



# Recruitment and Selection

Tachwedd 2024



## Recruitment and Selection Review Sheet

Date of Review	Reviewer(s)	Comments



# Recruitment and Selection

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## 1.0 Purpose

The Council has a Recruitment and Selection Policy which provides a framework for safe, fair and consistent recruitment arrangements, which contributes to the Council's aim of providing high quality, cost-effective services to the community.

This policy has been adopted by the Governing body of Ysgol Sant Dunawd and sets out the arrangements to be applied at the school within the Council's framework and meets the school's statutory duties under The Staffing of Maintained Schools (Wales) Regulations 2006.

All jobs will be recruited to on merit and the selection criteria used will be relevant to the job and promote equality of opportunity. The principles of safe, fair, recruitment and selection apply equally to all posts including, permanent opportunities, secondments, temporary, fixed-term and engagement of supply/casual workers.

## 2.0 Scope

This policy applies to all appointments made by the Governing Body of Ysgol Sant Dunawd.

This policy does not cover the use of agency workers, which is covered under the contract arrangements with the Agency. The school will ensure that it only uses Agencies that apply the same standards to their workers as set out in this policy.

## 3.0 Principles

### 3.1 The Recruitment and Selection Policy will:

- Provide for an open, fair, and transparent process.
- Ensure that those appointed to work in schools are subject to a high level of scrutiny prior to appointment.
- Support working towards a diverse workforce that reflects the local community
- Attract high quality candidates for positions from within as well as outside the Council.
- Provide equality of opportunity.
- Enable the selection of candidates objectively based on merit using appropriate assessment measures.
- Ensure the appointment of candidates at the right time.
- Help to make the best recruitment decisions and therefore contribute to a reduction in turnover.
- Ensure that those employees responsible for recruitment, including the Governing body are aware of the policy and as required training identified and sourced.
- Promote and ensure quality induction arrangements for all new employees.

### 3.2 The Governing Body is responsible for:



- Adoption of a policy and procedure to meet its responsibilities as regards to recruitment and selection.
- Compliance with the Staffing of Maintained Schools (Wales) Regulations 2006 in the case of appointments (Appendix 1).
- All staffing matters at the school and should ensure that the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- Any arrangements associated with the coordination and governance of Governing Body Committees and determinations on dismissal of staff on conduct attendance grounds and appeals against such decisions.
- Ensuring that all vacancies are advertised, externally and internally as appropriate, except in specific circumstances when Headteacher/Governing Body determine restrictions are necessary. This may be when the school has budget pressures and may need to make efficiency savings. A post may then be advertised internally only to avoid the potential for redundancy.
- Ensuring value for money in expenditure on recruitment and the Council's advertising agency is available to schools to place external advertisements using the agreed advert template tailored to the school details.

### **3.3 Headteachers/or designated Managers are responsible for:**

- The Headteacher will ensure the staffing structure is reviewed, budget management supports the structures and decisions to recruit, ensuring the right people are employed at the right time with the right skills.
- Considering where it is possible for the position to be filled effectively on a part-time, job share or other flexible working pattern basis where this meets the needs of the curriculum and school.
- Ensuring new employees have met all the pre-employment checks and are fit to carry out their jobs.
- The Headteacher/Governing Body, recruiting manager will always offer structured feedback to candidates who have been invited to attend interviews (internal and external candidates) in order to support their career development.
- Maintaining the recruitment and selection process records (see Section 7)

### **3.4 The Human Resources team are available to:**

- Liaise with the Council's advertising agency to place external advertisements on behalf of schools on receipt of a completed vacancy standard template
- Provide advice and guidance to Schools on procedural and policy matters on the application of the school policy.
- Advise governor selection panels where sufficient notice to attend is given.

### **3.5 Pre-employment principles**

It is a requirement that appropriate pre-employment checks will always be carried out in accordance with Wrexham County Borough Council's Safe Recruitment Policy and this School Recruitment and Selection Policy prior to employment commencing at the School.



The Governing body is responsible for the recruitment process and subsequent appointments, and will ensure that all safe recruitment and routine pre-employment checks have been taken up and are evidenced, these include:

- Safe recruitment checks, a suitable DBS certificate.
- References are requested and checked for appropriateness and suitability.
- Reviewing and keeping evidence of qualifications essential for role.
- Exploring gaps in employment with candidates through the recruitment process.
- Ensuring a teacher/ learning support employees are Education Workforce Council (EWC) registered and this check has been made in liaison with the Authority.
- Ensuring the induction status of Newly Qualified Teachers (NQT) is checked with the EWC and the school is required to notify the EWC of NQTs still in their induction period.

Recording all the above including evidence in the recruitment file, and subsequent employee school file.

Providing an instruction for new appointments (on relevant form) to the HR Service Centre to enable the Authority, on behalf of the school, to take up formal pre employment checks these being; medical clearances, the right to work in the UK, a Disclosure and Barring Service (DBS, formally the Criminal Records Bureau - CRB) Check.

**Note: The school must liaise with the HR Service Centre Team to ensure they are satisfied a person has submitted and been cleared with the required pre-employment checks and that they are suitable prior to commencement of work.**

**Agency workers – Note. The above same standards will apply, the school will need to check that the Agency has met these standards to the worker being supplied.**

A full review of the Model Policy will take place every three years. Within the three-year period, the Authority will make any amendment/s necessary to reflect any changing legal requirements or make minor alterations.

## 4.0 Equalities

Wrexham County Borough Council and the School Governing Body is committed to ensuring that all recruitment in the Council and the school is free from any form of discrimination for all protected characteristics which fall within the Equality Act 2010.

It is permissible to offer a post to a candidate where his or her protected characteristic has been underrepresented in the type of post in question and where he or she is as suitable a candidate as one who does not possess the protected characteristic (Section 159 of the Equality Act 2010).

The Council/School operates the “Two Ticks” scheme and will therefore guarantee all disabled candidates who meet the minimum essential criteria an interview.



Reasonable adjustments will be made for candidates who have a disability e.g. visual or hearing impairment; or for whom English is not their first language. Recruiting Headteacher/Manager will ascertain if special arrangements or adjustments are appropriate at any stage of the recruitment process. Examples include identifying ground floor locations for interviews, perhaps with wheelchair access, sign language interpreter etc. The Headteacher/Manager should be aware of the Access to Work funding which may be available. All applicants will be informed in advance of any tests/ assessments to ensure time for adjustments to be requested.

The Headteacher/Manager who are recruiting must have regard to candidates with protected characteristics contained within the Equality Act 2010, and should seek advice from Human Resources to ensure legal compliance.

The school is responsible for compliance with monitoring of recruitment under the Equality Act 2010.

## 5.0 Procedure

### 5.1 Recruitment

The Headteacher has a responsibility to make the most efficient use of resources across the School. When a vacancy occurs, the Headteacher or Manager should consider how best to continue or improve curriculum/service delivery by considering whether a like for like replacement is necessary. It is recommended that annual reviews take place to ensure the structure meets the needs of the curriculum, school development plan and levels of delivery needs, that working patterns are appropriate or not, in order to review the necessity for recruitment on each occasion.

Exit interviews should be arranged for every leaver, and this information should be reviewed to identify any particular reasons which may be impacting on retention of staff. The Headteacher/Manager will be responsible for determining and planning recruitment and selection, timescales and costs.

#### 5.1.1 Vacancy management in School

When a decision to recruit is made, the Headteacher/Manager is responsible for reviewing the Job Description and Person Specification, considering if it needs any changes.

#### Support staff vacancies

In the case of NJC posts, these posts are subject to a job evaluation process. The Authority has established with schools a group of benchmark roles which have been evaluated and graded. The school can select new roles from this range of jobs and in the case of an amendment to an existing role, will need to check whether with the HR Service as to whether they remain appropriately graded, this would be done at the start of the recruitment process. Appendix 2 School evaluated roles and grades.



The vacancy will provide an opportunity for a review of the Job Description or Person Specification. The Job Evaluation procedure should be followed if any documentation is changed or re written.

### **5.1.2 Vacancy Management Welsh Language**

The School will determine the Welsh Language requirements subject to the catchment area supported and the curriculum needs of the school.

### **5.1.3 Vacancy Management - redeployment arrangements and prior Consideration**

Employees who are selected for redundancy, or who are to be redeployed on medical grounds, in accordance with the school's redeployment and redundancy policy will be given prior consideration for a position in the first instance in the School provided there is a skills match. Prior consideration enables these individuals to be considered before advertising more widely. There will be a requirement to submit an application, attend an interview to ensure employees have the required skills and experience for the position.

In the event of there being no suitable positions in the School, the School will notify the Authority who will put the employee on the Council's redeployment list to receive any wider School and Council Vacancies.

Guidance on arrangements for redeployment in schools is published on the school's intranet page.

The Council's pay protection arrangements for NJC employees will be applied if the employee is eligible, this is currently 2 years. In the case of teachers, this is set out in the School Teachers Pay and Conditions Document.

Under the **Maternity and Parental Leave Regulations 1999**, regulation 10, if a woman on maternity leave is made redundant and has commenced maternity leave, she is 'entitled to be offered alternative employment' where this is available. This means that she effectively has first refusal over all other employees even if she is not necessarily the best candidate for the alternative employment in question (selection process is not necessary). This is the case irrespective of whether the employee is ready at that point in time to return to work. Failure to offer her available alternative employment in these circumstances renders any redundancy dismissal automatically unfair. Similar provisions apply to men taking additional paternity leave under the Additional Paternity Leave Regulations 2010. You should contact your Human Resources Officer regarding extended rights.

### **5.1.4 Vacancy Management - Job Share Scheme**

A job-sharing scheme is one of the flexible working arrangements available, and can open up a wider range of job opportunities for individuals which will benefit both employees and the Council. Applications can be made by employees to the Governing Body to apply for a job-share post, the Governors would need to





consider any requests taking into account the curriculum and wider needs of the school.

### **5.1.5 Vacancy Management - Appointment of Agency Workers**

Agency workers will only be engaged as a last resort after considering all other options. Internal options and opportunities to use or share resources from other schools which may be a more cost-effective alternative will be considered before external procurement. All agency workers must be supplied by an Agency that meets the standards set out in this policy.

## **5.2 Recruitment (Advertising)**

Recruitment activity in the first instance will be via an advertisement placed on the Council's Intranet/Internet. The Internet advert will be designed to attract the right person for the job, ensuring safe recruitment requirements are adhered to where appropriate.

If the School determines that an external advert in the press is required, then a 'sign post' approach will usually be taken. A 'sign post' is a brief advert asking applicants to view full details on the Council's website. The school will determine when it is necessary to extend adverts in professional publications and other media within their delegated budget arrangements. These adverts will promote the School as an interesting and attractive place to work, an equal opportunities employer.

Adverts are normally placed via the HR Service Centre with the agreed procured Advertising Agency, and placed as a composite to ensure best value for money where possible.

Adverts placed in local media will include a Welsh translation. This will be translated by the Authority at no additional cost to the school. There is no requirement for the Welsh translation to be included in national publications. All vacancies published on the Council website will be bilingual.

Advice, including potential cost and information on Wrexham County Borough Council's corporate advertising contract and advertising options is available from the Human Resources Service Centre.

### **5.2.1 Recruitment Advertising and Appointments for Headteacher and Deputy Headteacher vacancies - Statutory requirement**

The Governors are required by regulation to adhere to arrangements set out in the Staffing of Maintained Schools (Wales) Regulations 2006 when a vacancy for a permanent Headteacher or Deputy Headteacher becomes vacant. This is set out in Appendix 1.

### **5.2.2 Other Appointments**

The Headteacher will take the lead on appointments outside the leadership group (i.e. other than Headteachers, Deputy Headteachers and Assistant Headteacher).



The Governing Body should delegate these functions to the Headteacher unless there are good grounds not to do so. OR - Otherwise, delegation may be to:

- a) One or more governors, or
- b) One or more governors and the headteacher

At Ysgol Sant Dunawd the Headteacher will take the lead on all appointments outside the leadership group unless there is a conflict of interest. In which case, the Governing Body delegates to the Deputy Headteacher and one or more governors.

### **5.3 Selection for posts other than those determined by the Governing Body**

#### **5.3.1 Short listing**

The Headteacher/Manager is responsible for short listing and interviewing candidates in a consistent, objective and non discriminatory manner. Candidates will be short listed based on the essential criteria listed on the person specification for the advertised position. The scoring allows for the consideration of candidates who demonstrate the potential to meet criteria with future training or experience.

The Headteacher/Managers should also ensure that the employment history outlined on the application form does not contain any gaps in employment. If there are gaps identified, this must be clarified with the applicant in writing/recorded on interview records.

This should be recorded and kept in the recruitment file held at the school.

All the pre-employment checks set out in section 3.5 should also be confirmed/checked at interview.

#### **5.3.2 Interview**

All recruitment will involve interviewing shortlisted candidates, either formally or informally. A Headteacher/Manager will not normally interview alone, and will usually be part of an Interview Panel. An interview Panel should select a Chair.

Panel members should ensure that it is appropriate for them to take part in the interview process and that there is nothing that might give rise to the perception of a conflict of interest. The Interview Panel should ensure that questions are open and non-discriminatory, information seeking and probing and seek evidence to illustrate how the applicant measures against the essential and desirable criteria. Guidance is available from Human Resources Business Partners/Human Resources Officers on developing competency based interview questions.

Human Resources are also available to advise interview panels for Leadership posts to support the Governing Body.



Candidates should be given every opportunity to ask for adaptations to the selection process, in order that the requirements of the Equality Act 2010 are met.

The Chair of the Interview Panel must have had experience in and/or been trained in Recruitment and Selection techniques by formal training, coaching or e-learning.

At the interview, candidates may be asked to produce evidence as outlined in Section 3.5 & 5.4.2 Pre Employment Checks. The Headteacher/appointing Manager must obtain copies on the successful candidates file and confirm receipt of these to the HR Service Centre. The School will complete the Appointment notification form which includes a tick box to confirm these checks have been completed.

The same standards as set out in 5.3.1 and 5.3.2 will be applied to Governing Body Panels, to complement the requirements set out in the staffing regulations for Headteacher, Deputy Headteacher and Assistant Headteacher appointments.

### **5.3.3 Expenses (Selection Process)**

Expenses will not be paid to candidates attending interviews or any other selection process.

### **5.3.4 Testing**

Testing can inform decision making. Psychometric testing, personality profiling and assessment centers can be used as part of the recruitment process but only on request and in liaison with the schools' HR Officer if their support is required. Any test used must have been validated in relation to the job, be free of bias and be administered and validated by a suitably trained person. Advice is available from Human Resources. Time to undertake these needs to be factored into the process.

### **5.3.5 Selection - Making a Decision**

Once the Panel has scored each of the candidates and have agreed upon their selection, the Headteacher/Manager should contact by telephone (where possible on the same day) the successful candidate, offering the post subject to relevant conditions (satisfactory references, professional registration, medical screening, DBS check, professional qualifications, Right to Work in the UK etc). A record should be retained by the Headteacher/manager of the conversation. Prior to negotiating any terms (including pay). Decisions on pay for new appointments are set out in the School Pay Policy.

The Headteacher/Manager should contact unsuccessful candidates by telephone as soon as the successful candidate has verbally accepted. Prior to telephoning, consideration should be given to whether there are reserve candidates should the offer be rejected later. Advice is available from Human Resources.



The Panel record of the interview, any documentary evidence copied, forms and recruitment file should be retained at the school, and copies of all relevant documents submitted with a Notice of Appointment form to the Human Resources Service Centre to enable them to issue a contract, and follow up the relevant conditions of employment. Any offer of employment will be clear as to whether it is conditional on further information being provided i.e. medical or DBS. The Human Resources Service Centre is responsible for the issuing of contractual documentation upon notification by the School which will include appropriate authorisation, and for undertaking all pre-employment checks (See Section 5.4.2).

Health checks will not be conducted until a conditional offer is made unless the purpose of the check is to allow reasonable adjustments to be made to the recruitment process, for the benefit of a disabled candidate.

The Headteacher/Manager should maintain communication with the successful candidate to ensure progress of pre-employment checks and to negotiate the potential start date. The Headteacher/Manager should not negotiate a start date for posts working with children and/or vulnerable adults until all checks have been received, and should liaise with Human Resources Service Centre. However, the Headteacher/Managers should communicate with the candidate during this period to keep them fully up-to-date and to encourage them to complete this paperwork.

## 5.4 Appointment

### 5.4.1 Safe Recruitment

Wrexham County Borough Council and the School has a duty to ensure the suitability of everyone it employs in whatever capacity. As part of recruitment vetting procedures there is a legal requirement to request the provision of a disclosure of any convictions and also checks against the ISA Children's Barred List, as part of making a decision about prospective or continued employment.

The Safe Recruitment Policy & Guidance Manual applies to all prospective and existing Council employees, who work with children and/or vulnerable adults. Candidates will be advised if a post is subject to the requirements of the Safe Recruitment Policy. This policy is recommended to schools.

### 5.4.2 Pre Employment Checks

The Council will identify which pre employment checks are required for each post. All appointments in a school require:

- References.
- Proof of Qualifications (if essential criteria).
- Proof of right to work in the UK.
- Pre-employment health screening.
- Check any gaps in employment.

Legal requirements include:



- DBS (against either Children's or Children's and Adults list as applicable)
- Registration check;
- Professional membership, for example, EWC;
- HMG Baseline Personnel Security Standard check.

The Headteacher is responsible for ensuring these checks are completed and are satisfactory **prior to commencing work**. In very exceptional circumstances, should the school determine it is necessary to start an employee due to impact on teaching and learning, prior to all of these checks being received. The Headteacher must review which checks have not been received, then consider overall suitability by carrying out a risk assessment. (Appendix 3 Risk Assessment template). This must be documented including evidencing that there are no associated risks and making any necessary provision for supervision/alternative working arrangements. Please note that this cannot be applied to scenarios waiting for registration with EWC.

This applies to all permanent, temporary and supply appointments. This must be retained on file at school should this be audited.

The School has clear responsibilities for safe recruitment as part of its safeguarding duties. This includes ensuring Disclosure and Barring Services checks are in place and taking up written references for all employees. Estyn and the Council's Audit section will accurately collate, cross reference and retain evidence of completion of checks in accordance with all appropriate standards as part of their routine monitoring.

### **5.4.3 Migrant Workers**

Most European Union (EU) nationals have the right to come to the UK and look for work. Nationals from the newer EU member States in Eastern Europe, however, have certain restrictions placed upon their employment. There are other categories of overseas workers who do not need work permits. Any person subject to immigration control and who comes with the intention of working in the UK must have permission to work in the UK. The School will first consider whether there are suitable candidates to be found in the UK or EEA and Switzerland, and, if not, must obtain documentary proof. Advice must be sought from Human Resources before an offer of employment can be made to a worker from outside the EEA and Switzerland.

### **5.4.4 Relocation Allowance Scheme**

The school may wish to adopt the Authority's scheme for hard to fill posts. Request a copy from the HR Business Partner if required.

### **5.4.5 Continuous Service (Modification Order)**



For the purposes of entitlements regarding redundancy, annual leave, occupational sickness and occupational maternity scheme continuous employment will include continuous service with any public authority to which the Redundancy payment (continuity of employment in local government etc.) (modification order) 1999 (as amended) applies.

Where an employee is transferred under TUPE and returns voluntarily to local government within five years, continuity of service for contractual purposes is preserved. An employee will be asked to provide evidence of continuous service and previous employers may be approached to confirm the information submitted, before service is acknowledged.

#### **5.4.6 Induction**

The school will ensure that all new employees receive the appropriate induction to assist in their integration into the school and wider Wrexham County Borough Council (if appropriate). All new employees will need information, assistance, and encouragement to enable them to adapt readily to their new surroundings. A systematic induction program should be prepared to help the new employee adjust to the new working and social environment and become effective in the job.

The corporate induction program is available for support staff by contacting Training and Development team should school's wish to book certain new starters in roles onto this, but this should be complemented by a school induction program.

#### **5.4.7 NQTs and NJC Probationary Period**

##### **Newly Qualified Teachers**

Regulation provides arrangements for the induction of newly qualified teachers

##### **Support staff**

Headteachers/Managers have responsibility to ensure a newly appointed NJC employee's probationary period is properly managed. This should ensure that the performance of a new employee is monitored on a regular basis. During this period it is the probationary employee's responsibility to establish their suitability for the post. However, this does not imply any right to be employed for the whole of this period where capability/suitability for the job is identified.

New NJC entrants to the service of the Council/School are subject to a probationary period of six months from date of appointment, except in cases where it is accepted that the employee is transferring from a similar post with another local authority which would render a probationary period inappropriate.

The length of the probationary period may be reduced for short term appointments. Probationary employees will be assessed at intervals during the period. This will normally be at **twelve, sixteen and twenty-two** weeks.



## 5.5 Reference Requests (for external posts)

The Council/School will provide written references when a formal request is received. When references are provided, the school has a duty of care to ensure that the reference is accurate, factual, a fair representation of the person and not misleading. An employee or ex-employee could bring action against the Council and/or school for libel, discrimination, or defamation of character through a court or tribunal (BusinessLink.gov.uk). Any reference provided will be approved by the Headteacher and must obtain their signature prior to sending.

## 5.6 Recruitment and Selection Costs

Additional Recruitment and Selection activities will be charged to the school i.e. cost of adverts, testing, and other materials.

# 6.0 Responsibilities

**Employees** All employees are required to adhere to the terms and conditions of this policy, and to seek clarification where necessary from their Headteacher/Manager in the first instance.

**Headteacher/  
Governing Body** Are responsible for ensuring that this policy is consistently applied throughout the school

**Service Level  
agreement** This sets out the roles and responsibilities in relation to the service provided to schools.

**Trade Unions** Recognised Trade Union representatives will be consulted with on the refinement of the Model policy, providing feedback and checking for understanding and ease of use. They are available to support their members where appropriate

**Human Resources** Human Resources is responsible for the creation, development, improvement and refinement of this policy and ensuring policy undergoes regular reviews and updates in line with Legislation and best practice. Human Resources will provide advice and guidance on the application of the Policy and where specific responsibilities are outlined within.

**Head of Service** HR & Organisation Development: The Head of Service will have overall responsibility for this model policy and recommend to schools.

# 7.0 Record Keeping

The School will maintain a recruitment file for each vacancy which will clearly document the progress of the recruitment and selection process and will contain details and justifications for all selection decisions made. Unsuccessful applicant information will be



stored securely for 6 months and then destroyed. Successful candidates' information will be provided to the HR Service Centre to enable the contract to be issued and checks described in this policy and information incorporated into their personal file. The Human Resources system will capture the appointment information and the school will record key recruitment information. The school will maintain recruitment monitoring information to meet their requirements under the Equalities Act. The Authority will maintain Equalities information for permanent and temporary appointees. All information will be managed, stored, and processed in accordance with the Data Protection legislation and the Information Commissioner's Employment Practices Code.

It is advised that Headteachers/Managers maintain staff files for the staff that they manage to ensure that they have records of the individual's job description for Performance Management and Career Development purposes, any absence records, holiday requests etc.

## 8.0 Monitoring & Review

### 8.1 Governing body

The Governing body will also be responsible for making arrangements for the capture of statistical data relating to this policy for their school and will ensure the appropriate use of such information for monitoring purposes.

## 9.0 Training

Training, either by formal course, e learning or coaching, will be made available to ensure that those with management responsibility for employees are clear about the policy, the procedures contained within it and their own responsibilities. Alternatively, advice should be sought from the HR Team – the School's designated Human Resources Officer.

## 10.0 Reference Materials

### 10.1 Legislation

The following legislation applies to recruitment and selection:

- Equality Act 2010, Employment Act 2002, Asylum & Immigration Act 1999
- Data Protection Act 1998 and 2018, Safeguarding Vulnerable Groups Act 2006
- The Maternity and Parental Leave Regulations 1999
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2008, Additional Paternity Leave Regulations 2010
- The Staffing of Maintained Schools (Wales) Regulations 2006

### 10.2 Associated Policies/guidance

[Corporate Safe Recruitment Policy](#)

[School Pay Policy](#)

[Redeployment Guidance](#)

Guidance on the review of staffing structures, National Assembly for Wales  
Circular No: 32/2005





## 10.3 Data Protection

The Data Protection legislation is designed to protect individuals from the misuse of computerized information. The School/Council will not disclose such information to any unauthorized person or body but where appropriate will use such information in carrying out its various functions and services. It may also use this data in connection with the prevention or detection of fraud or other crime.

Personal information about candidates will be collected on a separate portion of the application form, and this information will only be used for monitoring purposes and not as part of the selection process.

At the end of the recruitment process, the file will be held securely for a period of 6 months and then destroyed.

## 11. Definitions

**Recruitment** the process of identifying and hiring the best-qualified candidate (from within or outside the School/Council) for a job vacancy, in a most timely and cost-effective manner.

**Selection** is a process of choosing individuals (out of a pool of job applicants) with the requisite qualifications & competence to fill a vacancy.

**Casual/relief/supply** individuals who work for the School/Council on an “as and when” basis and are not retained for employment.

**Establishment** the total number of posts/employees within a School/department.

**DBS** Disclosure and Barring Services

**ISA** Independent Safeguarding Authority



## Appendix 1

### Appointment of a Headteacher

The governing body must as a first step notify the Council in writing whenever a vacancy or prospective vacancy occurs in the post of headteacher before commencing the appointment process.

Regulations 33, of the Staffing Regulations, requires that the governing body of a voluntary aided school, where the trustees under a trust deed relating to the school are also trustees of a Roman Catholic religious order, must notify the Major Superior of the vacancy in writing.

The governing body must advertise any such vacancy in publications circulating throughout England and Wales that it considers appropriate. This includes newspapers, periodicals, journals or by internet advertisement.

However, under the Staffing Regulations governing bodies may chose whether to advertise a headteacher or deputy headteacher vacancy if it arises in these circumstances:

1. the vacancy arises in a school (new school), which is named in statutory proposals published under Part 2 of the School Standards and Framework Act 1998, as one which pupils may attend following the closure of their existing school (amalgamation); and
2. a person employed at the new school or the school which is to be discontinued, pursuant to statutory proposals has expressed the wish in writing to the governing body to apply for that post.

If there are other statutory proposals that will come into effect at the same time or similar times, creating or amalgamating other schools maintained by the same local authority, a governing body which has no eligible candidates of its own may consider applicants, without national advertisement, who are eligible for such posts in other newly formed or amalgamated schools.

The full governing body must establish a selection panel of three to seven persons. The selection panel may include persons who are not governors and it is for the governing body to determine whether those persons may vote. Voluntary Aided schools may chose to have the whole governing body as the selection panel for headteachers and deputy headteacher appointments.

Governors who form the selection panel and take part in the selection of candidates for interview must also form the interview panel.

The selection panel is required to:



- Select a chairperson from amongst the panel membership. This person cannot be paid to work at the school or a pupil. The governing body can remove the chair to any selection panel from office at any time.
- Select applicants for interview (shortlist).
- Notify the Council in writing of the details of the candidates selected for interview.
- Interview applicants.
- Recommend one of the people interviewed to the governing body for appointment.

Any decision of the selection panel must be taken by a vote representing an absolute majority of all members of the panel. Where there is an equal decision of votes the chair, or the person who is acting as chair for the purposes of the meeting, has a second or casting vote.

If the Council writes to the selection panel about the unsuitability of any candidate within fourteen days from the date it received the notification of the names of the short listed candidates, the selection panel must consider the Council's views. If that candidate is still interviewed and recommended for appointment by the panel to the governing body, the selection panel must respond to the Council in writing and make the Council's correspondence and the panel's reply available to the governing body.

If the governing body endorses the recommendation of the selection panel it will recommend that person to the Council for appointment.

In the case of voluntary aided, foundation or foundation special schools – appoint the person recommended to the post, subject to that person meeting all relevant staff qualification requirements.

Where the person recommended by the selection panel is approved by the governing body for appointment and the person meets all relevant staff qualification requirements, the Council must appoint the person.

If the selection panel makes no recommendation, or the governing body does not approve a recommendation, or the Council declines to appoint the recommended candidate, the governing body may re-advertise the vacancy.

At foundation and voluntary controlled schools with a religious character, the governing body may take into account any candidate's suitability and ability to preserve and develop the religious character of the school.

At voluntary aided schools with a religious character, the governing body may give preference to any candidate whose religious opinions and worship are in accordance with the tenets of the religious denomination of the school. At voluntary aided schools whose trustees are trustees of a Roman Catholic religious order, the governing body may appoint as headteacher a candidate proposed by the Major Superior of the order without going through the usual procedures for appointing a headteacher, including setting up a



selection panel. The governing body may not appoint a candidate who fails to meet the qualification requirements.

A headteacher is barred by the regulations from participating in the appointment of their successor. However, the headteacher has the right to attend meetings of the governing body to discuss the appointment of a deputy headteacher and to offer advice.

If the headteacher post is not filled, or cannot be filled, prior to the date it becomes vacant the governing body must recommend to the Council a person to act in that position.

If a foundation, voluntary aided or foundation special school, appoint a person to act.

### **Appointment of a Deputy Headteacher**

There is no legal obligation for schools either to have deputy headteachers or be limited to just one, and therefore no automatic obligation for a governing body to take steps to replace a serving deputy who leaves his or her post or announces an intention to do so. The governing body may wish to consider alternatives such as reorganising management responsibilities within the school or meet any continuing staff resource needs by some other means.

The procedure for appointing deputy headteachers is the same as that for headteachers, with the exception of the LA's right to make representations about unsuitable candidates.

The headteacher has the right to attend meetings of the governing body to discuss the appointment of a deputy headteacher and to offer advice. The Council also has the right. The Council must appoint the candidate recommended by the governing body unless he or she fails to meet staff qualification requirements.

Where any deputy headteacher post will not be filled before the date on which it falls vacant, the governing body may recommend to the Council for appointment a person as acting deputy headteacher.

### **Appointment of other teachers**

It is for the governing body to decide whether or not to fill a teaching post when it becomes vacant or to create a new post. The governing body or headteacher may first wish to consider alternatives such as reorganising responsibilities within the school or meeting any continuing staffing needs by some other means, before deciding to recruit a new teacher.

Where a decision is made to recruit a new teacher the governing body must draw up a specification for the post and send it to the Council. The governing body may advertise the vacancy at any time after it has sent a copy of the specification for the post to the Council, and must do so, unless the governing body decide to appoint a teacher nominated by the local authority or accepts a teacher already working at the school.

If the governing body decide to accept a teacher already employed to work at the school due attention should be given to good employment practice and the requirements of equal



opportunities. If more than one teacher would be suitable for the new vacancy an advert should be circulated within the school and fair selection procedures followed.

The Council cannot insist on moving a teacher from one of their other schools, but it can put forward qualified candidates for the governing body to consider alongside other applicants.

Where the governing body advertises the vacancy, it must:

- Interview such applicants for the post and such persons nominated by the Council.
- Recommend to the Council for appointment one of the applicants interviewed, where it considers appropriate to do so.

The Council must appoint a candidate recommended by the selection panel, unless the candidate does not meet the staff qualification requirements.

If the Council declines to appoint a person recommended by the governing body because they do not meet the necessary staff qualification requirements, the governing body must recommend for appointment another person.

The governing body may delegate the appointment of staff to the headteacher, to one or more governors, or to one or more governors and the headteacher jointly.

The Council have the right to attend selection meetings and to offer advice.

In Church in Wales or Roman Catholic voluntary aided school, the appropriate diocesan authority has the same rights to attend proceedings and offer advice as the LA.

In Church in Wales or Roman Catholic Church foundation or voluntary controlled school the governing body may extend advisory rights over teacher appointments and dismissals to the appropriate diocesan authority. These diocesan advisory rights can apply to all or some teachers. Where such advisory rights have been accorded, they will apply in the same way as the Council's advisory rights.

In voluntary aided schools which have a religious character, the governing body has extra rights with respect to employing, appointing or dismissing teachers. In appointing, paying or promoting teachers, the governing body may give preference to persons:

- whose religious opinions are in accordance with the tenets of the religion of the school
- who attend religious worship in accordance with those tenets; or
- who give, or are willing to give, religious education in accordance with those tenets.

### **Appointment of support staff – Required by The Staffing of Maintained Schools (Wales) Regulations 2006**

Where the governing body identifies a support staff post to be filled, it may recommend a person to the Council. Any such recommendation must include



- A job specification and information relating to duties.
- Hours of work.
- Duration of appointment.
- Grade and remuneration.

The grade should be that considered appropriate by the governing body, but must also be on the scale of grades applicable in relation to employment with the Council.

The Council must appoint a person chosen by the governing body to fill a support post, unless that person does not meet the staff qualification requirements for support staff.

In a voluntary aided or foundation school the governing body is responsible for appointing support staff, unless the governing body has agreed with the Council that the Council can do so.

It is for the governing body to agree the process for the selection of support staff. It would normally be delegated to the headteacher, sometimes with the support of governors. Where the headteacher does not exercise delegated responsibility for support staff appointments, the governing body must consult the headteacher before making a recommendation, and in either case must consult the Council. All persons appointed must meet all staff qualification requirements.

If the Council makes written representations to the governing body relating to the grade or remuneration to be paid, the governing body must –

- Consider those representations.
- Where it decides not to change the grade or remuneration to be paid, notify the authority in writing of its reasons.



## Appendix 2

### Admin and Organisation

Level 1 – G02 – Pts 1	(ID:1135)
Level 2 – G04 – Pts 4-5	(ID:1133)
Level 3 – G05 – Pts 6 - 8	(ID:1130)
Level 4 – G06 – Pts 11- – 14	(ID:1129)
Level 4+ - G08 – Pts 22 - 25	(ID:1128)

### Curriculum Resource Support

Level 1 – G03 – Pts 2 - 3	(ID:1136)
Level 2 – G04 – Pts 4-5	(ID:1134)
Level 3 – G05 – Pts 6 - 8	(ID:1132)
Level 4 – G06 – Pts 11-14	(ID:1131)

### Teaching Assistant

Level 1 – G03 – Pts 2-3	(ID:1065)
Level 2 – G04 – Pts 4-5	(ID:1066)
Level 3 (S&D) - G05 – Pts 6-8	(ID: 1067)
Level 3 (B&G) - G06 – Pts 11-14	(ID:1068)
Level 4 (S&D) - G06 – Pts 11-14	(ID:1070)
Level 4(B&G) - G06 – Pts 11-14	(ID: 1069)

### Cleaner

G02 – Pts 1	(ID: 338)
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### Caretaker

(Primary) – G04 – Pts 4-5	(ID: 339)
(Secondary) – G04 – Pts 4-5	(ID: 453)

### MDSA

G02 – Pts 1	(ID: 361)
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### SMDSA

G03 – Pts 2-3	(ID: 337)
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### BMDSA

G04 – Pts 4-5	(ID: 1970)
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## Appendix 3

### HR Risk Assessment for starting an applicant prior to DBS clearance

Full Name		Job Title		School	
Current employee or job applicant		Status of DBS	<input type="radio"/> Application with DBS <input type="radio"/> Application with WCBC <input type="radio"/> Application Process not started		
Date of Assessment		Review Date of Assessment			

	Explanation / Comments
What are the Hazards?	
What risks do they pose and to whom?	
Are the following pre-employment checks complete and satisfactory?	
1)	<p>I confirm that a full employment history has been supplied by the applicant, which has been verified, and gaps in employment checked.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please specify.</p>
2)	<p>I confirm the person's identity has been verified by using trusted sources i.e. passport</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please specify (by whom and name document(s))</p>
3)	<p>The person's Right to Work in the UK has been confirmed using items from List's A and B</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please specify (by whom, date and name of document(s))</p>





4)	<p>I confirm references regarding the applicant have been obtained and deemed them satisfactory</p> <ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No</li> </ul> <p>If yes, please specify</p> <p>Have any of the references been verified by telephone?</p> <ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No</li> </ul> <p>If yes, please specific (by whom, date, name the person confirming details on the reference etc)</p>
5)	<p>I confirm that questions regarding the applicant's criminal record have been asked at interview and on the application form, answers have been qualified and recorded.</p> <ul style="list-style-type: none"> <li>○ Yes</li> </ul> <p>If applicable, please provide details</p> <p>The following questions should only be asked if the role is defined as regulated activity, and even then only ask the question about the barred list (adults, children or in some cases both) that is relevant to the job role i.e. teacher is generally only checked against children's barred list and therefore we can only ask if they are barred from working with children (we cannot ask if they are barred from working with adults).</p> <p>The applicant has confirm that he/she is not barred from working with adults.</p> <ul style="list-style-type: none"> <li>○ Yes</li> </ul> <p>If applicable, please provide details.</p> <p>The applicant has confirmed that he/she is not barred from working with children.</p> <ul style="list-style-type: none"> <li>○ Yes</li> </ul> <p>If applicable, please provide details.</p>
6)	<p>I confirm a TPS DBS Barred list check has been undertaken (Children Only)</p> <ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No</li> </ul> <p>If yes, please provide details (date undertaken and outcome)</p>



Additional Notes/Comments

Summary of Actions for to be taken by Headteacher to assist in minimising risks

**Recommendation made by the Headteacher – Declaration**

On consideration of this assessment, it is believed that the applicant does / does not constitute a risk for the following reasons:

Name	School	Date

**Headteacher – Outcome**

Is the applicant approved to start in post prior to completing a satisfactory DBS?

Approved

Not approved



Comments					
Signed:		Job title:		Date	

**Chair of Governors - Outcome**

Is the applicant approved to start in post prior to completing a satisfactory DBS?

Approved

Not approved

Comments					
Signed:		Job title:		Date	

Please retain the assessment form for auditors / inspectors



## Appendix 4

### Appointment form

<http://www.internal.wrexham.gov.uk/intranet/assets/pdf/schools/hr/appointment%20notification%20form%202013.pdf>

