

## *Recruitment and Selection*

### **1 Introduction**

- 1.1** Heart of Mercia Multi-Academy Trust (HoM) is committed to attracting, selecting, and retaining the highest calibre of staff in all areas of its activities so they can successfully and positively contribute to the future development of the Trust and its constituent academies and services. As such the recruitment and selection process used by the Trust and its academies should be a positive experience for all.
- 1.2** This staff recruitment and selection policy recognises that HoM as a provider of education as a public service can only achieve its aims through the expertise, dedication, and creativity of all its staff and that its overall performance and those of individual HoM academies will be determined by the quality of their work.
- 1.3** This policy will be followed where an employee is a Senior Postholders of the Trust or has been appointed solely to perform a Trust role. The policy is also relevant for Trustees.

These guidelines are to be used in conjunction with the recruitment policies that exist in individual academies of the Trust. All other current HoM and prospective employees should refer to the Recruitment and Selection policy of their academy in the first instance. Should the academy not have a standalone Recruitment and Selection policy, the Trust policy should be followed.

### **2 Context and aims**

- 2.1** All HoM staff will be appointed in accordance with the current Governance procedures and Scheme of Delegation. The relevant sections are:
- Responsibilities of the Trust and Academy Principal/Head
  - Appointment and promotion of staff

The Trust is fully committed to advancing equality of opportunity and fostering good relations between different groups for the benefit of all people who work and study at its academies and recognises and adheres to the legislative requirements.

HoM is made up of both schools and colleges employing teachers and support staff. Guidelines for how issues around pay are determined can be found in the HoM Pay Policy and Procedures. Existing and prospective staff in HoM academies can also refer to the Pay Policy and Procedures in their academy for further detail.

### 2.2 Staff recruitment and selection will be guided by the following principles:

1. To appoint the best possible person or persons for any vacant posts identified.
2. To advertise all posts widely as befits the post in order to recruit the best possible candidates. Posts will be advertised internally within the Trust and externally as appropriate to the post in question.
3. To gather appropriate information about all candidates for a post prior to the appointment being made.
4. To consider all attributes presented by the applicant measuring abilities and individual merit against the criteria for the job.
5. To provide continuity in the teaching and support of students and recognise the urgency of their needs.
6. To identify posts that are justified and cost effective in the context of the work required.
7. To offer candidates competitive and attractive conditions of employment.
8. To always follow recruitment and selection procedures that are seen as open, fair, and effective.
9. To deter, reject, or identify prospective applicants unsuitable for work with children, young persons, and vulnerable adults and to reject applicants unsuitable for work with children, young persons, and vulnerable adults.
10. The Trust, its academies and all its personnel are committed to safeguarding and promoting the welfare of children, young persons, and vulnerable adults, including the requirement to be alert to the risks of how students can be drawn into extremism. Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

### 2.3 The procedure applies to senior post holders of the Heart of Mercia Multi Academy Trust (HoM). Existing and prospective staff in/for HoM academies should refer to the Recruitment and Selection policy of the individual academy in the first instance.

Senior postholders of the Trust are:

- The Chief Executive
- The Clerk of the Trust
- Academy Principals/Heads
- Vice/Deputy Principals/Heads of all academies
- HoM Chief Financial Officer
- HoM Chief Information Officer
- Trust Improvement Officer
- whomever the Trust may decide, from time to time, in accordance with the Scheme of Delegation.

### 3 Recruitment and Planning

- The staffing needs of the Trust will be periodically reviewed by the Chief Executive as part of the Trust Strategic plan. The Trust will ensure that all positions designated as Senior Postholders of the Trust will be filled and that any future posts required by Trust will, wherever possible, be included in the strategic plan.
- Teaching staff needs in academies of the Trust, dependent on changes to the curriculum and student admission and retention levels, will be planned on an annual cycle. Most other staff recruitment needs, including replacement through staff turnover, will be planned on a shorter cycle. For details of approaches taken, see the Recruitment and Selection policy of individual HoM academies.

### 4. When a Vacancy Occurs

Dependent upon the vacancy, the Trust Board and/or the senior leadership team in an academy of the Trust will consider:

- Whether it is necessary to fill the vacancy.
- Whether there should be any change of duty (in case of replacement).
- Whether changing work patterns, organisation or technology have produced a different job, or the work can be distributed in a different way.
- The nature of the replacement post and whether it is best filled by full-time, part-time, permanent, or temporary working.
- Whether the post could be considered for a job share or similar arrangement.

### 5 Equality of Opportunity

- The Trust will ensure that its statutory obligations with regard to equal treatment as established in the Equality Act (2010) and other relevant statutes, as well as the equality policies of individual HoM academies are adhered to.
- The Trust and its academies are committed to applying their equality policies at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or trade union membership. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.
- Interview panels for recruitment will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.
- The Trust and its academies will monitor each vacancy and the documentation relevant to it in accordance with its procedure.
- All applicants are requested to complete an Equal Opportunities Monitoring form, which is removed by the HR section and is not part of the selection

process. Statistical information on the main stages of the recruitment exercise (application and appointment) will be collated to inform the academy and the Trust Executive of performance against the Equality policy.

## **6 Filling the Vacancy**

- Job details, a job description and, where appropriate, person specification will be produced for every post. The suggested elements of these are attached in Appendix 1.
- Applicants will also receive details of the basic terms and conditions of employment and information about the Trust and its academies, the policy statement on the recruitment of ex-offenders and guidance to applicants on disclosing information and the HoM Code of Conduct for Staff. A copy of the HoM Equality Policy can be found on the Trust website and any other policy will be available if requested.
- All vacancies will be advertised in an appropriate medium and will include a closing date. Internal vacancies will be conveyed to staff through the usual trust and academy communication systems.
- Applicants will normally be required to complete the Trust or academy application form and signify the accuracy of the personal details they have stated. CVs are not accepted in place of an application form.
- On request essential information will be made available in a more accessible format. Applicants with specific requirements or who need additional support in order to apply will receive assistance by contacting the HoM HR Director or HR in the HoM Academy as appropriate.
- All advertisements for posts will clearly include the statement: 'The Heart of Mercia Multi Academy Trust, its academies and all its personnel are committed to equal opportunities, safeguarding, and promoting the welfare of children, young persons, and vulnerable adults. Subject to Enhanced DBS check.'

## **7 Short Listing and Selection**

- Short listing will be based on the requirements of the job description and person specification and will be carried out by a panel.
- A maximum of approximately 6 candidates will normally be considered a manageable shortlist.
- The Trust and its academies will not discriminate unfairly against an applicant with a criminal record. The academies policy statement on the recruitment of ex-offenders and guidance to applicants on disclosing information is therefore made available to all applicants as part of the recruitment process.
- Wherever possible, references will be requested prior to interviewing. Open references or testimonials will not be accepted. If a candidate has worked with children previously, whether on a paid or voluntary basis, at least one reference should be obtained from the person or organisation that employed

the applicant to work with children, even if that is not the applicant's current or most recent employer. This may mean requesting an extra reference where the person is not currently employed with children.

- Key members of the short listing and interview panel will be experienced and/or trained in recruitment, selection, and equal opportunities procedures. In addition, all panels are provided with equality and safeguarding guidance and all interviews will include safeguarding questions. At least one panel member will be trained in Safeguarding and Safer Recruitment practice.
- When necessary, advice will be taken from Remploy or Access to Work to assist with the recruitment of disabled employees.
- Candidates will be asked if they have any special interview requirements.
- Candidates will be required to bring specified original identity and right to work in the UK documents to the interview along with any required qualification certificates.
- Essential interview materials will be made available in an appropriate accessible format on request.
- As a minimum, the selection process will involve a face-to-face interview and where possible another method appropriate to the advertised role (e.g., role-play, presentation, data analysis, teaching a lesson, participating in activities with students under observation, keyboard exercise etc.).
- The interview will be conducted by a panel and all questions and selection activities will be related to job requirements and performance.
- For senior postholders of the Trust, the panel will consist of the Chief Executive and/or the Chair of the Trust Board and other Trustees as appropriate.
- Any relevant issues arising from references and gaps in the candidate's employment or education history will be taken up at interview.
- Candidates will be advised at the end of the interview when they may expect to be informed of the outcome.
- The panel should ensure that the candidate is familiar with the full terms and conditions of the post.
- Reasonable expenses as indicated in the guidelines issued to interviewees will be paid to candidates attending the interview, if requested. Those applying from abroad will normally have their expenses paid from the closest point of entry to the UK, subject to a maximum payment. Relocation expenses are not normally paid.
- A record of every recruitment interview must be made and passed to the HoM HR Director or HR in the relevant academy as appropriate, to be retained for a suitable period of time.

## 8 Appointment

- The offer of any job will be made subject to certain conditions being met. Where it has not been possible to obtain satisfactory references beforehand these will be required and scrutinised to confirm the post.

- All candidates who are offered a position will then need to satisfy the Trust or its academy as appropriate, that they are medically fit for the work proposed and to complete the health declaration and any further procedures required by the Occupational Health (OH) service. Where OH suggests that specialist advice may be helpful, or a GP report is required any resulting fees will be met by the Trust or HoM academy as appropriate.
- On offer of appointment the Trust or HoM academy will require all staff to satisfy the appropriate disclosure procedures of the Disclosure and Barring Service and verify their identity through specified documentation if this has not been completed at interview. Arrangements for all of these procedures will be explained to candidates prior to or upon appointment.
- In accordance with legislation, mandatory checks comprise identity (name, address, and date of birth), right to work in the UK, relevant qualifications, prohibition from teaching check (for teaching staff), satisfactory Enhanced DBS check including barred list check and, where appropriate, additional checks on those who have lived outside the UK.

If an employee is required to start prior to the receipt of their full DBS clearance, a risk assessment will be used. This should only be for business-critical posts and will always require a sign off from a member of the academies' Senior Leadership Team.

A section 128 check will be carried out on anyone appointed to a Leadership position at the Trust or one of its academies, Trustee or Academy Governor. An initial letter of appointment containing key particulars will normally be issued within 5 working days of appointment and a full contract will be issued prior to the first day of employment.

## 9 Feedback

- Unsuccessful candidates will be given feedback on their application or interview upon request.
- Any complaints should be dealt with promptly by the nominated person in accordance with the Trust or academy's complaints procedure as appropriate.

## 10 Documentation

- Notes will be made at key stages of the recruitment and selection process, all employees engaged in the recruitment process will contribute to the summary notes on each applicant or interview candidate.
- All relevant documentation will be collated and retained by the HoM HR director or HR section at the HoM academy as appropriate, for a minimum of one year prior to an annual secure disposal process. Copies of identity documents relating to unsuccessful candidates will be securely disposed of shortly after the conclusion of the appointment process.

- Application forms relating to unsuccessful candidates will be securely disposed of shortly after the conclusion of the appointment process, unless the candidate has given written consent for it to be retained for a period of approximately 12 months, subject to an annual secure disposal process.
- Personal details of successful candidates recorded on the application form or other appointment documents will be entered in the Trust and/or academy HR database and used for authorised procedures necessary for Trust administration and reporting in accordance with Data Protection and Equality policies.
- Liberata, acting on behalf of the Local Authority, as the Trust's agent, will receive copies of essential information to implement and maintain payroll, pensions, and other administrative procedures.

### **11 Probationary period and induction**

- All staff appointed to the Trust or one of its academies are subject to the satisfactory completion of an 'induction' or 'probationary' period between 6 and 10 months as detailed in the contract of employment.
- Relevant information gained from the selection process is likely to form the basis for a development plan for the individual's induction/probationary period and initial review.
- An induction programme for all new staff will be arranged by their line manager in conjunction with the Staff Development Team at the HoM academy or the Trust as appropriate.
- Newly qualified teachers eligible to teach in schools will have the opportunity of completing a formal induction programme according to the provisions of the applicable legislation and should seek an early interview with the member of staff responsible for Staff Development in the academy to make the necessary arrangements.
- Any reasonable adaptation or equipment required for a disabled employee, where possible, should be available from the commencement of duties or shortly after.
- A more extended programme for new staff will include an assessment of developmental needs, supportive supervision, mentoring and regular reviews of progress.

### **12 Monitoring**

This policy will be monitored and reviewed by the Chief Executive and the HoM HR Director. Where significant alterations are intended it will be presented for approval to the Trust Finance and Resources Committee who will refer amendments to the full Trust Board when they consider it necessary.

### 13 Equality Impact

The Trust's responsibilities towards promoting equality, diversity and inclusion have been considered when drafting this policy.

Date of review	Date agreed	LGBs	MAT Board	Review date	Comments
08/06/23	08/06/23	Autumn 2023	22/06/23	June 2024	



## Appendix 1

### GUIDANCE ON JOB DETAILS, JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

It is usual Trust practice to provide candidates with the following information:

- Job details explaining how the post fits into the current structure and employment arrangements at the academy.
- A job description for the post.
- A person specification where appropriate.

The composition of these documents is shown below.

#### **Job Details**

Trust/Academy job details include:

- The working environment and arrangements in the department or section.
- Generic contractual information.
- Specific characteristics of the post in question.
- Arrangements for application and interview.

#### **Job Description**

The job description will include:

- Job title.
- Line management arrangements.
- Main purpose of the job.
- Major tasks of the job.
- General responsibilities.

#### **Person Specification**

The person specification will provide the objective essential and desirable criteria against which candidates are assessed at all stages of the selection process. It will be derived from the job description and will normally include:

- Knowledge and experience.
- Education/training and qualifications.
- Skills and aptitude.

- Other factors such as personal characteristics which are job related and justifiable, unsocial hours, fieldwork or travelling requirements.