.
- 6.7 A contract of employment is issued by the Personnel Manager, ideally within two weeks of commencement of employment.
- 6.8 Information on the Induction Procedure will be issued to staff by the Personnel Department during their first working week or as part of induction training, whichever is sooner.

7 Disclosure and Barring Service (DBS) Criminal Record Checks and the recruitment of ex-offenders

- 7.1 The Sixth Forms is required to assess applicants' suitability for positions included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order by using criminal record checks processed through the DBS. The Sixth Form complies fully with the DBS Code of Practice.
- 7.2 The Sixth Forms actively promotes equality of opportunity and welcomes applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on merit. The Sixth Form undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- 7.3 The Sixth Forms will only ask an individual to provide details of convictions and cautions it is legally entitled to know about. All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.
- 7.4 It is the responsibility of the Designated Safeguarding Lead and the Personnel Manager to carry out a risk assessment for all positions. An enhanced DBS record check will be undertaken and all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of an individual being offered the position.
- 7.5 The Sixth Forms will ensure that applicants have the opportunity to hold an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 7.6 It is the responsibility of the Personnel Manager to process an Enhanced DBS record check where it is relevant and proportionate to the position, with due regard to safeguarding and safer recruitment and selection guidelines.
- 7.7 It is the responsibility of the applicant to ensure that the certificate is presented to the Personnel Manager as soon as possible upon receipt.
- 7.8 Where information directly relevant to the position sought is revealed on a DBS certificate it is the responsibility of the Personnel Manager to inform the Designated Safeguarding Lead, Site Deputy Principal and Executive Principal.

- 7.9 The Sixth Forms undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. A meeting will be held with the individual, Personnel Manager and Designated Safeguarding Lead. The Executive Principal and site Deputy Principal will be informed of the outcome of the meeting.
- 7.10 The Sixth Forms undertakes to make every subject of a DBS record check aware of the existence of the DBS Code of Practice and the CTK Appointments Policy, and to supply copies on request.
- 7.11 The Sixth Forms will ensure that all those involved in the appointment process are suitably trained to identify the relevance and circumstances of offences, as well as relevant legislation relating to the employment of ex-offenders.
- 7.12 DBS checks will be undertaken for existing staff every 5 years. Where a member of staff is promoted internally, a DBS check will be undertaken regardless of whether it has been less than 5 years since their most recent check.

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Employment checks for EU/EEA teachers from 1st January 2021

With effect from 1st January 2021, professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA). Previously, teachers who had lived or worked outside of the UK but within the EEA would have their information on regulatory sanctions shared by the relevant country with the TRA.

As this information sharing process will no longer continue, checks will be conducted by CTK to ensure that applicants are not subject to regulatory sanctions outside of the UK. In practice, this means conducting checks in relation to those who have lived or worked in the EEA in a similar manner to the current checks required for those who have lived or worked outside of the EEA.

For applicants that have lived or worked outside of the UK, CTK will make any further checks we think appropriate so that relevant events that occurred outside the UK can be considered (often called overseas checks). We will also obtain an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK) and letter(s) of professional standing (as described below). These checks will be conducted at the same time as the other pre-employment checks. Any offer of employment will be conditional on satisfying these checks in line with the advice contained in Keeping Children Safe in Education (Paragraph 172).

CTK will request from the applicant proof of their past conduct as a teacher. This proof should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. The letter should include information on any regulatory sanctions the applicant has been subject to (where applicable). For every country in which the applicant has worked or lived (outside of the UK) a separate letter of professional standing will be obtained. Such evidence will be considered alongside information obtained through other pre-appointment checks to help assess the suitability of the candidate.

Further guidance is available on:

<https://safeguardingsupport.com/wp-content/uploads/2020/11/Changes-to-checks-for-EU-sanctions-on-EEA-teachers-from-1-January-2021-GOV.UK .pdf>

<https://www.local.gov.uk/our-support/workforce-and-hr-support/education-and-young-people/school-teachers/checklist>

<https://www.gov.uk/guidance/recruit-teachers-from-overseas>

Staff Recruitment during global and national pandemic emergenciesuch Corona virus

1. Recruitment interviews will take place via Teams Microsoft Technology.
2. Site tours will not take place routinely during this period. Requests to visit the site will be handled on an individual basis taking into consideration the current restrictions.
3. DBS checks will ~~continue to~~ take place following Government guidelines in place. This may ~~currently~~ mean ~~that~~ evidence used for pre-employment checks will be seen via a Teams video and subsequently must be presented to the Personnel Department on starting employment.