



RECRUITMENT AND RETENTION POLICY

Revised: Spring 2020

Next revision: Spring 2023

Purpose

The purpose of this policy is to ensure a coherent and consistent approach to recruiting and retaining staff of the highest calibre who will help to achieve the school's vision. We believe that our staff are our most important resource and that our pupils' learning should be managed by highly motivated, highly skilled staff.

Who was consulted?

In formulating the policy, the governing body considered the findings of exit interviews and feedback from successful and unsuccessful applicants for posts in the school.

Relationship to other policies

This policy relates to the Safeguarding policy, the Equal Opportunities policy, the Pay policy, the Succession Planning policy and the Performance Management policy.

Roles and responsibilities of Headteacher, other staff, governors

The Headteacher will:

- evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of the school
- review regularly the documentation provided for potential applicants for posts to enable them to make well-informed decisions about whether to apply
- ensure that staff and governors involved in recruitment procedures are trained
- monitor the number and role of support staff to ensure that their skills and talents, and those of the teachers, are used to the full
- use the performance management strategy to identify, share and celebrate good practice and to generate evidence for threshold applications and salary reviews
- identify an assistant head, deputy head or senior member of staff to manage the induction of all new staff, the mentoring of newly qualified teachers and the continuing professional development of staff
- ensure that appropriate checks are carried out on all applicants for positions in the school – paid and voluntary. This will include checking identity, qualifications, professional and character references, health and physical capacity, previous employment history to ensure gaps are accounted for, and criminal records checks.

The Management Committee of the governing body will:

- ensure that all decisions about salaries are based on evidence and are applied equitably
- use the full range of allowances available for recruitment and retention purposes. Such awards will be for a fixed period depending on the difficulty associated with finding and retaining suitable applicants and this period must be made clear at the outset and a review date set, after which they may be withdrawn.

- when formulating the budget for the school, take steps to ensure that the training needs identified in the school development plan and through the performance management process are addressed.

Arrangements for monitoring and evaluation

The Development Committee will monitor annually the working conditions (physical environment) of staff through direct observation and by seeking feedback from the staff.

The governing body will monitor the implementation and impact of this policy by receiving termly reports from the head, and annual reports from the Management Committee and the Development Committee. The committees will collate evidence of the implementation of the points listed above, including feedback from staff, to enable the governing body to judge what is working well and what needs to be further improved.

Recruitment procedures

1. Selection Panel

When a vacancy occurs for the Head or Deputy Head, the Governing Body will choose a selection panel. This will consist of 3-4 governors with at least 1 member of the panel having attended the Safer Recruitment Training. The selection panel should consist of the same people throughout the selection process, although substitutes may have to be made in emergencies.

For all other vacancies the selection / interviewing panel will consist of Headteacher and any others relevant to the position required.

2. Job Description

The job description will be reviewed considering the main duties and responsibilities of the post. The multicultural needs, race, gender and disability will be considered.

3. Personnel Specification

The personnel specification will be reviewed using the LA model with essential and preferred criteria for each post.

4. Interviewing panel

The interviewing panel and the format of the selection process (whether to use teaching activities, tasks etc) will be agreed. At least 1 member of the panel must have completed Safer Recruitment training. The selection timeline of dates will then be agreed.

5. Advertisement

The advertisement will include references to the job description and personnel specification and will include a short description of the school. There will be a statement referring to the commitment of the school in safeguarding children. The copy of the advertisement, media to be used and frequency and dates of advertising will be agreed and placed in selected advertising media.

6. Information Pack

An information pack will be produced and uploaded to the school's website. This will include:

- Application form
- Equal opportunities policy statement
- Equal opportunities monitoring questionnaire
- Job description
- Personnel specification
- Letter outlining the nature of the post and some details about the school
- Interviewing procedures including any task to be undertaken and an assessment of the candidate's suitability to work with children.
- A request for original documentation including qualifications.
- A map showing the location of the school.

7. Shortlisting

A shortlist will be agreed using the personnel specification and job description, as soon as possible after the closing date. Soulbury application forms only will be accepted.

8. References

Two references will be sought including one from the current employer. A letter will be sent asking for specific details as follows:

- Issues addressing the job description and job specification
- Suitability to work with children

9. Selection Process

- Invite the candidates for interview giving details of time, tasks and who will be conducting the interview.
- References will be sent for (unless requested otherwise)
- Letters will be sent to non-successful candidates

10. Arranging the interview

The selection panel will decide upon the questions for each candidate and allocate questions for each panel member.

11. Conducting the interview

The interview room will be arranged.

- An appointed person will welcome the candidate and show them to the room.
- The questions will be asked and a record will be kept of answers. These will be retained for one year.
- The candidate will show original proof of qualifications and the confirmation that the candidate is able to work in the UK (eg a British passport)
- The successful and unsuccessful candidates will be informed orally and in writing as soon as possible.
- Debriefing will be offered to unsuccessful candidates.

12. Employment checks

Offers of appointment will be provisional pending the following checks:

- Satisfactory references
- Satisfactory health check
- DBS clearance

- Medical clearance

13. Appointment

Following the interview, the successful candidate will be informed in writing and the following information will be included:

- Hours of work
- Salary
- Permanent or temporary appointment.
- Job title.