

PRIOR PARK EDUCATIONAL TRUST
RECRUITMENT POLICY AND PROCEDURE

(Revised 1 November 2007)

1. The Prior Park schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. To assist in this, the schools follow a formal Recruitment Procedure for the employment of all staff and adhere to the schools' Child Protection Policies.
2. All teaching staff and teaching ancillary staff are recruited by one of the Headmasters. Support staff are recruited on the authority of the Bursar although the procedure is often carried out by the Headmaster at The Paragon, or a Deputy Bursar.
3. Prior Park's policy for recruitment (teaching and non-teaching) is as follows:
 - a. Posts are normally to be advertised internally and in the local or national press and elsewhere (ie Job Centres, agencies etc) as appropriate. All candidates are to receive an application form and notes about its completion, a job description, person specification and policies on Equal Opportunities, the Recruitment of ex-offenders and Child Protection. Applications are to be by hand-written letter, accompanied by a CV and a completed application form.
 - b. The written application will be considered by appropriate senior members of staff. Any anomalies, discrepancies or gaps in employment history are to be noted for thorough investigation at interview. A shortlist of candidates for interview will then be drawn-up.
 - c. 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.
 - d. Qualifications are to be verified when short-listed candidates visit for interview, usually by the sighting of certificates as appropriate. Identity is checked, normally against a passport or driving licence. A CRB application form for an Enhanced Disclosure can be completed at this stage, and should be completed for any applicants who have travelled a long distance.
 - e. Applicants for all posts are to be formally interviewed by no less than two people (either separately or as a panel), one of whom will have completed the NCSL online recruitment training. Interview and visit procedures will vary according to the post, but will include a tour of the school, introduction to relevant members of staff, and in the case of teachers, will usually include teaching a lesson. Candidate assessment forms are to be completed by all interviewers and a meeting held post interview to discuss the candidates.
 - f. At least two, and normally three, 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.

- g. An Enhanced Disclosure from the Criminal Records Bureau is to be obtained. The procedures laid down by the CRB are followed.
 - h. All interview records are securely filed for twelve months after which those for unsuccessful applicants are to be destroyed.
4. A formal job offer is made in writing, but is subject to verification of identity and the receipt of satisfactory written references and Enhanced Disclosure.
 5. A new Disclosure application will be completed for all new members of staff and for contractors who are very regularly on site during term-time. However, sight of the original copy of a recently issued Enhanced Disclosure will suffice for those joining for short periods of teacher training and the like.
 6. The following documents, used within the recruitment process, are attached:
 - Wording to be included in advertisements for all posts
 - An example of the initial letter to be sent to applicants for a post.
 - Application Form.
 - Application and Recruitment Process Explanatory Notes which accompany the Application Form.
 - Wording to be included in all Job Descriptions.
 - Letter to be used to request references.
 - Reference Request Form.
 - Letter of invitation to interview.

ADVERTISEMENT WORDING

Applicants must be willing to undergo child protection screening, including checks with past employers and the Criminal Records Bureau.

INITIAL LETTER TO APPLICANTS

Dear

Thank you for your interest in the post of _____ at Prior Park
College/Preparatory School/The Paragon.

We have pleasure in enclosing:

- An application form, with explanatory notes on its completion and on the recruitment process.
- A job description and note of the personal qualities required.
- The school's policies on Child Protection, Equal Opportunities and the Recruitment of Ex-offenders.

To be considered for the post, please return the completed application form, accompanied by a hand written letter explaining why this post attracts you and why you are a suitable candidate. The closing date for applications is _____ and we expect to be calling candidates to interview on _____

If you have any questions, please do not hesitate to contact me.

Yours sincerely

**PRIOR PARK EDUCATIONAL TRUST
APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES**

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted as a substitute for an Application Form, but should be included to support the application.
- All posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for more information.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an application for an Enhanced Disclosure from the Criminal Records Bureau.
- For teaching and some other posts, references will be sought for shortlisted candidates and we may approach previous employers for information to verify particular experience or qualifications before interview. Please let us know if you do not wish references to be sought at this stage of the recruitment process.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired). They will be asked whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children.
- You should be aware that provision of false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview, then the areas covered will include your suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate,

written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates invited to interview must also bring with them:
 1. A passport or current photo driving licence and a full birth certificate,
 2. Where appropriate, documentary proof of a change of name,
 3. A utility bill or financial statement showing current name and address.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be condition upon:

- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications;
- A check of DfES List 99 and the Protection of Children Act list as appropriate;
- A satisfactory CRB Disclosure;
- Verification of professional status such as GTC registration, QTS status (where required), NPQH;
- For teaching posts, verification of successful completion of the statutory induction period (this applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training;
- Satisfactory completion of the probationary period.

WARNING

Where a candidate is:

- Found to be on DfES List 99 or the Protection of Children Act List, or the CRB Disclosure shows s/he has been disqualified from working with children by a court; or
- Found to have provided false information in, or in support of, his application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

WORDING FOR INCLUSION IN JOB DESCRIPTIONS

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact requires compliance with school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Child Protection Officer or to the Headmaster.

LETTER OF INVITATION TO INTERVIEW

Dear

Thank you for your application for the post of .
We would be very pleased if you would attend for interview here at

As you are aware, this post involves responsibility for and/or working with children and necessitates strict child protection screening. I would therefore ask you to re-read the Explanatory Note which accompanied your application form (a fresh copy is enclosed) and in particular the section headed 'Invitation to Interview'.

I look forward to meeting you on .

Yours sincerely