

Ayesha Siddiqa
Girls' School

**RECRUITMENT
PROCEDURE**

Recruitment Policy

Ayesha Siddiqa Girls School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the schools Child Protection Policies.

Purposes

- To safeguard the welfare and safety of all pupils in school.
- To ensure the best individual is selected to work for the organisation
- To select an individual who agrees with the ethos and aims of the school
- To allow necessary checks to be made in advance
- To allow equal opportunities in the selection process
- To provide clarity to applicants about the expectations of the post
- To allow scrutiny of applicant before recruitment
- To ensure that no employment will be confirmed until satisfaction of all the required checks is obtained

Procedures

1. All teaching staff, teaching ancillary staff and non teaching staff are recruited by the Senior Management Team.
2. Each post will have a Person Specification and Job Specification outlining the involvement of working with children, in order to maximise efficiency and minimise risks.
3. Posts are normally to be advertised internally and other appropriate places. All candidates are to receive an application form and notes about its completion.
4. Each applicant is required to fill in and submit an application form in order to scrutinise qualifications, experiences, employment history, gaps etc. This may be requested via phone or letter.
5. Applicants for all posts are to be formally interviewed. Interview and visit procedures will vary according to the post, but will usually include a tour of the school and introduction to relevant members of staff.
6. The written application will be considered by the Senior Management Team. Any anomalies, discrepancies or gaps in employment history are to be noted and are to be thoroughly investigated at interview. A shortlist of candidates for interview will then be

drawn-up after scrutiny of applications based upon the person specification and applicants are notified of whether their application has been short listed or not.

7. Invitations for interviews shall be done via writing or phone, the applicants will be asked to bring I.D for verification purposes, a driving license or passport is sufficient. Also evidence of qualifications is requested at this stage and whether they already have a CRB disclosure.
The interviewing body will check the validity of an existing CRB check (it must have been requested for a similar post, and the teacher must not have had a break of service for more than 3 months).
8. At least two written references are to be obtained direct from the referees, one of which should be from the current or most recent employer. References are to be requested on the appropriate form, which is to include specific questions regarding the suitability of the candidate for a post, which involves extensive contact with children. A job description and person specification is to be sent to all referees. References are to be requested for internal and external candidates. Whenever possible, references should be obtained prior to interview so that questions may be asked about the feedback from the referee, if this is not possible, then checks will be made before appointment.
9. A set of questions and issues to be explored with each candidate is to be decided prior to interview. Follow up questions will be asked at interview and these are likely to be different for each candidate. Any gap in employment will be investigated during the interview and responses are kept on file with the interview notes.
10. Qualifications are to be verified when short-listed candidates visit for interview, usually by the sighting of original certificates as appropriate. Identity is checked, normally against a passport or driving licence with a photocard.
11. A CRB application form for an Enhanced Disclosure will usually be completed at this stage. A list 99/ISA check will be carried out on all staff who do not have a valid CRB check to ascertain that they are not barred from working with children pending completion of the enhanced CRB check, BEFORE they start work at the school. These members of staff will also be supervised and required to leave their classroom doors open.
12. Copies of original ID, proof of address and qualification documents are taken at the interview stage and filed with the application.
13. All interview records are securely filed.

14. After interviews are completed, the SMT will discuss who they feel is the most appropriate candidate using the answers given along with the person and job specification.
15. A formal job offer is then made in writing or via phone, but is subject to verification of identity and the receipt of satisfactory written references and enhanced disclosure.
16. The medical condition of the candidate will be ascertained through the feedback received from the references and the candidate will be required to complete a self-declaration of medical fitness once an offer of employment has been made.
17. A new enhanced disclosure application will be completed for all new members of staff, regular volunteers and for contractors who are very regularly on site during term-time.
18. When CRB'S are finalised, the applicant begins the post with a probationary period of 6 months, after which a review is completed and the permanent job offer is made in writing.
19. Recruitment of staff via an employment agency: the school normally does not employ supply teachers. However, if this becomes a necessity, the school will follow the procedure laid out in regulations 20(2) (a) to 20(2) (d) and 22(5) for independent schools.
20. Employment will only be confirmed in writing after all necessary checks have been carried out and the evident obtained is satisfactory. In the meantime, a provisional offer of employment will be made.
21. All information of staff will be recorded in a single central register which will be maintained according to the regulations listed in standard 4 of the regulations for independent schools. The register will include the members of the proprietorial/governing body. The proprietor/chairman of the governing body is responsible for the maintenance of this register and for checking members of the governing body.

Guiding Documents

Safeguarding Children and Safer Recruitment in Education DfES 2007

Signed and approved by the Head Teacher:

Signed and approved by School Chair of governors:

Updated: Sept 2011

Review: Sept 2012