



GMAT POLICIES

Safer Recruitment

Greater Manchester Academies Trust

Revision Information

This document has been approved for operation within	Greater Manchester Academies Trust
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Date of Trustee Approval	
Status	
Person Responsible for Policy	HR Leader
Owner	C Carvell
Signature of Approval	

Review Date	Changes Made	By Whom
March 2021	Updated format of document to match GMAT policies Updated content to follow current guidance	A Woolley A Grant
September 2022	Inclusion of links to Risk Management Inclusion of ED&I statement Inclusion of GDPR statement Updated in line with most up to date KCSIE guidance including Online Searches Reference throughout of strategies to remove unconscious bias and potential discrimination Additional detail and guidance provided around: <ul style="list-style-type: none"> Information to be provided to candidates Recruitment Panel References Question selection Information for shortlisted candidates The interview day & interview Providing interview feedback Pre-appointment checks Reference to Safer Recruitment Educare Training Reference to advertising vacancies internally Reference to conflicts of interest Inclusion of Recruitment Quality Assurance Questionnaire Removal of Welsh Language from Level of Language Proficiency	R Edwards
September 2023	Further clarification around: <ul style="list-style-type: none"> Copies of documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file Online searches for shortlisted candidates Streamlined Safer Recruitment p4 Updated version of Authorisation to recruit added – Appendix A Updated version of Pre-Interview Checks Record - Appendix G Removal of reference to DBS Policy Inclusion of DBS checks for unsupervised Volunteers Inclusion of DBS checks for existing staff Inclusion of Records Keeping and data protection	J Rowlands C Carvell

Links to Risk Management

The existence, review and adherence to this Policy is a key control of the Trust with regards to risk management. The Trust has defined, in its risk strategy, a key control to be: any control which is in place to mitigate more than one identified risk contained in the Trust's Risk Register.

This Policy is specifically in place to mitigate the following risks listed in the Trust's Risk Register:

- OP5001 Risk of inadequate provision of education and risk of student performance and student attainment being lower than expected levels
- PEO003 Risk of inadequate, inefficient and ineffective use of (human) resources
- PEO001 Risk of a significant loss of key staff (or risk of high staff turnover)
- PEO006 Risk of high level of staff absence
- PEO002 Risk of employment issues (legal, tribunals, etc.)
- COM001 Risk of inadequate security of data and inadequate management of data

Equality, Diversity and Inclusion

The Trust is committed to complying with the Equality Act 2010 and is committed to the principles of equality and strives to ensure that everyone who wishes to be involved in our Trust whether as learners (and their parent/guardians), staff, trustee, governors or as general members of the public:

- Has a genuine and equal opportunity to do so without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex and sexual orientation; and
- Can be assured of an environment in which their rights, dignity and individual worth are respected without the threat of intimidation, victimisation, harassment, bullying or abuse.
- Under the Public Sector Equality Duty (PSED), the Trust is required to have due regard to:
- The need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- The advancement of equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics.
- Review all of its policies and procedures, through consultation with its academies and institutes, to ensure compliance with education and employment legislation including the Equality Act 2010.

The Trust has an Equality and Diversity Policy which is monitored and reviewed annually as a minimum.

The Safer Recruitment Policy does not and must not contradict the contents of the Equality and Diversity Policy.

Retention and Data Protection

When managing an individual's personal information under this policy, the Trust processes personal data collected in accordance with Data Protection Legislation. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of managing recruitment activities.

We will comply with the requirements of the Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or

updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).

All written records of interviews, application forms and reasons for appointment or non- appointment will be kept by the Trust in line with our Recruitment Privacy Notice, our Workforce Privacy Notice (for appointed candidates), our Retention and Destruction Policy and in line with the requirements of Data Protection Legislation.

Introduction

Recruiting the best people to work within our Trust is vital for our continued success in providing the highest standards of education to our pupils. Not appointing the right people to the right roles can impact negatively on the performance of the Trust.

The Executive Principal/Headteacher is responsible for deciding on the arrangements to recruit any post, with the exception of the Headteacher role where the Governing Board will be responsible alongside the Executive Principal.

- In carrying out our recruitment processes we will:
- Be committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with statutory requirements and guidance
- Comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). Our Data Protection Policy sets out how we will comply with Data Protection Legislation.
- Comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Trust who will provide reasons for this requirement.

Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.

If an applicant makes the Academy aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

Scope and Purpose

The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our Trust.

All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm to children. This includes applicants for both paid and volunteer roles.

Safer Recruitment

- All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- The recruitment of all applicants and volunteers to our Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- Any person involved in recruiting to our Trust must read the "Keeping children safe in education" (2023) guidance (or updated statutory guidance) produced by the DfE and our School's child protection policy. These can be obtained from school website or Safeguarding office.
- All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- Any person who becomes aware that this policy is not being followed during recruitment must inform the Head Teacher or Executive Principal immediately.
- All of the recruitment checks described must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.

Authorisation to Recruit

All recruitment must be discussed and agreed with the relevant Principal/Head teacher and Governors before any recruitment takes place.

An authorisation to recruit form must be fully completed and signed prior to the commencement of any recruitment activity. Please see **Appendix A**.

The authorisation to recruit form must be passed to HR together with a completed Job Description and Person Specification, which has been updated with any relevant amendments.

Vacancy Advertising

Where an opportunity exists for extension of responsibility among a pool of existing staff members e.g. Head of Department, or additional hours, the Trust may choose not to advertise this externally. Instead an internal advertisement would be emailed to all relevant staff.

Where a permanent post is being created, relevantly qualified staff who are engaged on temporary or fixed term contracts will not normally be 'slotted in' to the new post, but would be encouraged to respond to the external advertisement.

Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

Advertisements for posts should:

- Encourage all suitable applicants to respond
- Be clear and direct, giving all the relevant information, specific responsibilities (in brief), salary or scale point, working hours where appropriate and any required experience or qualifications
- Provide a brief introduction to the Trust and the department
- State the availability of structured support and training to the successful candidate
- Adhere to the Equality requirements and carry the following Equal Opportunities statement: 'Greater Manchester Academies Trust is committed to Equality of Opportunity'
- Include the following safeguarding statement: 'Greater Manchester Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'
- Include a statement in line with the Public Sector fluency duty under Part 7 of the Immigration Act 2016 which

requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English. For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English required for the role.

- Include the Trust's Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process

All advertisements will be free from any bias unless this is a genuine occupational requirement.

Advertising will be carried out in such a way as to encourage applications from suitable candidates included in any of the potentially discriminatory areas. This can be achieved by the appropriate wording of the advertisements. The use of post descriptions and person specifications with discriminatory terms will be avoided.

All advertising material and accompanying literature relating to employment should be reviewed to ensure that it avoids stereotyped roles

Vacancy advertisements will go out through the Human Resources Department. Where appropriate, advertisements will be forwarded to staff on leave to make them aware of relevant vacancies.

Vacancy advertisements will include a statement on the Trust procedure with regards to carrying out online searches as part of due diligence on shortlisted candidates. Please see the Online Searches section for further information.

Information Available to Candidate

Candidates will be provided with the following documentation and information regarding a vacancy:

- A standardised application form (this will be available electronically for candidates applying via the Tes website)
- An information booklet on the Trust including our mission statement
- Subject and/or department information as relevant
- The Trust's Child Protection Policy
- Job description and person specification – this will include reference to the responsibility for and qualities required to safeguard and promote the welfare of all students please see **Appendix B** for a standardised template
- Equal opportunities statement and monitoring form
- Recruitment of ex-offenders policy
- Information regarding self-disclosure of criminal history in relation to unprotected cautions and convictions (to be returned in a separate sealed envelope marked 'confidential disclosure' with the name of the candidate)
- Recruitment and selection timetable
- Date of commencement of appointment, and of commencement of duties if different

Application Form

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will not be accepted and must be returned to the applicant where the deadline for completed forms has not passed.

Positions working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended 2013). Therefore, applicants will be asked to disclose any relevant criminal history. This information will be requested as part of the application process but will only be considered by the recruitment panel after the short-listing stage. Applicants will be given the opportunity to discuss any relevant information disclosed prior to the interview. Self-disclosure does not remove the requirement to obtain a DBS certificate.

Candidates submitting an application form completed on-line will be asked to sign the declaration on their application form if called for interview. This declaration will ask candidates to confirm the following:

- Understanding that any offer of employment is subject to satisfactory references and vetting checks including a satisfactory DBS certificate and check of the barred list.
- A satisfactory medical report, if appropriate.
- The information on their application form is complete and accurate.
- That they have not been disqualified from working with children, cautioned or sanctioned in this regard.

A CV cannot be accepted in place of a completed application form.

Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment' that covers as a minimum, the requirements set out in DfE, Keeping Children Safe in Education. In light of the pace of change in statutory guidance, Safer Recruitment training should be refreshed every 3 years.

If there are other members of the panel who have not yet completed Safer Recruitment training, it will be the responsibility of the trained panel member to brief the panel on the principles and requirements of safer recruitment practice prior to the process commencing.

Effective and safe recruitment can be a lengthy process, sufficient time and resource will be allocated to ensure safer recruitment practice is fully implemented.

There should be a minimum of two interviewers on the panel to enable one interviewer to assess the applicant, observe and make notes.

Ideally there should be a mixture of genders on the interviewing panel to ensure protection against potential unconscious bias and claims of discrimination during the recruitment process.

References

References will be sought for shortlisted candidates prior to interview to allow any concerns they raise to be explored further with the referee and discussed with the candidate at interview.

If a candidate is not willing for the Trust to approach their referees prior to interview they must indicate this on their application form.

Open references will not be accepted. References will be sought directly from the referee and from a senior person who is able to provide information specifically relating to disciplinary matters and suitability to work with children and who has the appropriate authority to provide a professional reference on behalf of the organisation. Where this is not the case for the named referee, a senior person within the organisation will be contacted directly to confirm the content of the reference and asked to provide any additional information specifically relating to disciplinary matters and suitability to work with children.

Referees will include the candidate's current or most recent employer. Where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher

Electronic references will be verified for authenticity, this may include:

- Checking referee contact details against those listed on the organisation's website.
- Only accepting professional email addresses.
- Telephone contact.
- Checking Companies House

Referees will be sent a reference request form see **Appendix C** and asked specific questions about the following:

- The candidate's suitability to work with children and young people

- Any disciplinary warnings, including current live and or time-expired warnings related to the safeguarding of children and young people
- The candidate's suitability for the post and details of any capability issues

The reference pro-forma will also include a request for the following information:

- The candidate's current position and salary
- Sickness and attendance record
- Disciplinary record

All appointments are subject to the receipt of two satisfactory references, where it has not been possible to obtain references before the interview, any concerns that are raised will need to be resolved before the appointment is confirmed.

Shortlisting

Candidates must be shortlisted against the criteria specified in the Person Specification and the outcomes should be recorded on the appropriate shortlisting form see **Appendix D**. Applications will be scrutinised and any discrepancies, anomalies or gaps in employment will be noted and explored if the candidate is shortlisted.

No comments or notes should be written on the Application Form. The basic measures should be qualifications, experience and personal qualities, though some posts may require more detailed and specific criteria.

The shortlisting panel must agree the standard criteria before shortlisting, (based on the person specification and post description) and keep to it. The staff involved in shortlisting should be those who form the interview panel.

There will be no discrimination against any candidate for any reason; all judgements will be made by reference to the published criteria. All staff involved in shortlisting should be fully aware of, and have the same understanding of:

- The criteria set out by the person specification
- The requirements of the post description
- Our legal obligations to disabled applicants. Any reasonable adjustments to buildings and procedures necessary to cater for their disability, must be discussed with them in advance of the interviews. Such adjustments must not be to the disadvantage of the rest of the staff.

Question Preparation

Panels should ensure that all aspects of the Person Specification are covered when preparing questions. All candidates should be asked a set of common questions relating to the requirements of the post and the responses should be recorded using the standard interview question template see **Appendix E**.

All question lists should be returned to HR along with the shortlisting notes and list of shortlisted candidates.

Information to Shortlisted Candidates

Shortlisted candidates will be contacted by HR via email to invite them in for interview. The email will also contain the following information:

- Notification and estimated duration of the task/activities that will be undertaken during the day
- Details of the interview panel members
- Schedule for the day, including names of staff involved
- Map of the location of the interview
- Request to bring evidence of relevant qualifications
- Request to bring proof of right to work in the UK
- Rehabilitation of Offenders Act 1974 form
- Copy of the job description and person specification

Candidates will be asked to confirm if they require any reasonable adjustments to support them in participating on

the day.

Candidates will also be provided with the opportunity to ask any questions or seek clarification about the selection process prior to interview.

Online Searches

KCSIE states that online searches should be carried out as part of due diligence on shortlisted candidates. A statement will be included within all job advertisements advising applicants that they will be subject to an online search if they are shortlisted. They will be advised that the search is not part of the shortlisting process itself, and they'll have a chance to address any issues of concern that come up during the search at interview.

A member of staff independent to the interviewing panel should carry out the online search process to ensure there is no risk of unconscious bias.

The appointed member of staff should review the guidance and complete the Pre-Interview Checks Record available in **Appendix G** for each shortlisted individual. No irrelevant personal information should be included on the form. Information should only be shared on the form that suggests the candidate:

- Is unqualified for the role
- Poses a potential safeguarding risk
- Risks damaging the reputation of the Trust

For example, the search might reveal:

- A work history that doesn't match the CV and references provided (for example on LinkedIn)
- An education history that does not match the stated qualifications
- Attitudes that suggest the candidate is unsuitable for the role or risks damaging the Trust's reputation, for example posting pictures of/with students or expressing discriminatory opinions

The completed form will be included within the interview pack to allow an opportunity for the candidates to comment on any issues or incidents that have arisen from the online check.

The Interview Day

The interview day will normally comprise of four elements:

- Briefing about the Trust / Academy
- Tour of the Academy with a relevant member of staff from the department
- An activity either with staff, other candidates or students
- Formal panel interview

It is the potential Line Manager's responsibility to see to the candidate's general comfort during the interview process. Human Resources can order refreshments and lunches for on the day.

In the case of a candidate with a disability, this will be notified in advance to staff involved in these selection activities, with the permission of the candidate, and any necessary adjustments will be made.

The format of the tour and activity will be at the discretion of the potential Line Manager concerned, but must not take the form of an interview - candidates must not feel they are in an interview situation the whole day. As far as possible, the activity should reflect key aspects of the post applied for.

All candidates should have the same experiences before their interviews - i.e. tour and activity, so that none are disadvantaged.

Things to find out in an informal situation

- Quality of interactions with other adults and students
- Philosophy and ideals
- Aspirations
- Non-post-related skills and interests

Things to find out in an activity/presentation/Lesson

- Rapport with students/other staff
- Ability to collaborate
- Specific post-related skills
- Variety of teaching and learning styles
- Pastoral support for students
- Approach to work
- Ingenuity and creativity
- Perceptiveness
- Background experience to be drawn on
- Performance under pressure
- Quality Assurance
- Professional Development
- Initiative
- But, above all, ability to teach if this is a teaching post.

Some of these things should best be discovered indirectly – i.e. not through specific questions – and informally in conversation.

The Interview

Interviews will always be face-to-face or in exceptional circumstances, conducted via the use of video conferencing technology. In the instance that the interview is taking place via the use of video technology, the candidate will be asked by the lead interviewer to show photographic ID at the start of the interview to verify their identity.

Formal interviews will last about 30 minutes and panel membership will be notified to applicants in their invitation to interview.

The panel should try to make sure that the candidates feel as comfortable and relaxed as possible. Prior to interview, the panel will nominate one member to conduct all debriefings.

Interviews will include value-based and probing questions to inform the panel's assessment of the candidate's suitability to safeguard and promote the welfare of all children. Value based interviewing helps assess the values, motives and attitudes of applicants. It focusses on how and why decisions are made and helps to explore reasons for their behaviour. All questions will be pre-planned by the panel and designed to invite evidence-based responses rather than theoretical responses.

Candidates will be required to:

- Explain any gaps in employment.
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel.
- Declare and explain any information that is likely to appear on the DBS disclosure.
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

A structure for the panel interview must be decided beforehand with each panel member being assigned specific questions to ask each candidate. They must also be aware of any areas that require further probing such as gaps in employment or where a candidate has declared that they have a criminal record.

Every member of the panel must make notes on the performance of each candidate (other than on the answers to their own questions). This will inform the outcome. These notes must be kept by the nominated panel member for the purposes of debriefing and returned to Human Resources on completion of the debriefing process. Notes will be retained for a period of 6 months after the interview. Notes of the interview with the successful candidate will be placed in the personnel file and stored for the duration of the employment.

Discussions between panel members should not take place until all interviews have been conducted. Debriefings should take place within ten working days of the interview date.

Conflicts of Interest

A conflict of interest arises primarily when a member of the interview panel:

- Has, or has had, a close personal or working relationship with an applicant;
- Is related to an applicant;
- Has prior knowledge of an applicant outside of the work environment which could potentially affect the decision they make

Examples of conflicts of interest could include, but are not limited to:

- Being involved in the recruitment of a candidate who is a spouse, partner, close friend or other family member
- Has a close working relationship with a candidate who has applied for a job, such as a previous line manager

Panel members should disclose any conflict of interest to the CEO/Principal and HR Manager as soon as they are aware of it. Upon receipt of the disclosure, a decision will be made on whether it is appropriate for that panel member to continue within that role or if they should be replaced.

Failure to declare a known conflict of interest during the recruitment process may lead to a formal investigation against the individual/s concerned in line with the Trust Disciplinary Policy and Procedure.

After the Interview

Candidates can leave as soon as the interview is over and will be notified of the outcome by telephone by the appointed member of the interview panel.

The appointed member of the panel must complete the Interview Outcome form (see **Appendix F**) and pass this to the HR Manager along with copies of all interview notes.

All interviewees will also be asked to complete a Recruitment Quality Assurance Questionnaire which will be analysed by the HR Manager. Any issues arising from responses will be addressed as appropriate.

The Trust reserves the right to re-advertise if the selection panel does not recommend a candidate for appointment.

Unsuccessful Candidates

Debriefings will be offered to the unsuccessful candidates and should be based on notes provided by interviewers. Debriefings should be as positive as possible, whilst offering useful advice to help unsuccessful candidates for future applications. No interviewer should be mentioned by name as having offered any particular opinion and no other candidate's performance should be referred to.

- Records of all candidates who are rejected both before and after interview will be retained for six months along with brief reasons for rejection or interview notes.
- Debriefing notes for all candidates interviewed will be retained for six months.
- Application letters for all internal candidates will be placed in their Personnel file.

Successful Candidates

The successful candidate will be offered the post verbally by the appointed member of the interview panel, followed by written confirmation of the conditional offer.

The conditional offer of appointment is subject to the following pre-appointment checks:

- Receipt of at least two good references, one of which needs to be the individual's current or most recent employer

- Verification of candidate's identity, including photographic identity and birth certificate (where available) to identify if a candidate has had a change of name.
- Satisfactory DBS clearance (Enhanced)
- Verification of candidate's qualifications
- Verification of professional status where registered
- Completion of pre-placement health assessment
- Proof of eligibility to live and work in the UK
- EEA Check
- Teachers sanctions and prohibitions check
- Any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas
- Confirmation that the applicant is not disqualified from providing childcare, where applicable
- Copies of documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file

All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

In addition

- Where a successful candidate is found to be on a barred list of the DBS, or the DBS certificate shows they have been disqualified from working with children by a Court; or
- An applicant has provided false information in, or in support of, their application
- The Trust will report the facts to the police and/or the Disclosure and Barring Service (DBS) and the offer of employment may be withdrawn and employment terminated.

Level of Language Proficiency

Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).

The Trust will accept a range of evidence of spoken English language ability as follows:

- Competently answering interview questions in English
- Possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad
- Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

Disclosure and Barring Service (DBS) checks

Requirement for a DBS check

Due to the nature of the work of the Trust and the Trust's implicit duty of care to its students, all persons who are offered employment with the Trust are required to have Enhanced DBS clearance.

The implications of this requirement are explained in full in the information sent to candidates at the point that they apply for a vacancy.

DBS Certificate for New Starters

An enhanced DBS certificate, which includes barred list information, will be required for most appointments. In summary, a person will be considered 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 for or

supervising children; or

- Will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engage in intimate or personal care or overnight activity, even if this happens only once.

Individuals who have lived or worked outside the UK who will be engaging in regulated activity must undergo the same checks as all other staff. This includes obtaining an enhanced DBS certificate including barred list information, even if the individual has never been to the UK. In addition, further appropriate checks may be made so that any relevant events that occurred outside the UK can be considered. These checks could include:

- Criminal record checks for overseas applicants
- Obtaining a letter (via the applicant) from the professional regulating authority in the country in which the applicant has worked confirming that they have not imposed any sanctions or restrictions

Information disclosed as part of a DBS clearance must be treated as confidential. It is an offence for DBS information to be passed to anyone who does not need it in the course of their duties.

Disclosures are non-transferable and will not be accepted if obtained for a previous position unless an applicant has subscribed to the DBS update service, which lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

In exceptional circumstances, an appointed individual may be permitted to start work in regulated activity before the DBS certificate is available, provided that a DBS Risk Assessment has been completed and approved and signed off by the Executive Principal, but not before the children's barred list check has been completed and two satisfactory references are in place. The Trust must ensure that appropriate supervision is in place until the DBS check has been received.

In cases where 'unprotected' information about criminal history is disclosed on the DBS certificate and/or as part of the self-disclosure, a risk assessment will be completed to inform the decision whether to withdraw a conditional offer or to appoint. As part of this process, consideration will be given to the following factors:

- Nature, seriousness and relevance
- How long ago it occurred
- If it was a one-off or part of a history
- Circumstances of it being committed
- Change of personal circumstances of the applicant
- Country of conviction
- Decriminalisation

DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of your DBS certificate, however we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer any of our academies.

Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide the Trust with the original disclosure document to be verified and the Trust will check the online update for any changes.

With the exception of the DBS Certificate, evidence of all checks will be documented and retained in the individual's personnel file. Evidence of check will also be recorded on the single central record.

DBS Checks for Unsupervised Volunteers

The Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annex E of Keeping Children Safe in Education 2022.

Any volunteer, engaging in regulated activity will require an enhanced DBS certificate (including barred list information). Those applying for Chair of Trustees posts (after 01/04/17) must also have their identity verified for a stipulated professional as part of their DBS check as per the below link:

<https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees>

DBS Checks for Agency and Third Party Staff

The Trust will ensure that only agencies that operate a safer recruitment policy and supply written confirmation that all relevant checks are in line with DfE, Keeping Children Safe in Education have been successfully completed. Any information disclosed as part of the DBS check will be treated confidentially.

Identity checks will be carried out when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made.

Confirmation of the checks from the agency will be retained and recorded on the single central record for the duration of their engagement with the Trust.

DBS Checks for Contractors

Any contractor, or any employee of the contractor, who is to carry out work for the Trust will be subject to the appropriate level of DBS check as required. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity.

Where confirmation of checks has been obtained, we will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made.

Confirmation of checks will be retained and recorded on the single central record.

DBS Checks for existing Staff

An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) every three years.

DBS certificates will only be issued to the applicant. The Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

All existing employees are required to inform us immediately if they are the subject of a police investigation or receive any conviction or caution which is not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) or any occurrence that may disqualify them from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the Trust has concerns about an individual's suitability to work with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer (subject to risk assessment) where the Trust has concerns about their suitability to work with children and young people.

Induction

As part of their induction training, all new employees will receive information at the appropriate level on:

- The Trust's Child Protection Policy
- Guidance on safe working practices and code of conduct
- Who the designated safeguarding leads are and their role
- DfE, Keeping children Safe in Education Part 1 and Annex A

All Staff will undergo a period of monitoring and a probation period. This will include regular meetings with their line manager. Safeguarding and any other appropriate training will also be arranged and complete during the induction period.

Record keeping and data protection

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the Trust in line with the requirements of Data Protection Legislation

Appendix A – Authorisation to Recruit Form

- All recruitment must be discussed and agreed with the relevant principal/head and governors before any recruitment takes place.
- Ensure that the completed form is passed to HR, together with the Job Description/Person Specification (updated with any relevant amendments).
- This will trigger the co-ordination of the relevant advertising and recruitment procedure.

Job Title	
Department	
Reason for Recruitment	
New / Replacement Please include the name of the person being replaced	
Budgeted Role or Additional Cost	
Funding Source	
Advertised Provisional Start Date (Please take into account pre-employment checks i.e. DBS, references etc.)	
Advertised Grade Range (e.g. M1 – M6)	
Advertised Pay Range (e.g. £15,500 - £17,500)	
Advertised Contract Type Please state number of weeks if term time plus	Permanent / Fixed Term Full Time / Part Time 52wks / TTO No of wks if TT+ _____
Weekly Hours	

By signing below you confirm that the relevant discussions have taken place at governor level and the recruitment of the post has been approved.

SIGNED (Principal/Head)	PRINT NAME	DATE
SIGNED (Chief Financial Officer)	PRINT NAME	DATE
SIGNED (Exec Principal)	PRINT NAME	DATE

Appendix B – Job Description Template (Teaching)

JOB DESCRIPTION

JOB TITLE	Teacher
SALARY GRADE	M1-M6 / UPS [Include both full time & actual salary]
DEPARTMENT	
RESPONSIBLE TO	
HOURS OF WORK	

Key Tasks

- To be committed to safeguarding and promoting the welfare of children and young people
- To plan appropriate, differentiated learning for all children, monitoring progress and intervening when there is underperformance.
- Create a high quality, rich, stimulating and enabling learning environment.
- Work collaboratively and flexibly to ensure: effective planning, successful learning, better than expected progress and accurate and moderated assessment outcomes.
- Manage the learning environment, resources and time to ensure effective learning takes place.
- Monitor and celebrate children's learning, progress and achievement and record and report upon progress, including details on attendance, behaviour, development and additional needs.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Have a detailed professional knowledge of the curriculum including an understanding of the progression of learning and development and national testing.
- To accurately assess children's development and to help create a successful framework for assessment.
- To work effectively with TAs and other colleagues who support children in their learning and beyond.
- To maintain a positive attitude, seeking to bring out the best in learners and having high expectations for all.
- Establish positive relationships with parents/carers, ensuring parental involvement in learning and progress
- Constantly strive to improve own performance and identify areas for self-improvement, attending appropriate training.
- To keep own CPD record up to date.
- To undertake any other duties as deemed appropriate by the line manager and commensurate with the post.

Appendix B – Job Description Template (Teaching)

Departmental Overview

Standard Duties and Responsibilities

- Have due regard to safeguarding and promoting the welfare of children and young people.
- Promote and implement equality and diversity
- Adhere to legislation and the Academy’s policies and procedures
- Participate in performance reviews and professional/personal development activities.
- Will model the Academy’s values at all times to generate a shared purpose

The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Probation Period

Post holders who are new to the Trust will be subject to a probation period of 6 months. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.

Appendix B – Job Description Template (Teaching)

Person Specification

This person specification will be used when shortlisting candidates for interview.

	Essential /Desirable	Method of Assessment
Education & Qualifications		
A good relevant honours degree (at least a 2ii)	Essential	AF, C
QTS – Higher qualifications relevant to the post, such as a Postgraduate degree/a professional qualification	Essential	
Other relevant professional qualifications	Desirable	
Experience		
Evidence of being an excellent practitioner	Essential	AF, T, I, C R
Evidence of adding value to children’s outcomes and ensuring better than expected progress	Essential	
Skills & Abilities		
Ability to reflect objectively on your practice	Essential	AF, T, I, C
A passion for learning and quality in educational provision	Essential	
Ability to communicate effectively and develop professional relationships with staff, partners and parents	Essential	
Ability to use Information and Communication Technology (ICT) to enhance teaching and learning and for data management	Essential	
Able to work independently and proactively	Essential	
Ability to work effectively as a team member	Essential	
Ability to reflect on own skills and knowledge, and to seek opportunities to develop	Essential	
High level of organisation skill	Essential	
Knowledge		
A flexible, adaptable and innovative approach to learning, teaching, curriculum and assessment	Essential	AF, T, I, C
A sound knowledge of a variety of effective teaching and learning strategies	Essential	
A commitment to and knowledge of community cohesion and social inclusion	Essential	
Knowledge of strategies to engage parent/carers with children’s learning	Essential	
Work Circumstances		
Enhanced DBS Clearance	Essential	PEC
Can evidence proof of right to work in the UK	Essential	I
Disqualification by Association Declaration	Essential	I
Equivalent of 10 days continued professional development	Essential	I
Equivalent of 10 days extra - curricular activity (2 hours per week after core learning)	Essential	I
Minimum of two appropriate references	Essential	AF, R

- AF – Application Form
- T – Test
- I – Interview
- C – Certificate
- R – Reference
- PEC - Pre-Employment Checks

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

Appendix B – Job Description Template (Teaching)

Staff Benefits

- Employee Assistance Programme & Wellbeing Support
- Free On Site Parking
- Cycle to Work Scheme & On Site Bike Storage
- Car Leasing Scheme
- On Site Gym & Changing Room Facilities
- Electric Car Chargers
- Staff Bistro
- Free Tea & Coffee

Payroll & Pension

- You will automatically be enrolled onto the Teacher Pension Scheme
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise

Safeguarding

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.

Appendix B – Job Description Template (Support)

JOB DESCRIPTION

JOB TITLE	
SALARY GRADE	[Include grade, full time and actual salary]
RESPONSIBLE TO	
HOURS OF WORK	

Role Purpose

[Outline the main function of the role and an overview of the department]

Main Duties and Responsibilities

- [Outline the main duties of the role]
-
-

The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Probation Period

Post holders who are new to the Trust will be subject to a probation period of 6 months. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.

Appendix B – Job Description Template (Support)

Person Specification

This person specification will be used when shortlisting candidates for interview.

	Essential /Desirable	Method of Assessment
Experience		
Previous experience of a similar role within an educational environment	Desirable	AF, I
Skills & Knowledge		
Ability to absorb and retain information quickly	Essential	I
Keen attention to detail	Essential	AF, I
Willingness to learn new skills	Essential	AF, I
Ability to effectively prioritise and execute tasks in a high-pressure environment	Essential	AF, I, T
Good customer service skills	Essential	I
Good written and oral communication skills	Essential	AF, I
Awareness of health & hygiene procedures	Essential	I
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health & Safety procedures	Essential	AF, I
An ability to undertake all physical aspects of the role and to utilise relevant equipment	Essential	I
A command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately depending on the audience.	Essential	I
Attitude & Impact		
An ability to work as part of a team	Essential	I
Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate	Essential	I
An ability to relate well to children and adults within the School environment.	Essential	I
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	Essential	I
Self-motivation and personal drive to complete tasks to required timescales and quality standards	Essential	I
The flexibility to adapt to changing workload demands and new organisational challenges	Essential	I
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.	Essential	I
Commitment to continuous self-development	Essential	AF, I
Commitment to continuous service improvement	Essential	AF, I
Personal		
Enhanced DBS Clearance	Essential	PEC
Can evidence proof of right to work in the UK	Essential	I
Minimum of two appropriate references	Essential	AF, R

- AF – Application Form
- T – Test
- I – Interview
- C – Certificate
- R – Reference
- PEC – Pre-Employment Checks

Appendix B – Job Description Template (Support)

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

Staff Benefits

- Free On Site Parking
- Cycle to Work Scheme & On Site Bike Storage
- Car Leasing Scheme
- On Site Gym & Changing Room Facilities
- Electric Car Chargers
- Staff Bistro
- Free Tea & Coffee

Payroll & Pension

- You will automatically become a member of the Local Government Pensions Scheme (unless you opt out)
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise

Safeguarding

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.

Appendix C – Reference Request

REFERENCE REQUEST – Teaching Staff

The information provided on this form is covered by the provision of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). It will only be used for the purposes of recruitment and selection processes. Please ensure all information you provide is correct.

This form has been designed to follow the Department of Education recommendations for staff within schools. Please complete **all** sections.

REFERENCE REQUEST FOR:	
POSITION APPLIED FOR:	

JOB DESCRIPTION ATTACHED

PERSON SPECIFICATION ATTACHED

Section 1: Referee Details

Name of Referee:		
Company Name (if applicable):		
Job Title (if applicable):		
How long have you known the applicant:	Years:	Months:
Relationship to applicant:		

Section 2: Applicant Details

If this person is an employee, please confirm the following:

Dates of Employment:	From:	To:
Job Title:		
Salary / Scale:		
Description of role/responsibilities:		

Appendix C – Reference Request

Section 3

In your opinion how would you rate the applicant with regard to the following:

	Very Good	Good	Average	Below Average	Comments
Relationships with Staff					
Ability to work in a team					
Relationship with children and young people					
Relationships with external colleagues					
Organisational skills					
Subject knowledge relevant to post					
Ability to empathise with children and young people					
Experience of using ICT					
Quality of professional judgement					
Contribution to wider aspects of school life and ethos					
Commitment to own professional development					
Management of others (if applicable)					
Ability to function under pressure					
Potential for further promotion					
Honesty and Integrity					
Innovation					

Please describe the school / environment and subject / age group in which the applicant worked / trained?

Section 4

In relation to the duties and tasks in the attached Job Description and Person Specification:

Has the applicant relevant or related experience? YES NO

Please comment on your experience of the applicant’s competence in relation to the requirements of the Job Description and Person Specification:

Please highlight any areas of development the applicant may have:

Please highlight any key strengths the applicant may have:

Appendix C – Reference Request

	YES	NO
Have you any cause for concern about the applicant's performance?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, please provide details:

	YES	NO
Would you consider the applicant for re-employment if there were a suitable vacancy?	<input type="checkbox"/>	<input type="checkbox"/>

If No, please provide details:

	YES	NO
Would you seriously consider the applicant for a similar role in your own institution?	<input type="checkbox"/>	<input type="checkbox"/>

If No, please provide details:

	YES	NO
Has the applicant any outstanding disciplinary matters on record?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, please provide details:

	YES	NO
Has the applicant been subjected to any capability procedures during the past 2 years?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, please provide details:

SECTION 5: Safeguarding Children and Safer Recruitment in Education

	YES	NO
Under the provisions of the Child Protection, has a Disclosure and Barring Service Enhanced Check (DBS) been received by your organisation(or an older style CRB check)?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, can you provide when the check was completed?	DD / MM / YYYY
-------------------------------------------------------	----------------

	YES	NO
If No, have you accepted that another Local Authority obtained this?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, can you provide the when the check was completed?	DD / MM / YYYY
-----------------------------------------------------------	----------------

Appendix C – Reference Request

Has the applicant ever been the subject of any child protection allegations or concerns? YES NO

If Yes, what was the outcome of the enquiry?

Do you consider the applicant a suitable person to work with children? YES NO

If no, please be specific as to why not:

Are you able to recommend the applicant without reservation? YES NO

If no, please state your concerns:

Are you happy for the contents of this reference to be disclosed to the candidate? YES NO

SECTION 6: Declaration

All references are treated confidentially unless you have specifically indicated that you are happy for your comments to be shared with the candidate. However, please note that the candidate can make a request to see a copy of any references written about them including this one under the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

SIGNED:		DATE:	
PRINT NAME:		POSITION:	

Thank you for taking the time to complete this form.

Appendix C – Reference Request

REFERENCE REQUEST – Support Staff

The information provided on this form is covered by the provision of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). It will only be used for the purposes of recruitment and selection processes. Please ensure all information you provide is correct and does not include any misstatements or omissions.

This form has been designed to follow the Department of Education recommendations for staff within schools. Please complete **all** sections.

REFERENCE REQUEST FOR:	
POSITION APPLIED FOR:	

JOB DESCRIPTION ATTACHED

PERSON SPECIFICATION ATTACHED

Section 1: Referee Details

Name of Referee:		
Company Name (if applicable):		
Job Title (if applicable):		
How long have you known the applicant:	Years:	Months:
Relationship to applicant:		

Section 2: Applicant Details

If this person is an employee, please confirm the following:

Dates of Employment:	From:	To:
Position held:		
Salary / Scale:		
Description of role/responsibilities:		

Reason for leaving (if not still employed)

Section 3

In your opinion how would you rate the applicant with regard to the following:

	Very Good	Good	Average	Below Average	Comments
Relationships with Staff					
Ability to work in a team					
Relationship with children and young people					
Relationships with external colleagues					
Organisational skills					
Subject knowledge relevant to post					
Ability to empathise with children and young people					
Experience of using ICT					
Quality of professional judgement					
Contribution to wider aspects of life & ethos of organisation					
Commitment to own professional development					
Management of others (if applicable)					
Ability to function under pressure					
Potential for further promotion					
Honesty and Integrity					
Innovation					

Section 4

In relation to the duties and tasks in the attached Job Description and Person Specification:

Has the applicant relevant or related experience?

YES

NO

Please comment on your experience of the applicant's competence in relation to the requirements of the Job Description and Person Specification:

Please highlight any areas of development the applicant may have:

Please highlight any key strengths the applicant may have:

Have you any cause for concern about the applicant's performance?

YES

NO

If Yes, please provide details:

Would you consider the applicant for re-employment if there were a suitable vacancy? YES NO

If No, please provide details:

Would you seriously consider the applicant for a similar role in your own institution? YES NO

If No, please provide details:

Has the applicant any outstanding disciplinary matters on record? YES NO

If Yes, please provide details:

Has the applicant been subjected to any capability procedures during the past 2 years? YES NO

If Yes, please provide details:

SECTION 5: Safeguarding Children and Safer Recruitment in Education

Under the provisions of the Child Protection, has a Disclosure and Barring Service Enhanced Check (DBS) been received by your organisation (or an older style CRB check)? YES NO

If Yes, can you provide when the check was completed? DD / MM / YYYY

If No, have you accepted that another Local Authority obtained this? YES NO

If Yes, can you provide the when the check was completed? DD / MM / YYYY

Has the applicant ever been the subject of any child protection allegations or concerns? YES NO

If Yes, what was the outcome of the enquiry?

Do you consider the applicant a suitable person to work with children? YES NO

If no, please be specific as to why not:

Are you able to recommend the applicant without reservation? YES NO

If no, please state your concerns:

--

Are you happy for the contents of this reference to be disclosed to the candidate?

YES

NO

SECTION 6: Declaration

All references are treated confidentially unless you have specifically indicated that you are happy for your comments to be shared with the candidate. However, please note that the candidate can make a request to see a copy of any references written about them including this one under the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

SIGNED:		DATE:	
PRINT NAME:		POSITION:	

Thank you for taking the time to complete this form.

Appendix D - Shortlisting Form

Role: Teacher

Subject: English KS3 Lead

Date:

Shortlisting completed by:

	Criteria	Applicant 1	Applicant 2	Applicant 3
		Initials:	Initials:	Initials:
1	A good relevant honours degree (at least a 2ii)			
2	QTS – Higher qualifications relevant to the post, such as a Postgraduate degree/a professional qualification			
3	Other relevant professional qualifications / experience			
4	Evidence of being an excellent practitioner			
5	Evidence of adding value to children’s outcomes and ensuring better than expected progress			
6	Ability to reflect objectively on your practice			
7	A passion for learning and quality in educational provision			
8	Ability to communicate effectively and develop professional relationships with staff, partners and parents			
9	Ability to use Information and Communication Technology (ICT) to enhance teaching and learning and for data management			
10	Able to work independently and proactively			
11	Ability to work effectively as a team member			
12	Ability to reflect on own skills and knowledge, and to seek opportunities to develop			
13	High level of organisation skill			
14	A flexible, adaptable and innovative approach to learning, teaching, curriculum and assessment			
15	A sound knowledge of a variety of effective teaching and learning strategies			
16	A commitment to and knowledge of community cohesion and social inclusion			
17	Knowledge of strategies to engage parent/carers with children’s learning			
Total Score				

Please review and complete this form in conjunction with the relevant Job Description & Person Specification

3 = Fully meets criteria

2 = Partially meets criteria

1 = Does not meet criteria

0 = Insufficient information

Appendix E – Interview Question Template

Interview Questions – [ROLE]

Candidate Name:

Date:

	Question	Notes
1.	Talk us through your work experience to date and what led you to apply for this role	
2.	Why are you interested in working in a school?	
3.	What do you think may be some of the challenges of working in a secondary school and how might you overcome these?	
4.		
5.		
6.		
7.		
8.	What would you do if you had a concern about a member of staff's behaviour towards a student?	
9.	Do you have any questions for us?	
10.	Are you still a firm candidate for the role and if offered would you accept?	

Question Preparation

- *All relevant aspects of the person specification should be covered when preparing questions.*
- *Questions should assess the values, motives and attitudes of the candidate.*
- *Questions should invite evidence based rather than theoretical responses.*

Appendix F – Interview Outcome Form

This form must be completed by the appointed member of the interview panel and passed to the HR Manager along with copies of all interview notes.

Role	
Date of Interview	
Panel Members	<ul style="list-style-type: none"> • • •
Candidates	<ul style="list-style-type: none"> • • •

Successful Candidate

Name	
Provisional Start Date (subject to relevant checks)	
Details of contract terms?	Grade Range: Salary Point: Weekly hours: AYR / TTO: Working days / pattern:
Employment Contract offered?	Permanent / Fixed Term (end date? _____)
Line Manager	
Department	

Unsuccessful Candidate/s

Name/s of unsuccessful candidates	
Interview feedback to be provided by	

Signature of appointed panel member

Signed	
Date	

Appendix G – Pre-Interview Checks Record

This form should be completed for each candidate who has been shortlisted to interview for a role within the Trust.

This form must not be completed by a member of the recruitment panel or a member of staff who has any involvement in recruitment decisions.

A copy of this form will be provided to the recruitment panel to allow for any issues or areas of uncertainty to be discussed with the candidate during their interview.

Candidate name:	
Role shortlisted for:	

Online Checks	
Searcher name:	
Date and time of online search:	
Search Parameters	Concerns Raised
<p>Google search:</p> <p>The following terms, looking at the first page of results:</p> <ul style="list-style-type: none"> • 'Candidate name' • 'Candidate name' + 'current school/employer' • 'Candidate name' + 'previous school/employment' • 'Candidate name' + 'educational institution' • 'Candidate name' + 'job title' <p>Websites:</p> <p>The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"> • LinkedIn • Twitter (checked the top 10 results) • Facebook (checked the top 10 results) • Their current school's website (if applicable) 	<p>Only record information that suggests the candidate:</p> <ul style="list-style-type: none"> • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of the Trust <p>Don't include any irrelevant personal information</p>

Employment History	
Role, Location	Dates
Role, Location	Dates

Gaps in Employment History (to be discussed at interview)	
Dates	Explanation
Dates	Explanation

Referees			
	Name & Role	Status (delete as appropriate)	Checked against information on application / appropriate authority / any discrepancies/issues of concern
1		Requested / Received / Rejected	
2		Requested / Received / Rejected	

Criminal Record Self Disclosure Form
Information declared: