

# King Charles I School

## Recruitment and Selection Policy

### Version Control

**Policy author:** Headteacher  
**Policy approved by:** Governing Body  
**Next policy review date:** May 2019

| Version | Date                     | Details         |
|---------|--------------------------|-----------------|
| 1.0     | 2 <sup>nd</sup> May 2018 | General updates |

This policy should be read in conjunction with the Worcestershire guidance 'Recruitment and Selection'.

Working at King Charles is both fulfilling and demanding and we value all who work here.

We are committed to attracting and retaining a workforce representative of the local community, ensuring equal access to our jobs at all levels and to develop all employees to their full potential. Accordingly, we put much emphasis on the support that we give through our Continuing Professional Development (CPD) programme.

We are committed to equality of opportunity for all, devoting our energies and resources to the achievement of this aim. We do not discriminate on grounds of age, colour, disability, ethnic origin, gender, HIV status, immigration status, marital status, social or economic status, nationality or national origins, race, religious beliefs, responsibility for dependants, sexual orientation, trade union membership or unrelated criminal conviction. As an employer serving the local community, we strive to eliminate racism, sexism and all forms of discrimination, recognising that this requires not only a commitment to remove discrimination, but also action to redress inequalities produced by past discrimination.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to play a full and active part in protecting our students from harm. The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service. Details are set out in our 'Safeguarding Policy'.

We are committed to valuing and developing our workforce. We encourage staff to undertake qualifications, other assessed education and training relevant to the school's needs. This commitment is designed to provide us with trained, qualified and committed staff, as well as opportunities for individual career development and personal growth.

### What we will expect from you

The community we serve deserves the highest standards of teaching and care for our students and behaviour from all our staff. We will expect you to promote:

- the highest professional standards
- harmonious working relationships
- the school's vision and values

### Pay

Our teachers are paid according to nationally agreed pay scales and spines which are set out in the statutory 'School Teachers' Pay and Conditions' document. Our non-teaching staff are paid according to the pay scales set by the Local Authority and agreed by the Governing Body.

### Excellent pension schemes

The pension schemes available for both teaching and support staff are considered to be amongst the best available.

### Staff Development

We are committed to developing all our employees to meet the needs of the school and personal development of the individual. School staff receive annual performance management reviews where training needs are identified and agreed to ensure that everyone is able to contribute as fully as possible in the life of the school.

### Working Environment

We are constantly striving to provide a working environment that is safe for all, fit for purpose and provides up to date teaching and sports facilities for all our stakeholders.

### How to apply for a job

We recognise that applying for jobs can sometimes be daunting. We want our recruitment process to be clear and easily understood. So we have prepared these guidelines to help you understand our approach to recruitment, and so

that you know what information we need from you.

### **What we want to achieve in the Recruitment Process**

Quite simply, we will appoint the best person for the job, in a manner that is fair to all applicants. Our application process aims to ensure we have sufficient information to make timely, fair and equitable decisions that are based solely on merit. As such we aim to give you the opportunity to provide up to date information about your abilities and experience, as they relate to the post you are applying for. On our website you will find a job description and person specification. These are key documents which give you information about the job, the skills and other attributes that we believe are necessary to make a success of this role. We advise that you consider them carefully before you decide whether to apply.

### **The Job Description**

This aims to give you a full description of the main purpose of the job. The list of duties is not exhaustive, but provides an overall summary of the scope of the job, and what we will expect of the successful applicant.

### **The Person Specification**

This describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about this carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match those on the person specification. What you write in your statement will be used to help decide whether you should be put on a shortlist of candidates for interview.

### **Completing the Application Form**

A copy of the appropriate application form is available to download from our website. The appropriate completed form should be emailed or posted to the school:

|                |  |
|----------------|--|
| Email          | <a href="mailto:applications@kingcharles1.worcs.sch.uk">applications@kingcharles1.worcs.sch.uk</a>           |
| Postal address | Stephen Brownlow (Headteacher)<br>King Charles I School<br>Comberton Road<br>Kidderminster<br>Worcs DY10 1XA |

Remember, the application form is the only information we have about you, and it is your opportunity to demonstrate that you are able to meet the requirements of the job. You should carefully describe the kind of work you have done, and relevant experience that you have had. Do this in terms of your actual roles and responsibilities (for example in a project, work area or team) and give examples where possible. We want to know about your individual achievements, not those of your organisation! Any experience gained outside of paid employment may be equally relevant, so give considerable thought to this area. Describe any relevant skills, experience and knowledge which you use or which have helped you develop. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

Ensure that you list all your previous employment including any gaps and use a separate sheet if necessary. It is important that you provide this information for child protection purposes.

Ensure you set out the information you are providing in a well organised, logical and concise format.

### **Equal Opportunities Monitoring Form**

Please complete and return this with your application. Once received, this information is separated from the application form and is not used in the shortlisting process in any way. It does, however, provide us with valuable equal opportunities information for monitoring purposes.

### **References**

All appointments are subject to the school receiving two satisfactory references.

- All candidates should provide details of two referees who are able to comment on your suitability for employment. It is essential that any referee you give is authorised by the organisation to provide a reference. References will not be accepted from relatives or from people writing solely in the capacity of friends.
- At least one of the referees should be your current employer (the headteacher). If you are unable to provide this, e.g. if you are joining us directly from the education system, at least one referee from a person in a position of responsibility, who has knowledge of you, should be provided. This could be your tutor or lecturer.
- We are committed to safeguarding and promoting the welfare of children/young people and so your referees will be asked about any disciplinary offences relating to children and if you have ever been the subject of any child protection concerns. If you are not currently working with children you should also provide details of a contact from your last post working with children. Please note the interview will include a section where suitability for working

- with children will be explored, regardless of whether or not you have previously worked with children.
- References will be requested from referees for those applicants that have been shortlisted for interview. These will be requested prior to the interview. Any relevant issues from the references will be taken up at interview.

If you are unclear as to who should be provided as your two referees, please do not hesitate to contact the school for further guidance.

### **Applicants with disabilities**

When you return your application form please indicate whether you have a disability. We need to know this as we offer a guaranteed interview to all applicants with a disability (as defined by the Disability Discrimination Act) if you meet all the essential criteria for the job. Please also indicate whether you require any special aids, adaptations or conditions for your interview.

### **Interviews**

Interviews are conducted with one colleague who has completed Safer Recruitment Training. If successful, confirmation will be requested, in writing, of your acceptance of this offer.

### **Pre-employment checks**

Any offer of employment to the successful candidate will be conditional on satisfactory completion of the following pre-employment checks.

- Disclosure and Barring Service
- Identity
- Right to work in the UK
- Medical fitness
- Two satisfactory references

### **Interview expenses**

- Actual expenditure incurred as a result of interview may be reimbursed subject to the limits on the 'Interview claims expenses form'. You should produce your receipts or similar proof of expenditure where these can be obtained. These limits include VAT where payable.
- In order to be eligible to claim expenses for subsistence, you must have travelled at least 25 miles and have incurred or will incur actual expenditure on subsistence. Eligibility to claim is also subject to the following criteria:
  - Breakfast: a candidate must have begun travelling before 7.30 a.m.
  - Tea: a candidate must finish or expect to finish travelling after 6.30 p.m or
  - Dinner: a candidate must finish or expect to finish travelling after 8.30 p.m.

*Please note that either Dinner or Tea can be claimed (not both).*

- Eligibility to claim overnight accommodation including breakfast is based on distance and accessibility from the interview location. If you feel you need overnight accommodation and it has not been arranged for you please discuss this with the HR admin manager. Reimbursement will only be made when this has been pre-authorized.
- Reimbursement of public transport costs will generally be restricted to the most economical available fare, taking advantage of any concessionary rates.
- Reimbursement of transport costs only applies to journeys within the United Kingdom.
- If you are likely to incur any other significant expenditure (e.g. child care costs) as a result of attending the interview, please let the HR admin manager know. If it is not possible to avoid this by rearranging the date or time of the interview then consideration will be given to reimbursement.
- Interview expenses will be paid to you in due course after the conclusion of the interview.
- If, on grounds considered to be unreasonable by the headteacher, you withdraw your application or refuse the offer of employment, no expenses will be paid.

### **A Final Word**

Your application form is the only information we will have about you. It's your selling point before an interview, so take care when completing the form. Keep a copy of the completed form with the Job Description and Person Specification, and any other details for future reference.