



Windsor Academy Trust

Recruitment and Selection Policy	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	22 March 2018
Next review date:	March 2020

Appendices	
Appendix A	Equality Monitoring Form
Appendix B	Reference Request Pro Forma (Teachers)
Appendix C	Reference Request Pro Forma (Support Staff)

1. Introduction

- 1.1 Windsor Academy Trust's (WAT) approach to recruitment acknowledges a responsibility to secure the best interests both of the school and the wider system. Recruitment is important because high quality staff are fundamental to raising standards and school improvement.
- 1.2 WAT is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.3 WAT regards its staff as its most important asset. It is the policy of the Trust to ensure an adequate supply of suitably qualified and experienced staff to meet the WAT's human resource requirements and to deliver the strategic plan and academies improvement plans.
- 1.4 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Equal Opportunities Policy.
- 1.5 WAT will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability and socio-economic background or any other inappropriate distinction.
- 1.6 If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment process.
- 1.7 WAT will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

2. Delegation of Appointments

- 2.1 The Trust's scheme of delegation clearly sets out the responsibilities for staff appointments.
- 2.2 The Chief Executive recommends the appointment of a Headteacher/Executive Headteacher/Head of School to the Board of Directors for its approval. The Local Advisory Board (LAB) and Headteacher recommend the appointment of Deputy and Assistant Headteacher posts to the Chief Executive for his/her approval.
- 2.3 The Board of Directors delegates all other teaching and support staff appointments to the Headteacher. The Headteacher may not delegate the final decision of appointment to any other Senior Manager.
- 2.4 In accordance with the statutory requirement, every selection panel will include at least one person who has undergone Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

3. Advertising a Post

All vacant posts will be advertised to ensure equality of opportunity. This will normally mean placing an advertisement externally. However, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

4. Information for Applicants

4.1 Application packs (online and hard copy) will contain the following information:

- Application Form (CVs will not be accepted)
- Job Description
- Person Specification
- Further Particulars (Trust and Academy specific)
- Equality Monitoring Form (Appendix A)

5. Short listing and Reference Requests

5.1 Once the closing date has been reached the selection panel (minimum of two people) are responsible for short listing the candidates using the person specification criteria. The criteria will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.

5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

5.3 Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate
- Details of the candidate's current post
- Performance history and conduct
- All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Reference request pro formas for teachers and support staff are in Appendix B and C.

5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.5 If the field of applicants is felt to be weak the post may be re-advertised.

6. Interviews

6.1 Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification. The same questions will be asked of each candidate.

6.2 All candidates invited for interview will be given relevant information about the Academy/Trust to enable the candidate to make further enquiries about the suitability of the advertised job.

6.3 In addition to assessing and evaluating the candidate's suitability, the selection panel will also explore:

- The candidate's attitude towards children and young people

- His/her ability to support the agenda for safeguarding and promoting the welfare of children
- Gaps in the candidates employment history
- A discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.
- Any other concerns or discrepancies arising from the information provided by the applicant or referee.

6.4 In addition to the formal interview, candidates may also be asked to undertake task(s), for example in-tray exercises or be observed teaching. Candidates will be given advance notification of these as far in advance as practicably possible.

7. Offer of Employment

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties and is subject to the following:

- Verification of right to work in the UK
- Qualifications requirements
- Satisfactory DBS Enhanced Disclosure
- Teacher prohibition and barred list checks
- Pre-employment medical screening
- Satisfactory references, one of which must be from the most recent employer (Headteacher)

8. Personnel File and Single Central Record

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the Trust including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of 2
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, barred list and teacher prohibition checks
- Offer of employment letter and signed contract of employment

8.2 Each Academy of WAT will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

9. Start of Employment and Induction

9.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of Academy/Trust policy but in particular safeguarding and promoting the welfare of children.

9.3 All new employees will be subject to a probationary period (see Probation Procedure for Staff).

Appendix A - Equality Monitoring Form

Effective monitoring is an important means of ensuring that no job applicant, employee or service user receives less favourable treatment on any grounds which cannot be shown to be justified.

To help us achieve this aim we ask you to complete this monitoring form. The request for this information and how it is used is within the scope of the General Data Protection Regulations which allows for the collation and reporting of sensitive data for monitoring purposes.

This form will be treated in the strictest confidence and the information you provide will be used for statistical purposes only. It is helpful if you complete all sections of the form. If you do not answer a question, your response will be recorded as 'prefer not to say'.

Name: _____ Post applied for: _____

Please choose one option from each of the sections listed below and then tick or place an X in the appropriate box.

A. Your ethnic group

Asian / Asian British

Bangladeshi	
Chinese	
Indian	
Pakistani	
Any other Asian background (specify below if you wish)	

Black / African / Caribbean / Black British

African	
Caribbean	
Any other Black / African / Caribbean background (specify below if you wish)	

Mixed / Multiple Ethnic Groups

White and Asian	
White and Black African	
White and Black Caribbean	
Any other Mixed background (specify below if you wish)	

Other Ethnic Group

Arab	
Any other Ethnic Group (specify below if you wish)	

White

British	
Gypsy / Roma	
Irish	
Traveller of Irish Heritage	
Any other White background (specify if you wish)	

Prefer not to say	
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B. Your disability

The Disability Discrimination Act defines a person as disabled if they have a physical or mental impairment which has substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

Taking this into account and using the above definition, do you consider yourself to have a disability?

Yes	No
Physical Impairment	Sensory Impairment
Mental Health condition	Learning Disability/Difficulty
Long Standing Illness	Prefer not to say
Other (specify below if you wish)	

C. Your Religion or Belief

Which group below do you most identify with?

Buddhist	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Hindu	
Jewish	
Muslim	
No religion or belief	
Sikh	
Any other religion or belief (specify if you wish)	
Prefer not to say	

D. Your sexual orientation

Which of the following options best describes how you think of yourself?

Bisexual	
Gay Man	
Gay Woman / Lesbian	
Heterosexual / straight	
Other (specify if you wish)	
Prefer not to say	

E. Personal relationship?

Which group below do you most identify with?

Civil Partnership	
Living together	
Married	
Single	
Prefer not to say	

Thank you for completing this form

APPENDIX B –Reference Pro-forma (Teachers)

Applicant name:	
Post applied for:	
Name of referee:	
Job title of referee:	
Referee's employer:	

Please respond to all questions indicating “none” or “not applicable” or “not known” where appropriate.

1.	Your relationship to the applicant (e.g. employer, line manager, etc.).
2.	In what capacity is/was the applicant employed? Please enclose a job description if possible.
3.	Between what dates is/was the applicant employed by you? If the applicant has left your employment, please give the reason.
4.	<p>This post is in “regulated activity” and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a School setting where they will come into contact with children. Do you have any concerns?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> (Please enclose details separately under confidential cover)</p>
5.	<p>Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when they left your employment?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> (Please enclose details separately under confidential cover)</p>
6.	<p>Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired.</p> <p>Please provide details of the allegations investigated, the conclusion and how the matter was resolved.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>(Please enclose details separately under confidential cover. Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included).</p>
7.	<p>Has the applicant been subject to any capability proceedings in the last two years?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> (Please enclose details separately under confidential cover)</p>
8.	<p>Would you re-employ the applicant in the same job as they currently hold or held?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>

9. Would you be prepared to appoint the applicant to a similar post in your School?
 No Yes

10. Assessment of applicant from your experience in their work. Please mark the relevant box.

Area	Outstanding	Good	Satisfactory	Poor	Not Known/ applicable/ relevant
Reliability in meeting deadlines and completing a course of action					
Punctuality					
Working energetically and calmly with others, delegating appropriately					
Subject knowledge					
Positive relationships with and respect from pupils					
Maintaining and promoting positive behaviour among pupils in accordance with the School behaviour policy					
Planning and teaching lessons and achieving target levels of pupil attainment and progress					
Assessment, monitoring, and reporting on the learning needs, progress and achievements of pupils					
Setting and marking pupils' work in accordance with School policy					
Maintaining a well-managed and stimulating classroom/learning environment					
Showing initiative on curriculum and/or policy development in such a way as to support the School's values and vision					
Promoting the safety and well-being of pupils in accordance with the School's Child Protection Policy					
Knowledge of Safeguarding					
Managing support staff effectively					

Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Seeking out learning opportunities and positively addressing own professional development					
Professional communication and relationships with pupils, parents, carers and colleagues in accordance with the School ethos, policies and practice					
Contribution to the wider life and ethos of the School					
Team work and contribution to implementing workplace policies and practice and to promoting collective responsibility for their implementation					

Include this section only if appropriate.

11. The applicant may be appointed on the Upper Pay Range and comments on the applicant in relation to these additional accountabilities would be appreciated.

Area	Outstanding	Good	Satisfactory	Poor	Not Known/ Applicable/ relevant
Extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning for all learners to achieve their potential.					
Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum applicant teaches, including those related to public examinations and qualifications.					
More developed knowledge and understanding than a Main Pay Range Teacher of subjects/curriculum areas and related pedagogy including how learning progresses within them.					
Sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.					

Flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.					
Providing coaching and mentoring to other teachers, giving advice to them and demonstrating to them effective teaching practice in order to help them develop their teaching practice.					
Playing a critical role in the life of the School.					
Making a distinctive contribution to the raising of pupil standards.					

I understand that:

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	
Name:	
Date:	
Official Stamp: Please also send a covering letter on headed paper.	

APPENDIX C –Reference Pro-forma (Support Staff)

Applicant name:	
Post applied for:	
Name of referee:	
Job title of referee:	
Referee's employer:	

Please respond to all questions indicating “none” or “not applicable” or “not known” where appropriate.

1. Your relationship to the applicant (e.g. employer, line manager, etc.).

2. In what capacity is/was the applicant employed? Please enclose a job description if possible.

3. Between what dates is/was the applicant employed by you? If the applicant has left your employment, please give the reason.

4. This post is in “regulated activity” and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a School setting where they will come into contact with children. Do you have any concerns?

No Yes (Please enclose details separately under confidential cover)

5. Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when they left your employment?

No Yes (Please enclose details separately under confidential cover)

6. Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired.

Please provide details of the allegations investigated, the conclusion and how the matter was resolved.

No Yes

(Please enclose details separately under confidential cover. Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included).

7. Has the applicant been subject to any capability proceedings in the last two years?

No Yes (Please enclose details separately under confidential cover)

8. Would you re-employ the applicant in the same job as they currently hold or held?

No Yes

9. Would you be prepared to appoint the applicant to a similar post in your School?
 No Yes

10. Assessment of applicant from your experience in their work. Please mark the relevant box.

Area	Outstanding	Good	Satisfactory	Poor	Not Known/ applicable/ relevant
Reliability in meeting deadlines and completing a course of action					
Punctuality					
Managing time effectively					
Knowledge, skills and level of competence					
IT skills and knowledge					
Accuracy and appropriateness of written communication e.g. report and letter writing					
Working energetically and calmly with others, delegating and communicating appropriately					
Resilience when facing problems or difficulties					
Exercising responsibility and showing initiative					
Managing other staff effectively					
Showing initiative and taking positive action towards continuous improvement in job role and more widely					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Positive relationships with children					

Behaviour management in accordance with school policy					
Understanding of child protection and safeguarding issues					

It would be helpful if you would enclose a further statement giving your opinion of the applicant's suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel.

I understand that:

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	
Name:	
Date:	
Official Stamp: Please also send a covering letter on headed paper.	