

Recruitment Policy



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The Principal and Board of governors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by UTC Leeds.	

1. Introduction

UTC LEEDS employs several grades of staff across its three main groups of employees – Teaching staff, Administrative staff and Technical support staff. The process of appointment is common to all members of staff. The process is characterised by a series of steps **all** of which will pay due regard to recruiting staff who can play a successful role in UTC LEEDS while ensuring that UTC LEEDS's statutory obligations in terms of safe recruitment of staff working with young people are adhered to.

This policy should be read in conjunction with UTC LEEDS's Equal Opportunities Policy (Staff) and the Central Record of Recruitment and Vetting Procedures.

2. Aims of this Policy

All members of UTC LEEDS aim to:

- Provide a safe, stimulating and productive working environment for all;
- Enable students to achieve their full potential by learning in a variety of ways and through challenging learning experiences;
- Provide a relevant work-related curriculum that will motivate, engage and challenge students and also equip them with the necessary knowledge, understanding and skills to become a valued member of society;
- Provide a curriculum that will allow students to progress into Further or Higher education, an apprenticeship or the world of work.

This policy aims to provide a framework which:

- Promotes a consistency of approach to staff appointments across UTC LEEDS, which is transparent and equitable.
- Provides guidance to all staff and governors involved in staff appointments to ensure the best people for UTC LEEDS are appointed and will flourish.

3. The Appointment Process

The steps of the process are:

- Secure agreement to create a post.
- Create the role / job description.
- Form a panel for short listing and interviewing.
- Plan the advertising campaign, including interview dates and ensuring that a panel will be available.
- Launch the advertising.
- Receive the applications and shortlist.
- Undertake the interviews.
- Pre interview panel meeting.
- The interviews themselves.
- Post interview deliberations.
- Making an offer.
- Send on/receiving back the signed contract.

4. Agreement to create a post

Appointment of a member of staff can only take place after the role has been agreed by the Governing Body for permanent or longer term temporary appointment where the contract might be for 6 months or longer. For contracts of less than or equal to 6 months the Principal may agree to the post in conjunction with the written agreement of the chair of Governors.

The Governors, and the Principal, must satisfy themselves that:

- The role is required to fulfil the purposes of UTC LEEDS.
- The funding is in place and, in the case of permanent appointments or those temporary appointments that might exceed the 12-month statutory limit for temporary work, is sustainable based on the current and forecast budgets. The agreement should also set out the maximum pay grade for the role.
- The role does not conflict with existing roles so as to put UTC LEEDS in jeopardy of constructive dismissal proceeding or otherwise in a position where litigation might ensue.

5. Creating the role / job description person attributes, accountabilities and responsibilities of a new role.

Each role will be defined by a set of key attributes, behaviours, accountabilities and responsibilities. These will be set out in the information pack sent to candidates for the post. The key accountabilities and responsibilities in this document will form the core of the contract.

6. Advertising the post

In order to provide a fully transparent and equitable process, all potential appointments will be advertised in either the local or national press to allow the widest community of candidates possible.

7. Forming the panel.

Once agreement is reached a panel can be formed for the purposes of short listing and interview.

The panel can be formed from members of the governing body, employers, staff and students (where appropriate) of UTC LEEDS unless an external advisor is required by statute or the Governors have agreed to an external member(s) being present.

The panel should have regard to the UTC LEEDS equality policy and all colleagues should be given opportunities to be part of panels recruiting staff at all levels.

In the case of teacher recruitment, the panel should consider allowing for student representation on the panel, however students should not be asked to take part in the final deliberations other than being asked to voice their thoughts about each candidate's suitability.

Panel members must satisfy themselves and the chair that there are no conflicts of interest that can be foreseen. If a conflict of interest arises after the formation of the panel the panel

member should inform the chair and be replaced on the panel. If the conflict is discovered during short listing a new short listing panel member must be elected and the short listing process repeated.

Where this conflict arises with the chair of the panel the short listing criteria will need to be revalidated by the new panel chair.

8. The short listing process.

The short listing process will normally be undertaken by the chair of the panel and at least one other nominee from the governors or staff.

The short listing criteria will be set by the chair and will mirror, either directly or in detail, groups, the key attributes described in the role description. Each criterion should be either 'met' or 'not met' and those marked essential should carry more weight than those described as desirable. Once each candidate has been assessed against the criteria a shortlist can be drawn up by negotiation between the two, or more, short listing staff / governors.

9. Candidates should be recorded on the short listing form as either:

- a) To be called for interview.
- b) To be held in reserve in case of drop out from those in group a) above.
- c) Unsuitable for this role.

Candidates marked unsuitable should be told as soon as practicable.

10. The Interview panel.

The Interview panel must comprise at least three members of staff or governors. At least two of the staff responsible for the short listing must sit on the panel. At least one member of the panel must be qualified under the safer recruitment guidelines from the Department for Education.

11. The Interview.

In order to ensure that UTC LEEDS's equality policy is being followed the Interview should be conducted in such a way as to assure UTC LEEDS that each candidate has been treated fairly and equitably. This implies that there should, as a minimum be:

- Equal time granted to each candidate except where this would disadvantage one candidate over another.
- Similar questions asked of each candidate. This does not preclude individual questions designed to probe some characteristic or capability that the panel feels is unclear in the application or that allow the panel to follow lines of enquiry arising from the fixed set of questions.
- An opportunity for each candidate to ask questions of the panel.
- A question asked of each candidate where they **must** be asked if there is anything in their past that could prevent them from being allowed to work with Children.
- No deliberations about a candidate's suitability or otherwise should be undertaken until **all** candidates have been seen.

Prior to the first formal interview, the panel will have met to set out the common lines of questioning and agreed which panel members will follow which lines of enquiry. At the start of the interview the chair of the panel will introduce the panel members.

12. The deliberations

Once all candidates have been interviewed the panel should:

- Review the references for the candidates.
- Deliberate and come to a conclusion about appointing or otherwise. Candidates will be classified as either, 'appoint', 'reserve' – as might be the case if the 'appoint' candidate does not take up the offer or 'not appointable'.
- The chair of the panel should record feedback notes for unsuccessful candidates should they request any feedback.

Finally, the panel should decide the pay point if this has been described in a range within the job description contained in the role information pack circulated as part of the advertising process.

The maximum pay rate will have been set as part of the agreement to appoint process described elsewhere.

At the end of the interviews all interview papers should be gathered together and stored for 3 months before being securely destroyed.

13. Offer to the chosen candidate.

The chair of the panel or their nominee will approach the candidate and offer them the role and negotiate the salary point if flexibility has been provisioned.

14. The Contract of Employment

UTC LEEDS uses generic contracts of employment that are specialised for the purposes of each post and role group. The contract will be prepared as part of the agreement to appoint process with estimates of salary so as to allow any negotiation to take place.

SAFER RECRUITMENT POLICY

This policy has been developed in accordance with the DfE Guidance contained in 'Safeguarding Children and Safer Recruiting in Education'.

The Governing Body takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of students and to work together with other agencies to ensure arrangements within UTC Leeds are effective in protecting students.

This policy should also be read in conjunction with other policies relating to the welfare of students, in particular:

Statement of Principle

1. The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our students. UTC LEEDS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to and competent in their roles.
2. UTC LEEDS recognises the value of and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such, it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, gender reassignment, nationality, ethnic origin religion or creed.
3. The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to UTC LEEDS It also sets out the minimum requirements to attract the best possible applicants to vacancies, to deter prospective applicants unsuitable for work with children and identify and reject applicants unsuitable for work with children.

Recruitment Procedures

The following procedures and practices are in place to ensure the safe recruitment of staff.

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by UTC LEEDS by the inclusion of the following statement:

'UTC LEEDS is committed to safeguarding children and young people.'

Stage 2: Application Pack

Prospective applicants will be supplied with the following:

- UTC LEEDS Application Form
- Job Description and Person Specification; these will include references to the responsibility of all staff for safeguarding and to promote the welfare of students, as well as including suitability to work with children as an essential criterion;

- Further information about UTC LEEDS including its values and its Code of Conduct for staff; the recruitment pack will include this statement: 'UTC is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure & Barring Service.
- All applicants must complete the application form in full; CV's will not be acceptable.

Stage 3: Applicant Selection/ Short-Listing

- Candidates for the post and who are suited to the job description and person specification following analysis of their applications will be short-listed, following consultation between the Principal (or a person to whom this has been delegated) and other staff involved in the interview process. In the event of large numbers applying for a particular post, the selection criteria will be further refined so as to select those who have scored most highly against the short-listing criteria.
- Telephone interviews may be used at the short-listing stage to establish suitability for interview, but will not be a substitute for a face-to-face meeting as part of the final selection/interview process.
- References will be requested. Any job offer will be subject to receipt of satisfactory references (as well as other checks – see later).

Stage 4: Interview

- The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions and tasks will range to encompass knowledge, skills, competence and qualities needed for the particular post.
- UTC LEEDS will ensure that at least one representative involved in the interview process has undertaken the Safer Recruitment on-line training.
- Candidates will always be required to explain satisfactorily any gaps in employment, or explain satisfactorily any anomalies or discrepancies in the information available to the interviewers; to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Stage 5: References

References will be sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references 'To whom it may concern' and so on will not be accepted if they fail to include date evidence or are without obvious authorisation.

In all cases of applicants being invited to interview, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personal file of the individual appointed.

In all cases of applicants being invited to interview, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies.

Stage 6: Successful Candidate - Pre Employment Checks

The candidate will be required to provide all of the following prior to taking up the post (if they have not done so already at the interview):

- Receipt of at least two satisfactory references;
- Verification of the candidate's identity;

- A satisfactory Enhanced DBS; UTC Leeds is using Leeds City Council who subscribe to the Code of Practice (November 2016). Online applications are tracked on the DBS system and certificate numbers are recorded in the central record once produced by the employee.
- Verification of the candidate's medical fitness (via a confidential health questionnaire or medical test dependent upon post)
- Verification of qualifications;
- Verification of professional status where required e.g. QTS status (unless properly exempted);
- (For teaching posts) verification of successful completion of statutory induction period;
- The production of evidence of the right to work in the UK Stage.

Staff Induction

All staff who are new to UTC LEEDS are required to undertake induction training, which will include the UTCs safeguarding policies.

Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s).

There is a Statutory Requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a UTC who are dismissed, who resign in circumstances which may have led to dismissal, or where a disciplinary transfer has occurred on the grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit.

Central Record or Recruitment and Vetting

UTC LEEDS will maintain a central record of recruitment and vetting checks, in line with the DfE requirements. It will include:

- All staff who are employed to work at UTC LEEDS;
- All staff who are employed as supply staff to UTC LEEDS whether employed directly by the UTC or through an agency;
- All others who have been chosen by UTC LEEDS to work in regular contact with children. This will cover volunteers, Governors who also work as volunteers within UTC LEEDS and people brought into UTC to provide additional teaching or instruction for students but who are not staff members, e.g. a specialist sports coach.

Rehabilitation of Offenders Disclosure

All posts within UTC LEEDS are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs; including those regarded as spent and have DBS. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances.

Such disclosures will not be considered as part of the short-listing process. They will become part of the interview process in order to allow the candidate the opportunity to discuss the matter. Such information will not necessarily bar a candidate from employment. If the candidate is not successful, then the information will not be retained and destroyed after six months.

The DBS has published a Code of Practice with accompanying explanatory guide for information. The UTC LEEDS is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.

Data Protection Issues

Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Independent Schools Association code of practice.

Supply Staff

For the purposes of creating the record of checks for supply staff provided through a supply agency, UTC Leeds will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS Disclosure. Information disclosed as part of a DBS Disclosure will be treated as confidential. Identity checks will be carried out by UTC LEEDS to confirm that the individual arriving at UTC LEEDS is the individual that the agency has referred.

Peripatetic and Associate Staff

For the purposes of creating the record of checks for peripatetic staff (for music, sports, etc.) UTC LEEDS will require all necessary checks and DBS requirements are fulfilled.

Volunteers

Where volunteers are likely to have regular, on-going and unsupervised access to students, the appropriate checks listed above will be undertaken.

Contractors

UTC LEEDS will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure.

Policy Review

This policy will be monitored regularly to assess its implementation and effectiveness. The designated member of staff responsible will provide an annual report to the Governing Body and interim reports on request.