



# ***Castle Rushen High School***

## Recruitment Policy



# Ard-scoil Chashtal Rushen

*Castle Rushen High School*

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## Introduction

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Castle Rushen High School. The aim is to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Deter prospective applicants who do not hold the necessary qualifications;
- Identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Headteacher. All decisions will be made with regard to curriculum needs and the financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the Department of Education and Children's Pay Policy.

### **1. Equal Opportunities**

The Headteacher and Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

Age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The Headteacher and Governors will promote equality in all aspects of school life, including in regard to the recruitment of staff.

### **2. Identification of Recruiters**

Subject to the availability of training, the school will ensure that at least one Governor has successfully completed accredited training in recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken recruitment training.

### **3. Advertising and Inviting Applications**

Advertisements for posts will be published on the IOM Government website using JobTrain. Some may also be published in local or national newspapers, or on appropriate recruitment websites.

Perspective applicants will have access to, as a minimum, the following:

- Job Description and Person Specification
- Details of the School
- Guidance Notes for Candidates
- The application process



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Advertisements for teaching posts will normally be placed on the IOM Government website, the school website, and sometimes on a suitable national website(s).

Support staff posts must be advertised internally to existing DEC staff in the first instance. If no suitable applicant is found, the advert may be widened to include other IOM Government departments. Only in the event of both of these rounds not revealing any suitable applicants can the post be advertised to the general population, via the IOM Government website, the school website, local publications and the Job Centre.

For temporary posts, such as those to cover maternity leave, the advertisement will be placed on the IOM Government website, and normally on the school website and in local publications.

Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

Advertisements will specify: the main subject(s) to be taught and/or the nature of any responsibility/leadership allowance; the start date of the appointment and whether the post is permanent, natural discharge or fixed term and, in the case of fixed term contracts, the expected end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and TLR points and the closing date for applications will also be stated.

### **4. Applications**

Prospective applicants will respond to the advertisement by downloading the provided information from the IOM Government website, and requesting any further information they require from the school directly.

The application will be processed online using JobTrain via the IOM Government website, which includes an equal opportunities monitoring form. The application form and supporting letter/CV must be submitted by the specified closing date. Other forms of application are not acceptable in place of these procedures.

Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by a JobTrain technical issue. In these cases, the school will usually be contacted by the IOM Government Employment Services Team advising of the issue.

The school reserves the right to close applications early in order to meet the aims of this policy, or under instruction from the IOM Government, although the expectation is that in the majority of application processes this will not be the case.

### **5. Short-Listing and References**

Where more than one application is received, a list of the most suitable candidates will be selected.

Shortlisting will take place against the person specification for the post. The short list will be compiled by a panel consisting of the Headteacher or other designated member of Senior Leadership, and normally one Governor and one other interested party, such as a Head of Subject for a main-scale teaching post.



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References may be sought directly from the referee(s) if the applicant has given permission for them to be contacted prior to interview.

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children or young people;
- Any disciplinary warnings that relate to the safeguarding of children;
- The candidate's suitability for the post;
- The recent absence history of the candidate

School employees are entitled to see and receive, if requested, copies of their employment references and a statement to this effect is published on each reference request pro-forma.

Applicants who are successful at the short-listing stage will be invited to interview by the school directly, and often via JobTrain as well.

## **6. The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in the majority of circumstances, to give a demonstration lesson in front of school staff and possibly a Governor. Other tasks may be included in the selection process as deemed appropriate by the Headteacher.

In most circumstances, candidates will be required to attend a formal interview.

Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted via a visual electronic link.

Candidates will always be required to:

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



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## 7. Employment Checks

All successful applicants are required to:

- Provide proof of identity, e.g. passport, driving licence photocard (if not already employed by the IOM Government)
- Complete a DBS disclosure application and receive satisfactory clearance
- Complete a confidential medical questionnaire provided by Occupational Health to verify the candidate's mental and physical fitness to carry out their work responsibilities;
- Provide actual certificates of professional qualifications (teaching staff or where required);

Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

## 8. Confirming the Appointment

The final offer of employment will be subject to:

- A satisfactory enhanced DBS check;
- A completed and reviewed medical questionnaire;
- Receipt of final references from previous employers;
- A valid work permit (if necessary, not applicable for teachers)

The Department of Education and Children reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form for if any of the documents referred to in section 7 have been falsified in any way.

## 9. Induction

All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices. Staff will be required to read the Staff Handbook and familiarise themselves with other internal policies.

Staff will also be required to complete Safeguarding in Education training.

**Reviewed by:**

**Date:**

**Next Review Date:** December 2020