



Queen Elizabeth Grammar School Penrith

Recruitment Policy and Procedure

Policy Statement

1. The Governors of Queen Elizabeth Grammar School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the school's Child Protection and Equal Opportunities policies. The procedure also complies with national guidance contained in the '*Keeping children safe in education*' document issued by the DfE.
2. The Governors are committed to appointing the highest calibre people to the school staff with the appropriate qualifications and experience, and who complement the existing staffing of the relevant department and the school as a whole.
3. The Headteacher is responsible for, and involved in, the recruitment of all teaching staff and support staff. Site staff and catering staff are recruited, interviewed and appointed by the School Business Manager.

Procedure

The school's procedure for recruitment (teaching and non-teaching) is as follows:

1. Posts are advertised internally, in the local press, on the school's website, with the LA, on the DfE website, Indeed and online with TES.
2. Application forms are available via the school's website and also available to download from various online portals as detailed in point 1. A full application pack, which will include job description, person specification, information about the department and a copy of the school strategy is also published.
3. Applicants are asked to complete an approved school application form supported by a letter of application. There are separate forms for teaching and non-teaching staff. In the interests of fairness when shortlisting, a CV is not accepted by itself.
4. All applications are considered by the Headteacher, appropriate Head of Department, members of the Senior Leadership Team and other staff where appropriate. All applications are anonymised for this process. A shortlist of candidates for interview is then drawn up.
5. Any anomalies, discrepancies, disclosures or gaps in employment history are noted and are investigated at interview.
6. Unless specifically requested not to do so by the applicant, references are sought for all shortlisted candidates prior to interview. Two references are obtained, one of which should be from the current or most recent employer. References are requested on an approved form which includes specific questions relating to the candidate's suitability for working with children and an opportunity for the referee to raise

any child protection concerns. A job description and person specification accompanies this request. Any subsequent offer of employment is subject to receipt of satisfactory references.

7. Candidates are invited to interview and provided with a brief summary of the programme for the interview day.
8. On the interview day, ID documents are checked in preparation for requesting a DBS and Right to Work check for the successful candidate. Qualifications, including QTS status, are verified by sighting original, relevant certificates. A check is also done against information held on the DfE secure access portal. These checks are then approved by the Headteacher.
9. Applicants for all externally advertised posts are formally interviewed by no less than two members of staff/a member of staff and a governor, one of whom will have completed the NCSL online recruitment training. The interview programme will vary according to the post, but where possible will include a tour of the school, introduction to relevant members of staff, a curriculum discussion, pastoral discussion and a session with the Student Council. In the case of teacher appointments, candidates will be expected to teach a lesson, which will be observed by the Head of Department and a member of the Senior Leadership Team. In the case of support staff, they may be asked to complete a task appropriate to the role for which they are applying. For appointments to the Senior Leadership Team and other senior posts, the relevant linked governor will be invited to be involved in both the shortlisting and interview process.
10. An enhanced DBS check is obtained for the successful candidate, as per DBS guidelines. Any subsequent offer of employment is subject to a satisfactory DBS check.
11. All interview records are securely filed and kept for twelve months in case of any discrimination challenge, or if a vacancy occurs and we believe that a previous applicant may be suitable.
12. A formal offer of employment is made in writing to the successful candidate.
13. The NQT/ITT Co-ordinator will oversee put in place the required training programme for all NQT & ITT students.
14. DBS clearance for all PGCE students is confirmed with the appropriate PGCE Co-ordinator prior to placement.