

## Recruitment and Selection Procedure

### INTRODUCTION

The College aims to attract, select and retain the best candidate to any given vacancy within the college.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The College complies with the *keeping children safe in education guidance*. Please see appendix 1 for our Safer Recruitment Policy Statement.

The purpose of this procedure is to provide a sound framework for the recruitment and selection of staff, which also meet the requirements of the Equality Act 2010, other relevant employment legislation and best practice. This ethos underpins all our policies, procedures and practices. Statistical information on all stages of the recruitment exercise will be collated to inform the college of performance.

Managers are empowered to make the key decisions in recruiting and selecting their teams and this procedure sets the standard required to recruit the best candidate for the college against equality targets.

The procedure for the recruitment and selection of temporary employees is outlined in section 3 of this document.

All those taking part in the Recruitment Process must have undertaken training. The college runs a rolling programme of recruitment and selection training and this is advertised on MyHR. Business Partners also provide one to one training for new managers.

An interview panel must include one member who has completed safer recruitment training.

The introduction on the job description will be used internally and on web-based adverts to describe the role.

All new employees will be contacted and informed of the college's recognised trade unions and their option to join. This communication is direct from the trade union.

### STAGES IN THE PROCEDURE

#### Establishing a Vacancy

All vacancies must be approved by the staffing panel. This requires a recruitment requisition to be completed and submitted to this panel.

This process should begin as early as possible (e.g. as soon as a resignation is received, a job move agreed or the need for a new task to be completed is identified). Suitable alternatives to recruitment should be considered:

- Reorganising work distribution;
- Increasing an existing employee's responsibilities;
- Redesigning or automating job tasks;
- Restructuring within the related area or department;
- Reviewing the current working arrangements of the post.
- Assessment of workload, wellbeing and service delivery.

Any changes to existing staff member's duties will be reasonable in view of current role, with an opportunity to discuss and agree the changes. Where applicable, job evaluation should be completed.

Consideration should be given to exactly why the job exists and what the job entails. This will involve analysing the current job and will involve:

- Identifying the purpose of the job within the related area or department;
- Identifying the key duties and level of responsibility;
- Discussing the role with the current job holder or line manager;
- Examining the related area or department to identify possible minor internal adjustments;
- Identifying if an apprentice role or role linked directly to the 'standards' is appropriate.

If the vacancy is a 'new' post it will need to be evaluated through the gauge job evaluation system.

### **Filling the Vacancy**

A Manager requesting authorisation to recruit initiates the first stage by completing a Recruitment Requisition Document and by formulating an appropriate Job Description and person specification which will detail the duties, responsibilities and terms and conditions appropriate to the post. This is then subject to the appropriate authorisation by the staffing panel. Both documents are available in a template form on the Staffnet to ensure consistency.

#### Job Description

The job description includes a section on the skill and qualifications required of the post holder. It is the responsibility of the candidate to ensure they list **all** of their qualifications and professional membership on the online application form. Failure to do so may mean that the candidate is not shortlisted. If offered the role, the candidate must provide proof of qualifications and memberships.

It is the responsibility of the manager to specify accurately which qualifications are essential.

It is the responsibility of Human Resources to track the proof of qualifications and liaise with the candidate before they join to ensure that this and all new employment checks are underway before commencement of employment. All checks will need to be complete before employment begins.

Candidates need to be aware that failure to provide evidence of qualifications could result in the offer being withdrawn. This will be made explicit to them during the recruitment process.

All recruitment documentation should be checked to ensure compliance with equality and diversity legislation.

At this stage, the recruitment requisition is forwarded to Human Resources along with the copy of the Job Description. Human Resources will forward both documents to the staffing panel for consideration. If the request is not approved, the Recruitment Requisition Document is returned to the originator.

If approved, the staffing panel forwards the document to Human Resources to action and confirms the outcome of the panel to the recruiting manager.

Upon receipt of the recruitment requisition document, Human Resources contacts the Recruiting Manager to confirm the action to be taken and negotiate all appropriate timescales, i.e. date of advertising, closing dates, proposed dates for the selection process.

Consideration should be given to undertaking appropriate positive action if one group has been under-represented in a given post in the present year.

Human Resources arrange and place the advertisements in an appropriate medium for all vacant posts. In the first instance consideration should be given to placing the vacant role internally.

When advertising externally, all vacancies will be placed on the college website, with the Job Centre and other on-line mediums. All internal advertisements are placed on the college's intranet (staffnet). The advert will specify a closing date and time for receiving completed applications. All applications will be made via the college's online recruitment system. Paper applications will be available should candidates not have access to the online system. Applicants will be notified via email if their application has been unsuccessful.

All information relating to the vacancy will be available in an appropriate, accessible format as per accessibility regulations 2018.

### **Shortlisting and Selection**

Managers will shortlist applications following the closing date and time and within five working days. The shortlisting criteria is taken from that identified on the person specification and must be used to select candidates for the Selection Process.

Human Resources will contact all short listed candidates, usually via email, advising them of the selection process day, time, venue and format and where possible giving at least seven days' notice. The email will include asking candidates to liaise with Human Resources if they have any special requirements at any stage in the process. Human Resources will email candidates who have not been short listed to inform them that their application has been unsuccessful

Selection process: at this stage, **a candidate's right to work in the UK must be verified** in order to comply with legislation. Human Resources will liaise on how this takes place. It is essential that a robust process takes place including a formal competency based interview, presentation/micro teach for delivery posts and any other relevant objective assessments in line with Equality and Diversity.

An interview panel will never consist of less than two individuals and one panel member will be safer recruitment trained. The interview panel will ensure all candidates are appropriately welcomed and fully informed of:

- when they may expect to be notified of the outcome of the process
- what to expect during the process
- and how they may obtain feedback.

All interview questions and tasks will be appropriate to the requirements of the post and in line with equality and diversity. The individual's employment history will be explored during the course of the interview to explore any gaps or anomalies in their application.

All interview/task materials will be available in an appropriate, accessible format.

The use of Psychometric Tests can only be carried out by appropriately qualified personnel and in accordance with the guidelines produced by the Test Publisher and best practice as identified by the Chartered Institute of Personnel and Development. Psychometric tests may be used as part of assessment centres and for specific roles where relevant to the assessing specific criteria and will only be one part of the process.

## Offer

Following the Selection Process, the lead interviewer will contact the successful candidate to make a verbal offer of employment which is subject to a number of pre employment checks.

The pre employment checks are (also see Appendix 1):

- Proof of right to work in the UK
- Evidence of qualifications specified as essential on the job description/person specification
- Satisfactory DBS disclosure (), payment for the DBS will be made by the individual via a salary deduction
- A full identity check
- Overseas check, where required
- Two satisfactory references, one of which must be the previous employer and where it is a teaching or nursery post a reference must be sought from that setting even if not current/previous employer.
- Barred List check
- Prohibition from Teaching check for all delivery staff
- Satisfactory medical clearance,

Should the preferred candidate decline the offer and there is a second choice that meets the requirements of the post an offer can subsequently be made. **Managers must ensure that an offer is not made until the candidate's proof of Right to Work in the UK has been received.** This is a legal requirement.

Human Resources confirm the verbal offer with a written offer of employment and by instigating the formal checks, which all offers are subject to.

The line manager must assess the risk of a new recruit commencing employment before all pre employment checks are completed. They should then seek approval from the Director: Human Resources for the individual to begin.

This is in respect of all employment, however long the contract.

## Returning Employees

As per Keeping Children Safe in Education guidelines, returning staff members who have a break in service of 12 weeks or more will have all pre employment checks requested and completed again as above. Returning staff members who have a break in service of less than 12 weeks will have previous checks assessed and risk assessment carried out to determine what further checks are required.

Any manager who does not comply with this will be managed through the college's disciplinary procedure.

Human Resources will also email unsuccessful candidates and confirm that feedback is available from a named interviewer on request.

All employees new to the college are required to complete a period of Probationary Review before being confirmed in post. This will usually take six months but can be extended if required but not go beyond nine months. During the probationary period the line manager will meet at a minimum of 3 month and 6 month period to review performance and set targets appropriately. Any concerns will be addressed and managed through the probationary procedure.

During the probationary period the capability procedure is not deemed appropriate to support issues of concern.

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## **Induction**

The college is committed to ensuring that new employees receive an appropriate induction which will familiarise them with the organisation, their department and their role. The college holds 'first day inductions'. This takes place on a Monday. It is mandatory for all new starters to attend.

## **Mandatory training**

All new employees will be sent information to complete a number of online mandatory training modules either prior to commencement or on their first day or week of employment. Completion of all mandatory training is a requirement of the probation review period. Once completed employees must keep their mandatory training up to date and adhere to the college mandatory training renewal requirements.

All new delivery staff will attend a mandatory teaching and learning induction. The details of these are included in offer letters.

Managers are responsible for providing departmental and role inductions. Managers' guidance is available on the staffnet

## **Documentation**

At all stages of the Recruitment and Selection process all employees engaged in the recruitment process will make notes on each candidate. Each panel member must sign and date their documentation.

All relevant documentation will be collated on every applicant at the end of the process and retained by Human Resources for a period of six months after which point it will be destroyed. Documentaton for successful candidates will be retained on the employees electronic personnel file.

## **PROCEDURE FOR RECRUITING TEMPORARY (SESSIONAL) EMPLOYEES**

In order to progress and protect our Equality and Diversity Agenda, all recruitment for temporary members of staff should be the same as permanent roles.

## **AGENCY STAFF**

Where there is a need for short term staffing cover via an agency, please contact Human Resources in the first instance.

Only Human Resources are authorised to book staff via agency. Human Resources will discuss requirements with you and approval for agency staff must come from the staffing panel.

In line with safer recruitment practice the HR team will ensure that we have proof that pre employment checks as per Keeping Children Safe in Education guidelines has been completed by the agency, i.e. DBS, ID check, mandatory training, references received and qualifications verified.

## **EQUALITY AND DIVERSITY**

The college will ensure that reasonable adjustment are made to enable disabled employees to carry out their roles on commencement of duties where reasonably possible.

In order to monitor the fairness and address any issues relating to this procedure and its implementation in respect of Equality and Diversity, monitoring, reporting and analysis of aspects of the process will be carried out. This will be completed by Human Resources and will be reported to the Equality and Diversity Steering Group in order to inform the college of performance outlined in the Equality and Diversity Scheme.

## **Appendix 1**

### **Safer Recruitment Statement**

#### **Introduction**

The college is committed to recruiting staff and volunteers who are suitable to work with children. The college follows the Keeping children safe in education statutory guidance for schools and colleges. All job descriptions contain the college's commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are committed to:

- Safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- Identifying and rejecting applicants who are unsuitable to work with children and young people
- Responding to concerns about the suitability of applicants during the recruitment process
- Responding to concerns about the suitability of employees and volunteers once they have commenced employment
- Ensuring all new staff and volunteers participate in an induction which includes safeguarding training

This safer recruitment statement supports the college's Safeguarding Policy Statement and Safeguarding Procedure.

#### **Applications**

All prospective applicants must complete an application form in full accounting for any gaps in their education or employment history.

#### **Selection Process**

Candidates will be required to:

- Provide proof of identity and evidence of right to work
- Explain any discrepancies, anomalies or gaps in their application including employment history
- Declare any information that is likely to appear on a DBS
- Demonstrate their capacity to safeguard and protect the welfare of children, young people and vulnerable adults

The college will ensure that at least one panel member will be safer recruitment trained.

#### **Employment Checks**

All successful applicants are required to satisfy the following checks:

- Proof of right to work in the UK
- Evidence of qualifications specified as essential on the job description/person specification

- Satisfactory DBS disclosure (), payment for the DBS will be made by the individual via a salary deduction
- A full identity check
- Overseas check, where required
- Two satisfactory references, one of which must be the previous employer and where it is a teaching or nursery post a reference must be sought from that setting even if not current/previous employer.
- Barred List check
- Prohibition from Teaching check for all delivery staff
- Satisfactory medical clearance,

### **DBS Annual Self Declaration**

The college will request all staff to complete an annual DBS self declaration form.

### **Induction and Probation**

All staff will receive an induction that includes safeguarding mandatory training and safeguarding policies and procedures.

Probation is subject to the completion of satisfactory safeguarding training.