

Recruitment Policy	
Person Responsible:	Nickyie Thomas
Date of Policy:	March 2023
Next review date:	March 2026
Rationale	
<p>Great Oaks College is committed to recruiting the highest quality staff to work with its students.</p> <p>Great Oaks is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment</p> <p>Great Oaks College is committed to equality of opportunity and will always seek for our recruitment process to be fair.</p>	
Aims	
<p>This policy aims to:</p> <p>Ensure that the college works in line with Equal Opportunities, Diversity and Inclusion and relevant employment legislation</p> <p>Identify staff qualification requirements</p> <p>Identify safer recruitment strategies to ensure that safeguarding and protection of our students</p> <p>To highlight the recruitment process</p>	
Objectives	
<p>At Great Oaks College the qualification required for each type of role have been defined in our staff structure and is stated in the person specification for each vacancy.</p> <p>Teachers All teachers should be graduates. Teacher should either hold QTS or QTLS. Teachers with QTLS must maintain their qualification status by maintaining their membership of the institute for learning.</p> <p>Teachers in Training Teachers in Training will hold at least level 4 (GCSE) or equivalent in Maths and English and a level 3 in supporting Teaching and Learning. They will have at least two years experience working in SEND Education. Teachers in Training will be working towards their Diploma in Education and Training (DET Level 5) or Professional Graduate Certificate of Education (Level 6). Once successfully completed, they will be supported to gain their QTLS.</p> <p>Instructors Instructors will usually be graduates, or will hold the professional qualification required in the vocational subject they teach e.g. horticulture or catering.</p>	

Teaching assistants should have completed a NVQ level 3 in supporting teaching and learning, or a similar subject and have level 2 qualifications in both English and maths or have passed the College's staff Maths and English Entry exam.

Learning support assistants should have an NVQ level 2 in supporting teaching and learning and have level 2 qualifications in English or have passed the College's staff Maths and English Entry exam.

Great Oaks College runs a trainee LSA programme for interested candidates who do not yet have appropriate qualifications for permanent Learning Support roles.

Non Educational or classroom based roles

All roles have an identified level of qualification in line with the needs of the job.

Preparation for recruitment

Before a position is advertised a person specification will be produced taking into account the job description. The person specification will list the qualifications, skills, experience and personal qualities considered to be either essential or desirable in applicants.

A plan will also be drawn up indicating how candidates will be assessed against the person specification using their application form, references, the interview and/or other forms of assessment.

The closing time and date for applications, shortlisting panel and interview dates will be set before the advertisement is placed. The date of interviews will take into account a period of time sufficient to request and receive references before the interviews take place.

Advertising vacancies

All vacancies will be advertised for a minimum of a two week period on the College website in the College area and on other job search and recruitment sites. All teaching or senior leadership positions will be advertised nationally.

Our advertisements will include a clear statement of the importance we place on safeguarding and our requirement that staff will undertake a DBS check.

Advertisements will include an invitation to visit the College.

A closing date and time and the proposed interview date will be included in the advertisement.

The advertisement will include the statement "Great Oaks College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment"

Vacancies which may be advertised only internally

Where there is vacancy for an additional duty or role for which there is remuneration but which can only be undertaken by an existing member of staff, that vacancy may be advertised internally *only* by sending the advert via email to all staff and alerting staff to the opportunity at the whole College staff meeting. If more than one candidate expresses an interest a fair selection process will be designed and carried out.

Short listing

Short listing will take place as soon as possible after the closing date for the position.

Only applications received by the closing date and time will be considered.

CV's will not be accepted in place of the application form.

Before a short listing panel meets all applications will be scrutinised to check that the application is complete and that each meets the safeguarding requirements. This will be done by members of the SLT who have undertaken safer recruitment training. It is essential to check that there are no unexplained gaps in the applicant's employment history, that there is no information missing, that there are no inconsistencies in the information provided on the form, the names and contact details of two referees have been provided and that where the candidate has work with children or adults in education in a previous job, a reference from that related post has been included. A social media check will be completed for all shortlisted candidates.

The short listing panel will consist of at least two senior members of staff.

Each application will be assessed using the person specification.

Once the candidates who have been shortlisted for interview have been identified references will be requested before interviews take place.

Unsuccessful candidates will be sent a letter thanking them for their interest and informing them of the panel's decision not to interview them.

Successful candidates will be asked to bring the identification needed to make a DBS application with them to the interview. They will also be asked to bring their certificates for any qualifications listed in the person specification for the post. They should be informed that they should bring the original documents and not copies.

Either HR or a member of the SLT will carry out social media searches for shortlisted candidates and enter this on the Single Central Record. Should any material of concern be found, it will be presented to the Principal prior to the interview; the Principal will have the final decision as to whether the candidate may be interviewed or if the offer of interview will be retracted.

Interviews

On arrival for the interview the candidate's identification documents and certificates will be checked. Original documents must be provided.

The size of the interview panel will differ for differing positions. All interviews will be taken by at least two senior members of staff or by a senior leader and a middle leader (role dependant). At least one of the Interviews will have undertaken recent safer recruitment training.

The interview process may include a range of tasks in addition to a face to face interview. Notes will be taken on candidate's performance in each stage of the process and a scoring protocol used by all panel members.

When all candidates have been interviewed the scores and opinions of the panel members will be used to identify the successful candidate.

In most cases candidates, both successful and unsuccessful, will be informed either in person or by telephone on the day on which the interviews took place unless interviews are taking place over more than one day in which case candidates will be informed when and how they can expect to hear the result. Offers of appointments will always be subject to medical checks, a clear DBS and references. New employees, *including teachers* are also subject to a compulsory probationary period.

Interview feedback will be available to unsuccessful candidates if they request it.

How Vacancies may be covered during the recruitment process or where no suitable applicant is identified through a recruitment round.

Great Oaks College recognises that the notice period required of staff is unlikely to always ensure that new staff are able to start work immediately a former post holder has left their post. While recruitment takes place the school may either;

- Cover the position by using staff booked through a supply agency
- Cover the position using a bank staff member.
- In the case of teaching positions, the cover supervisor or an experienced teaching assistant may be used for a fixed and limited period of time.

No staff will gain a permanent contract in a new role by virtue of having covered that role on a temporary basis without a proper recruitment process being carried out.