



**Policy and Procedure
for the Recruitment and Selection of Staff**

June 2020

Mission Statement

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Values Statement

Cardinal Newman College is a community which aims to live out the Gospel values of service and love. This means that:

- The individual student is central to all our endeavours
- The College values each individual as a unique person and regards each person, made in the image and likeness of God, as worthy of the utmost respect
- The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
- The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
- The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
- The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
- The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence

1. RECRUITMENT AND SELECTION POLICY

Cardinal Newman College has adopted a Recruitment and Selection Policy to provide a clear framework in relation to the recruitment and selection of staff. The policy and procedures are based upon the principles of equality and the fair and open treatment of individuals. We therefore, aim to appoint the best person for each vacancy and seek to ensure that our recruitment and selection procedures do not unlawfully discriminate on any ground.

Staff are appointed to the service of the Governors of the College on the basis of their qualifications, expertise and suitability for the post to which they are appointed. All staff must also have clearly expressed their support for the College Mission and Values Statement.

Posts are advertised internally or locally and/or nationally as appropriate and applications are welcome from all backgrounds.

2. RECRUITMENT AND SELECTION PROCEDURES FOR STAFF

2.1 INTRODUCTION

Where a new post arises a job description and person specification will be formulated which will encompass the main duties of the job together with the essential and desirable requirements in terms of qualifications, knowledge/experience and personal qualities.

When a member of staff resigns a review of the whether or not there is a continuing need for the post to be filled will take place. Where there is a continuing need a review of the job description and person specification will be undertaken.

2.2 ADVERTISING

All vacancies for a designated senior post will be advertised nationally (as per the Articles of Government.)

All other staff vacancies will generally be advertised either internally (via email) or externally in an advertising medium as decided by the Principal or Deputy Principal. There may be exceptions where the advertisement of vacancies would be inappropriate, for example where vacancies require filling immediately on a supply or temporary basis, in a redundancy situation where there is a need for internal redeployment, or to allow the College to comply with its duty to make reasonable adjustments.

All external vacancies will be advertised on the College website as well as other advertising medium as deemed appropriate by the Principal or Deputy Principal.

2.3 RECRUITMENT INFORMATION

Where a post has been advertised externally, a pack of recruitment information will be available electronically on the website or by email or post from the college for all vacant posts. This information will include: A letter from the Principal, Background information on the department, job description, person specification, further information on the college together with an equality and diversity monitoring form and an application form. Vacancies that are advertised internally via email will normally include pay salary information, job description and person specification.

2.4 APPLICATIONS

Completed application forms together with accompanying letter/statement of support and equal and diversity monitoring form should be sent via email to hr@cardinalnewman.ac.uk or by post to the HR Department. The HR Department will confirm receipt (via email) of each application received, normally within one working day.

Curriculum Vitae will not normally be accepted as an application (unless accompanying the Cardinal Newman College application form).

2.5 SHORTLISTING

Shortlisting will normally be undertaken by three persons and always a minimum of two persons, one of whom must have Safer Recruitment training and will be based on the requirements of the post. Applications will be made available to the shortlisting panel on a secure shared area along with a shortlisting form.

The College currently operates an interview guarantee scheme to any applicant who is disabled who meets the essential criteria as prescribed in the person specification.

The Principal, or his/her delegated alternate, will make the final decision in cases where there is not a unanimous decision.

2.6 INVITATIONS TO INTERVIEW

Shortlisted candidates will normally be emailed with an invitation to interview (letter from the Principal detailing the date, time and place of the interview, giving advice on car parking and requesting shortlisted candidates with a disability to contact HR if any adjustments need to be made to the selection process to provide support. Any further details needed by candidates (e.g. lesson observation information and/or task information) will also be included.

2.7 SELECTION PROCEDURES

The selection procedures will vary, depending upon the requirements of the vacant post and will be determined by the Senior Manager overseeing the selection process. Procedures will normally include a panel interview and one or more of the following: a task, lesson observation, presentation or in-tray exercise.

Panel interviews will have a minimum of 2 interviewers, one of whom will normally be the Principal or Deputy Principal and Assistant Principal or a member of Senior-Leadership Team. Second interviews may take place if required. One panel member must have Safer Recruitment training. At each panel interview candidates will be asked consistent predetermined questions with supplementary questions being asked as considered appropriate in each case. Lesson observations will have a minimum of 2 persons observing, normally the Head of Department and either the Deputy or Vice Principal and a record of the lesson observation will be undertaken by each observer.

Where the panel appoint a successful candidate they will agree a rank order of candidates and the Chair of the panel (normally Principal or Deputy Principal) will summarise why the successful candidate has been selected on a form designed for this purpose. This record will be retained by the Human Resources Department. The Principal or Deputy Principal reserves the right to make the decision if there is no agreement.

The selection procedures for designated Senior Posts will be as determined by the governing body or a panel of governors assigned to undertake this task.

2.8 NOTIFYING UNSUCCESSFUL CANDIDATES

Each unsuccessful candidate will normally be informed, by a member of the HR team, by telephone within 24 hours of the decision being made that they have not been successful and thanked for their attendance and invited to telephone a named member of the interview panel to obtain feedback.

2.9 NOTIFYING SUCCESSFUL CANDIDATES

The Principal or senior manager overseeing the selection process will make a conditional offer of appointment subject to satisfactory pre-employment checks to the successful candidate, either in person or by telephone. This will be followed by a conditional offer of appointment letter which will be sent as soon as practicable.

2.10 SAFER RECRUITMENT

The College will follow the statutory guidance on recruitment, selection and appointment of staff in order to ensure, as far as is practicable, the safety and wellbeing of students.

Prior to appointment, where appropriate, checks will include:-

- Ensuring one member of a selection panel has safer recruitment training
- Ensuring application forms are designed in accordance with statutory safer recruitment guidance
- Only accepting applications for employment by formal application form and supporting statement
- Checking application forms for gaps in employment, reasons for leaving employment, appropriateness of named referees and making further enquiries as appropriate
- Checking appointees' professional qualifications, identity and right to work in UK
- Taking up a minimum of two appropriate and professional references

Following appointment, where necessary for the role, checks will include:

- Undertaking barred list checks in respect of all names held
- Verifying the candidate's mental and physical fitness to carry out their work responsibilities through an occupational health medical clearance
- Undertaking a prohibition check for teaching staff
- Undertaking a Section 128 check for relevant staff in line with the Keeping Children Safe in Education Statutory Guidance
- Making further checks as appropriate where a person has lived or worked outside the UK
- Enhanced Disclosure and Barring Service check (including barred list information, for those who will be engaging in regulated activity)

All offers of appointment are subject to completion of a satisfactory probationary or introductory period. The performance of new members of staff will be reviewed by the appropriate line manager with regular reports to the appropriate member of SLT.

2.11 INFORMATION SECURITY MANAGEMENT

The HR Department will retain a copy of all applications together with a list of shortlisted candidates and notes of each interview/lesson observations/tasks and the summary selection form for a period of 6 months after the interview date, after which time the information will be destroyed using the college's procedures for disposal of confidential waste.

A record of questions and a note of candidates' responses will be retained for a period of [6 months] together with any other information e.g. lesson observation record.

A privacy notice in relation to the processing of personal data of job applicants is included in all recruitment job packs.

2.12 EQUALITY MONITORING

Equal and Diversity monitoring forms will be stored separately from applications in the HR Department and the data recorded on a spreadsheet in order that anonymous equality monitoring can take place to assist the college in identifying any trends and to take action where appropriate.

3. RECRUITMENT AND SELECTION PROCEDURES FOR VOLUNTEERS

3.1 SAFER RECRUITMENT

The College will follow the statutory guidance on recruitment, selection and appointment of volunteers in order to ensure, as far as is practicable, the safety and wellbeing of students.

This may include the following dependent upon whether the volunteer is engaging in regulated activity:-

- Ensuring a job description is formulated for the role
- Ensuring that all volunteers are interviewed and that one member of a selection panel has safer recruitment training
- Ensuring application forms are designed in accordance with statutory safer recruitment guidance
- Only accepting applications for employment by formal application form
- Checking application forms for gaps in employment, reasons for leaving employment, appropriateness of named referees and making further enquiries as appropriate
- Taking up a minimum of two appropriate and professional references
- Ensuring that under no circumstances in which checks have not been obtained in respect of a volunteer that they are left unsupervised or are allowed to work in regulated activity
- Ensuring that a Section 128 check is undertaken upon the appointment of a new Governor
- Ensuring that an enhanced DBS check with a barred list check is obtained for volunteers who are in regulated activity*
- Ensuring that an appropriate risk assessment is undertaken for volunteers who will not be engaging in regulated activity but who have an opportunity for regular contact with children, to enable the college to make a decision as to the whether an enhanced DBS certificate should be obtained for them. The risk assessment should consider the nature of the work with children, what the college knows about the volunteer, whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability and whether the role is eligible for this level of check.

- Ensuring that an enhanced DBS check (without barred list) is obtained for a volunteer who is not engaging in regulated activity, where recommended by the risk assessment and to the extent permitted by law.
- Ensuring that where volunteers are supervised, and are not in regulated activity, they are supervised by a person who is in regulated activity, the supervision is regular and day to day and the supervision is reasonable in all the circumstances to ensure the protection of students.
- Undertaking barred list checks in respect of all names held where the volunteer is in regulated activity.

*A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring or supervising students; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with students; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

A more detailed description of regulated activity can be found at page 32 of the 'Keeping children safe in education – Statutory guidance for schools and colleges September 2019' document.

Appendix 1

Policy Statement for the Recruitment of Ex-Offenders

1. Purpose, Principles and Scope.

The purpose of this policy statement is to set out the College's position regarding the recruitment and selection of ex-offenders. This policy statement should be read in conjunction with the College's Recruitment and Selection Policy and Procedures and the College's Child Protection and Safeguarding Policy.

This policy statement applies to all job applicants including volunteers.

2. Policy Statement

As an organisation assessing applicants' suitability for positions within a Sixth Form College using the Disclosure and Barring Service (DBS), Cardinal Newman College fully complies with the code of practice and undertakes to treat all applications for positions fairly and equitably.

Due to the nature of the specific work of Cardinal Newman College, applicants are exempt (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) from Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about cautions or convictions, which for other purposes are 'spent' under the provisions of the Act unless covered by the Disclosure and Barring Service filtering rules which specify under what circumstances certain cautions or convictions are classed as 'spent'. Further information can be found at: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. Filtering rules do not apply to certain convictions and applicants should refer to <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> for further information.

As part of the application process all applicants are required to complete a declaration in relation to any previous conviction(s) (excluding any caution or conviction covered by the Disclosure and Barring Service filtering rules which need not be disclosed), any disqualification from working with children or vulnerable adults and any sanctions imposed by regulatory bodies e.g. Disclosure and Barring Service, National College for Teaching and Leadership and The General Teaching Council etc. Applicants are requested to provide brief details and dates of any information relating to the above.

In the interest of confidentiality where an applicant makes a disclosure, details of such will only be known to relevant members of the Human Resources team along with the Principal or Deputy Principal.

Disclosure of information as stated above will not automatically result in the debarring of a person from employment or volunteering at the College. Where an applicant makes a disclosure, a discussion may take place with the applicant prior to the Principal or Deputy Principal assessing the relevance and circumstances of the disclosed information before making a decision regarding suitability for employment or volunteering at the College.

Any appointee or volunteer who fails to disclose cautions or convictions not expressly covered by the filtering rules may have the offer of appointment or volunteering withdrawn or disciplinary action being taken and possibly the police and/or the Disclosure and Barring Service being notified.