



1 Policy guidelines

1.1 The College's staff is its most valuable resource and the appointment of staff is one of the most important responsibilities carried out by college leaders. Effective recruitment is central and crucial to the successful day-to-day functioning of the College. Successful recruitment depends upon finding people with the necessary skills, expertise and qualifications to deliver organisational objectives and to make a positive contribution to the values and aims of the organisation.

1.2 We aim to:

- a) Provide appropriate staffing levels in line with the current and future needs of the College and its strategic plan. In doing so, the College will take into account the needs of both curriculum efficiency and quality.
- b) Carry out the recruitment and selection processes in a fair, open, transparent and consistent manner, applying best practice at all times.
- c) Ensure existing employees have the opportunity to apply for vacancies, wherever possible.
- d) Identify the skills, knowledge and attitudes required in the successful candidate.
- e) Ensure that discrimination in college recruitment practice is avoided in the applications of ex-offenders. All applicants are made aware of the existence of this policy at the outset of the recruitment process.
- f) Recruit the best person for each vacancy, in the judgement of the appointing panel, on the basis of their qualifications, experience and aptitude.
- g) Safeguard and promote the welfare of children and young people, as dictated by Keeping Children Safe in Education.
- h) Complete 'enhanced' DBS and employer access online checks on all successful candidates.
- i) Apply the above to all recruitment, without variance, and in line with the Equality Act 2010.

1.3 As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the college complies fully with the (DBS) Code of Practice. We will treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

1.4 The college is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender/transgender, belief, sexual orientation, responsibilities for dependants, age, disability, maternity/paternity or offending background.

- 1.5 The college actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.
- 1.6 All application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- 1.7 The college encourages all applicants called for interview to provide details of their criminal record (if relevant) at an early stage in the application process. We request that this information is sent to HR. This information will only be seen by those who need to see it as part of the recruitment process.
- 1.8 The College will ensure that all interview panel chairs will have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example the Rehabilitation Act 1974.

2 Recruitment procedures

- 2.1 Before a post is advertised, needs to be authorised by the Deputy Principal, Principal and Finance. Posts becoming vacant are not automatically replaced on a like for like basis. Staffing needs will be accommodated using existing staff, where possible. Where this is not possible, the post will be advertised.
- 2.2 If the need for a post is agreed, the vacancy details are passed on to HR for advertising.
- 2.3 The SLT and the HR team will determine how and where the post will be advertised. All vacancies will be advertised on the College website in addition to any other relevant job boards or recruitment publications/websites.
- 2.4 For all vacancies the HR team will e-mail staff to draw attention to the vacancy and advise on how to access details of the post and relevant application forms.
- 2.5 All external applicants will be instructed to complete the online application form. The equal opportunities monitoring details will be removed before passing the application forms on to the shortlisting panel. Late applicants may be considered at the discretion of the chair of the interview panel.
- 2.6 The timetable for short-listing and the interview process will be agreed by the chair of the interview panel and the HR team. The chair of the interview panel will be a member of SLT, trained in safer recruitment.
- 2.7 The chair of the interview panel will oversee the shortlisting process, which may be completed by the chair independently or in consultation with relevant colleagues as appropriate. The chair will complete ~~and sign~~ a 'safer recruitment' checklist.

2.8 References will be sought for those shortlisted. At least one reference from the most recent employer should usually be obtained and in cases of concern about the veracity of references, and follow-up phone calls to the person concerned should be made by the HR team to confirm their authenticity.

Operational staff: on occasion operational staff applicants request that their current employer is not contacted unless they are successful. In such cases the request would be respected.

2.9 References in the following categories must be referred to the chair of the interview panel:

- a) Where there is a discrepancy between the application form and the reference
- b) Where a confidential disclosure has been made to the HR team
- c) Information regarding any current disciplinary sanctions, expired disciplinary sanctions
- d) Information regarding issues, allegations or concerns relating to the safety and welfare of children and young people

2.10 The chair of the panel will use the guidance in the college's pay policy to arrive at a proposed salary for each interviewee. They must then consult with the Principal to agree these proposals before any interviews take place.

2.11 The interview will consist of pre-set questions drawn up by the chair of the panel as appropriate for the post, and will always include a 'safeguarding' and well-being question.

2.12 For ex-offenders: At interview, or in a separate discussion the Chair of the panel should ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

2.13 Once a decision has been reached, the chair will contact the successful candidate to make a verbal offer, specifying that the offer is contingent upon DBS clearance and appropriate references.

2.14 On receipt of a verbal acceptance, the chair will complete the 'Recommend to Appoint' form and 'Safer Recruitment' checklist and pass them on to HR.

2.15 The HR team will prepare written offer of appointment, which will stipulate clearly the terms and conditions of employment on which the offer is made and that it is subject to satisfactory references (if appropriate) and successful DBS and employer access online checks clearance.

2.16 The usual DBS checks will be completed and references checked before the formal offer can be finalised.

2.17 All interview documents will be surrendered to the panel chair who will pass them to the HR team. The application form and references should be retained centrally for 12 months and then destroyed.

3 **Probationary period**

All permanent appointments will be subject to a satisfactory probationary period. Please refer to 'New staff induction and probationary review' procedure.

4 **Equality Impact**

The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
January 2023	February 2023	-	-	February 2026	