

Sheringham Woodfields School



Sheringham Woodfields School
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Registered Charity: Friends of Sheringham Woodfields School - 1127142

RECRUITMENT POLICY

Approved by SMT: 25 th January 2023	Approved by Staff: 1 st February 2023	Approved by Governors: 2 nd February 2023
Next Review date: Spring 2025	Person(s) responsible for review: SBM/SLT	

Principles

We believe our staff are our most important resource and that our pupils' learning should be led and managed by highly motivated and skilled staff. We are committed to employing the best possible workforce using the fairest processes. We are also keen to ensure we attract suitable Student and Volunteer placements to meet both the needs of the School and the person wishing to be placed.

Purpose

This policy will ensure a coherent, fair and consistent approach to recruiting and retaining staff who will help us achieve the school's vision. This policy also covers all volunteers working within the school.

Aims

- To be clear about the recruitment process to ensure it is consistent and accountable.
- To ensure principles of equal opportunity are adhered to.
- To enable us to attract suitable, high quality candidates.
- To enable us to support with Student and Volunteer placements.

Responsibilities

The head teacher will

- Continually review the staffing in school so we are flexible in responding to changes in pupil needs and staff resignations. This is reviewed alongside monitoring and planning of the school budget.
- Review regularly the documentation provided for potential applicants to ensure it gives up to date information. Sheringham Woodfields School will adopt the County Councils pro-forma application form for both teachers and support staff either electronically or via paper submission. The school does not accept CVs.
- Ensure all those involved in recruitment procedures are trained. This includes the safer recruitment qualification where required.
- Use the appraisal process to identify, share and celebrate good practice and to generate evidence for threshold applications and salary reviews.
- Identify a senior member of staff to lead and manage induction of ECTs (Early Career Teacher), providing an appropriately qualified mentor and mentoring of ECTs.
- Ensure no job advert and subsequent shortlisting/interview process is subject to any form of bias or discrimination of any kind.

Procedures

All posts will be advertised, but this may vary:

- Some posts provide opportunities for staff already working at the school and may be advertised internally. Rigorous processes will still apply including application letters/forms and interviews.
- For others, a local advert will be used. In the majority of cases this will appear in the Job Section of the Eastern Daily Press, NCC Jobs website and on Indeed.co.uk.
- For most permanent teaching and all leadership posts there will be national advertising within the TES, as well as the EDP.

See flow chart, appendix 1, for detail.

Monitoring and evaluation.

For teaching staff and leadership roles, a governor will join the interview panel.

Governing Body will monitor recruitment procedures through their meetings and ensure there is fairness in decisions regarding salaries. For the head teacher, the governing body will form the necessary pay committee.

To be read in conjunction with:

- Equal Opportunities Policy
- Pay Policy
- Performance Management Policy
- Keeping Children Safe in Education (2022)
- Induction folders

SHERINGHAM WOODFIELDS SCHOOL

Recruitment Flow Chart

Process of recruitment

Decide on the post needed and advertising strategy:

- National, for most teaching posts and if appropriate Senior Leadership posts.
- Local, for temporary teaching posts and all teaching assistant posts.
- Internal, for internal promotion opportunities across the workforce.

Draw up an advert, considering how to attract the people who will be successful in the post. Make sure it will attract attention. Include closing date and date of interviews. Adverts must also include the schools commitment to safeguarding.

If recruiting a member of support staff ensure MRS recognises the role and salary.

Diary all other actions, panel recruitment, long and short listings, interview questions and structure etc.

Put together an application pack:

- Introduction to the school, including mission statement.
- Welcome letter, including arrangements for visits.
- Other relevant information such as workforce structure.
- Job description and person specification. If recruiting for support staff, consult with necessary MRS guidelines.
- NCC pro-forma application form - electronic or paper.

Put a panel together and decide on the structure of the day, relevant to the post.

- The Panel must include at least one person who has undertaken the safer recruitment course.
- A governor is sought for teacher recruitment and is mandatory for Head and Deputy vacancies.

Long (if necessary) and shortlist, based on criteria for the post and scoring each application. Ensure application forms are completed correctly with no gaps. Once interview short list has been decided, apply for references and inform candidates.

Prepare for interviews, using standard scoring sheets and briefing all those involved. Ensure correct safeguarding questions are included. To include Warner interview.

When the successful candidate has been appointed invite in for DBS check and create conditional offer letter (subject to favourable DBS and 2 good references along with all other required checks). All candidates will be offered feedback from those on the panel.

Archive interview notes for all shortlisted candidates.

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Internal Safer Recruitment Procedures

Process

1. Advertising of Positions

- All advertising will contain a safer recruitment statement identifying the need for enhanced child protection clearance. Advice will be taken from NCC recruitment team before any advert goes 'live'.

2. Application Stage

- Applications must be made using the Norfolk County Council Application Form.
- Any incomplete forms, or applications in the form of a CV only will not be considered.
- References will not be acceptable from friends or family members, special exemption will be considered for internal candidates where a colleague in a senior position will be current employer.
- Two references will be sought prior to interview where possible, and any offer of employment will be subject to the receipt of two satisfactory references.
- References will include a request for a statement as to the applicant's suitability to work with children and young adults.
- Any false information within a reference will be recognised as an offence, and reported to the appropriate authorities, leading to the possibility of rejecting the application, or subsequent termination of employment.

3. Interview Stage

- All candidates will be asked to produce documents to prove their identity (originals not photocopies). This will include two documents which confirm current address.
- Candidates will need to provide proof of right to work in the UK.
- All interviews will contain questions relating to Child Protection, and the ability to assess suitability to work with children. The Business Manager has sample questions which can be used to help construct relevant/suitable questions.
- Interview and appointments will be made with due regard to Disability Discrimination legislation as identified within the application form.
- All interviews will be conducted with at least one member of the selection panel having completed the Safer Recruitment Training.
- Warner Interviews will be conducted for roles that come into direct contact with and involve supervision of pupils. On other support staff interviews, a Warner question will be asked of candidates.

4. Offer of employment

- An enhanced DBS will be applied for as soon as an offer of employment is made.
- Where two references cannot be sought prior to interview the offer of employment will be made subject to the receipt of 2 satisfactory references.
- The offer of employment will start the inclusion of the person onto the single central register to record the completion of checks made against evidence and the person who completed the checks.

Persons who currently hold the safer recruitment qualification:

Matthew Smith (Business Manager)

Annette Maconochie (Head Teacher)

Michael Smith (Deputy Head Teacher)

Catherine Holyland (Assistant Head Teacher)

Nicola Stewart (Assistant Head Teacher)

Steve Thurlow (Chair of Governors)

Updates following Brexit

From 1 January 2021, the TRA Teacher Services system will no longer maintain a list of those teachers who have been sanctioned in EEA member states.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges (set out in paragraphs 154 and 160). This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- [criminal records checks for overseas applicants](#) - Home Office guidance can be found on GOV.UK; and for teaching positions
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, [UK NARIC](#).

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available schools and colleges should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

Support Students and Volunteers

Aims

- To equip students with skills which may enhance their career path.
- To open up new opportunities and challenges.
- To build confidence and self-esteem.
- To provide a caring community in volunteers can feel valued and appreciated.
- To build external links and partnerships.
- To deepen knowledge of complex learning needs.

Procedures

All students and volunteers will have an initial briefing when they will be given an induction booklet setting out expectations, protocol and domestic information. We will endeavour to match the requirements of particular courses and make time to meet with course tutors. Students and volunteers are informed of the essential policies and guidance to read. If required, students will be offered a mentor to assist and advise them through their placement to ensure learning is relevant and meaningful.

The Recruitment team will carry out the necessary vetting and barring checks in accordance with the most up to date requirements. All necessary safer recruitment checks will be undertaken accordingly.

We appreciate the time that is given to us on a voluntary basis and feel that students and volunteers contribute to our schools positive learning experience. Our own pupils enjoy and observe good role models and benefit from new skills students and volunteers bring to the workplace. All students and volunteers will receive an induction pack before joining classes.

The Head Teacher and Governing body will ensure that:

This policy is implemented fully and reviewed every three years