

4.4 Staff Recruitment and Appointment

PURPOSE

The purpose of this policy guidance is to give guidance on the key points within the Recruitment and Selection process at AHBSN.

It is vital that we follow the recruitment and selection policy to:

Deter people who are unsuited to working with children from applying for any position in the nursery. 'Safer Recruitment' - making safeguarding and promoting the welfare of children and young people an integral factor in the recruitment and selection process - is an essential part of creating a safe learning environment for all children;

- Ensure that a consistent, fair, objective and transparent process is followed for all positions.

DEFINITIONS

Safeguarding- Child protection, Supporting vulnerable children, Safe care, at home, in school and in the community, Taking action

POLICY STATEMENT

The Recruitment and Selection Process (8 stages)

Stage 1 – Recruitment Planning

1.1 The objective of recruitment planning is to:

- Determine if a vacancy actually exists (Job Evaluation) and, if so;
- Plan in order to attract, select and retain staff who will successfully and positively contribute to the guiding statements, aims, ethos, learning culture and future development of the school.

1.2 Adopting a planned and structured recruitment process will:

- Reduce the risk of a bad selection decision that can a) be expensive; b) cause line and performance management problems, and; c) result in safeguarding concerns for students;
- Give successful applicants a clear understanding of the post and what is expected;
- Ensure the capabilities and conduct of successful candidates are at least 'good';
- Ensure written records are available for future reference if required.

1.3 Job Description and Person Specification

It is important to be clear about the requirements for the job role and the mix of qualities, qualifications and experience a successful candidate will need to demonstrate.

1.4 The **job description** must be up-to-date, accurate and appropriate. Job descriptions for Teacher, Principal and Lead Teacher and Assistants can be found in the Staff Handbook. A job description should include the job title, school logo, purpose – why the job exists – and the main duties and responsibilities of the post. Try to limit to one side of A4.

1.5 The **person specification** should include the qualifications, experience and attributes needed to competently perform in post. Care should be taken to ensure that any discriminatory requirements are not included such as: age limits or 'x' years of experience.

Stage 2 - Advertising

2.1 AHBSN HR Team is responsible for placing external advertisements for vacant teaching and leadership positions. Methods of advertising include AHBSN website, recruitment agencies and online newspapers and journals. All advertisements must include a closing date (and time) for applications and, wherever possible, indicate interview date/s.

Stage 3 – Shortlisting

3.1 All CVs must be scrutinised to ensure that the information provided is consistent and does not contain any discrepancies or gaps in employment. All candidates must be assessed equally and objectively against the criteria contained in any person specification, without exception or variation.

3.2 There are currently three (3) essential ADEK requirements to follow at the shortlisting stage:

1. The title of the undergraduate degree must match that of the teaching post. In other words an EYFS teacher would require an Early Childhood Degree. An undergraduate degree in any other subject is accepted along with a Level 3 qualification in Early Years
2. A minimum of two years teaching experience, in the Early Years (0-4years) is necessary;
3. A PGCE, GTP or relevant teaching qualification is needed.

Stage 4 - References

4.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

4.2 In some circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.

4.3 The HR Manager is responsible for sending the Reference Request Form to each referee for completion.

4.4 Do not rely on references or testimonials provided by the candidate, or open references and testimonials, i.e. “To Whom It May Concern”. There have been instances of candidates forging references. In addition open references/testimonials might be the result of a “compromise agreement” and are unlikely to include any adverse comments.

4.5 The candidate must provide details for three professional referees. Ideally one referee would be the current/former Principal/Head Teacher or equivalent post. One reference should be the current/former line manager, particularly if there is no mention of Head Teacher/Principal. References from the candidate’s family or friends are not acceptable.

Stage 5 - Interviews

5.1 The interview should assess the merits of each candidate against the job requirements, any person specification, and explore their suitability to work with children.

5.2 When **arranging interviews** a reasonable amount of notice must be given to the candidates and dates arranged with the rest of the interviewing panel. The Principal’s PA will write to each candidate detailing the arrangements for interview, which will include:

- Date, time, location, directions, membership of the interview panel, details of any selection tests and/or lesson delivery/observation;
- Attaching a further copy of any person specification and the job description will draw the candidate’s attention to the relevant information.

5.3 The **interviewing panel** must comprise of two or more people, whenever possible.

5.7 The interviewing panel must be in full agreement when making the final decision regarding the successful candidate. **Panel judgements and decisions must be consistent, fair and objective.**

Stage 6 - Offer of Appointment

6.1 Any offer of appointment is always subject to a minimum of two satisfactory references, police clearance for 10 years, including all countries worked in, and ADEK approval.

6.2 It is acceptable for the Principal to inform the successful candidate, by telephone or email or in person that a recommendation will be made to HR for an offer of appointment to be sent.

6.3 Constructive and objective verbal and written feedback, from the interviewing panel, must be offered to all successful and unsuccessful internal candidates.

6.4 All unsuccessful external candidates must be informed of the interviewing panel’s decision, via email, providing brief and objective feedback.

Stage 7 - Post Appointment Induction

7.1 There must be an Induction programme for all new staff, which will always include the content of the Staff Handbook, Child Protection/Safeguarding, and a Health and Safety briefing (as per ADEK guidelines).

7.2 Prior to the first date of appointment, the successful candidate will:

- Receive written Terms and Conditions of Service from HR, including any flight and accommodation details;
- A welcome email from the Nursery director (Teaching, Learning and CPD), including Induction Booklet, key personnel and mentor details;
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Stage 8 – Induction

8.1 The Induction programme is planned and led by the nursery leadership team. The content and nature of the induction process will, to some extent, vary according to the role and previous experience of the new member of staff.

IMPLEMENTATION DOCUMENTS

Please refer to the following documents to ensure the effective implementation of the policy:

- Induction handbook