

WOODHALL PRIMARY SCHOOL

RECRUITMENT POLICY

INTRODUCTION

The Governing Body aims to provide the best possible educational opportunities for its pupils. To fulfil that aim, the governors attach paramount importance to ensuring that all teaching and support staff of the school are valued and receive proper financial recognition for their work and for their contribution to the life of the school. The Governors will also avoid unlawful or unfair discrimination on the grounds of gender, race, disability, age or any ground other than those which relate to the requirements of the post.

Woodhall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

ADVERTISING

Vacancies for teaching staff will be advertised as appropriate at the Governors' or Headteacher's discretion. This may be on the Hertfordshire County Council website, the Times Educational Supplement website or other relevant recruitment websites, in the Times Educational Supplement, the County Vacancies Circular or relevant Local Newspapers.

Vacant positions for Support staff will be advertised as appropriate at the Governors' or Headteacher's discretion. This may be on the Hertfordshire County Council website, or other relevant recruitment websites, in the County Vacancies Circular or relevant Local Newspapers.

Applicants will be sent the following details:

- i. Standard school information
- ii. Application Form - Standard County form to be sent to teachers. School form to be compiled for support staff.
- iii. Person specification form
- iv. Request for S.A.E. and letter of application.
- v. Job Description including outline of responsibilities.
- vi. Applicants will be informed at this stage that the County Council and the school are equal opportunity employers.
- vii. ***A statement that all successful applicants will undergo and pass any legally required safeguarding vetting checks before taking up an appointment.***

A. PROCEDURE FOR APPOINTMENT OF HEADTEACHER or DEPUTY HEADTEACHER

1. An appointment panel of at least 5 Governors, including the Chairman of Governors and Chairman of the Personnel Committee (and Headteacher for a Deputy appointment), as designated by the Governing Body, together with the Linked Adviser, will oversee the process.
2. The Panel will decide on the schedule for the appointment, the wording of the advertisement (including salary range offered), where and when it will appear, approve the Job Description and Person Specification and the content of other information to be sent to those who request application forms.
3. The Panel will decide on the level of support that will be purchased from SIAS.
4. The Chairman of Governors will receive application forms for a Headship appointment and the Headteacher for a Deputy Headship appointment when they are returned. Forms will be copied and given to the other Panel members in confidence ready for the shortlisting process.
5. Shortlisting will be carried out by the full Appointment Panel when applications will be scrutinized and references sought.
6. All shortlisted candidates will be invited to visit the school, preferably accompanied by the Chairman of Governors, prior to interview, notwithstanding the fact that some may have requested and been granted an opportunity to visit before application.
7. All shortlisted candidates will be given any further information about the school that they request together with further information prepared by the Appointing Panel.
8. The Chairman of Governors will request references on candidates shortlisted for Headship interview. The Headteacher will request references on candidates shortlisted for Deputy Headship.

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9. Prior to interview:
 - i. The Appointment Panel will agree an appropriate process and schedule for interviewing the candidates.
 - ii. Applications will be scrutinized, references sought and checked against information on application.
 - iii. The Appointment Panel will agree on the range of questions to be asked at interview together with the interview method – small groups or whole panel.
9. At interview:
 - i. The Chairman of Governors will chair the Interview Panel.
 - ii. Candidates will make a 10 minute presentation on a topic previously selected by the Appointment Panel and notified to the candidates in advance.
 - iii. Candidates will initially be asked the same set of questions, **including a question related to safeguarding of children**. Supplementary questions may be asked in the light of answers to the initial questions. These questions do not have to be common to each candidate.
 - iv. Candidates will be free to leave the school after interview.
10. After interview:
 - i. After all the interviews have been completed, the Appointment Panel will consider the outcome of the interviews and make a decision as to which candidate, if any, should be offered the post. The decision reached by the Appointment panel **must** remain confidential until the Governing Body has met to ratify the appointment.
 - ii. After the Governing Body has met and subject to their agreement to appoint the selected candidate, the Chairman of Governors will telephone the candidate to offer the post.
 - iv. After the selected candidate has accepted the appointment, the Chairman of Governors will telephone the unsuccessful candidates and inform them of the outcome of the interviews. Unsuccessful candidates will be offered a de-briefing with the Linked Adviser if they wish to have one.
 - v. If the selected candidate does not accept the offer of the post, the Chairman of Governors will follow the process previously decided by the Appointment Panel in case of that eventuality.
11. The Chairman of Governors will notify the appropriate Personnel Officers of the appointment of the Headteacher on the forms provided. The Headteacher will notify the appropriate Personnel Officers of the appointment of the Deputy Headteacher on the forms provided.
12. All documentation relating to the interviews will be collected by the Chairman of Governors after the interviews for reference or secure disposal as appropriate.

B. PROCEDURE FOR APPOINTMENT OF TEACHER

1. The Headteacher, to whom the Governing Body has delegated the authority to make staff appointments, will oversee the process for appointing a teacher. This may be in conjunction with the Chairman of Governors and any other Governors as requested by the Headteacher. Other members of staff may be invited to join the Appointment Panel at the discretion of the Headteacher.
2. The Headteacher will, in conjunction with the Appointment Panel, decide on the schedule for the appointment, the wording of the advertisement (including salary and any incentive payments to be offered), where and when it will appear, approve the Job Description and Person Specification and the content of other information to be sent to those who request application forms.
3. The Headteacher will receive application forms when they are returned. Forms will be copied and given to the other Panel members in confidence ready for the shortlisting process.
4. Shortlisting should be carried out by the full Appointment Panel. However, there may be occasions when it is necessary to expedite the process, in which case the Headteacher will draw up a shortlist of applicants.

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5. All shortlisted candidates will be invited to visit the school prior to interview, notwithstanding the fact that some may have requested and been granted an opportunity to visit before application.
6. All shortlisted candidates will be given any further information about the school that they request together with further information prepared by the Headteacher or the Headteacher and Appointing Panel.
7. The Headteacher will request references on candidates shortlisted for interview. All references will be checked against information on application and any discrepancy/areas of concern noted and taken up with the applicant.
8. Prior to interview:
 - i. The Headteacher draw up an appropriate process and schedule for interviewing the candidates.
 - ii. The Headteacher or the Headteacher and the Appointment Panel will agree on the range of questions to be asked at interview together with the interview method.
9. At interview:
 - i. The Headteacher will chair the Interview Panel.
 - ii. Candidates may be asked make a 10 minute presentation on a topic previously selected by the Appointment Panel and notified to the candidates in advance, depending on the responsibilities of the vacancy to be filled.
 - iii. Candidates will initially be asked the same set of questions, ***including a question related to safeguarding of children.*** Supplementary questions may be asked in the light of answers to the initial questions. These questions do not have to be common to each candidate.
10. Candidates will be free to leave the school after interview.
11. After interview:
 - i. After all the interviews have been completed, the Appointment Panel will consider the outcome of the interviews and make a decision as to which candidate, if any, should be offered the post.
 - ii. The Headteacher will inform the candidate either in person, (if the candidate has remained at the school) or by telephone of the decision of the interview panel.
 - iii. After the selected candidate has accepted the appointment, the Headteacher will telephone the unsuccessful candidates and inform them of the outcome of the interviews. Unsuccessful candidates will be offered a de-briefing if they wish to have one.
 - iv. If the selected candidate does not accept the offer of the post, the Headteacher will follow the process previously decided by the Appointment Panel in case of that eventuality.
12. The Headteacher will notify the appropriate Personnel Officers of the appointment on the forms provided.
13. All documentation relating to the interviews will be collected by the Headteacher after the interviews for reference or secure disposal as appropriate.

C. PROCEDURE FOR APPOINTMENT OF SUPPORT STAFF

1. The Headteacher to whom the Governing Body has delegated the authority to make staff appointments, will oversee the process for appointing support staff. This may be in conjunction with the Chairman of Governors and any other Governors as requested by the Headteacher. Other members of staff may be invited to join the Appointment Panel at the discretion on the Headteacher.

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2. The Headteacher will, in conjunction with the Appointment Panel, decide on the schedule for the appointment, the wording of the advertisement (including salary level appropriate to the post), where and when it will appear, approve the Job Description and Person Specification and the content of other information to be sent to those who request application forms.
3. The Headteacher will receive application forms when they are returned. Forms will be copied and given to the other Panel members in confidence ready for the shortlisting process.
4. Shortlisting should be carried out by the full Appointment Panel. However, there may be occasions when it is necessary to expedite the process, in which case the Headteacher will draw up a shortlist of applicants.
5. All shortlisted candidates will be invited to visit the school prior to interview, notwithstanding the fact that some may have requested and been granted an opportunity to visit before application.
6. All shortlisted candidates will be given any further information about the school that they request together with further information prepared by the Headteacher or the Headteacher and the Appointing Panel.
7. The Headteacher will request references on candidates shortlisted for interview. All references will be checked against information on application and any discrepancy/areas of concern noted and taken up with the applicant.
8. Prior to interview:
 - i. The Appointment Panel will agree an appropriate process and schedule for interviewing the candidates.
 - ii. The Appointment Panel will agree on the range of questions to be asked at interview together with the interview method.
9. At interview:
 - i. The Headteacher will chair the Interview Panel.
 - ii. Candidates will initially be asked the same set of questions, ***including a question related to safeguarding of children..*** Supplementary questions may be asked in the light of answers to the initial questions. These questions do not have to be common to each candidate.
10. Candidates will be free to leave the school after interview.
11. After interview:
 - i. After all the interviews have been completed, the Appointment Panel will consider the outcome of the interviews and make a decision as to which candidate, if any, should be offered the post.
 - ii. The Headteacher will inform the candidate either in person, (if the candidate has remained at the school) or by telephone of the decision of the interview panel.
 - iii. After the selected candidate has accepted the appointment, the Headteacher will telephone the unsuccessful candidates and inform them of the outcome of the interviews. Unsuccessful candidates will be offered a de-briefing if they wish to have one.
 - iv. If the selected candidate does not accept the offer of the post, the Headteacher will follow the process previously decided by the Appointment Panel in case of that eventuality.
12. The Headteacher will notify the appropriate Personnel Officers of the appointment on the forms provided.
13. All documentation relating to the interviews will be collected by the Headteacher after the interviews for reference or secure disposal as appropriate.