Engineering UTC Northern Lincolnshire

Recruitment and Selection Policy

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1.0 INTRODUCTION

This document outlines the key points of the recruitment and selection policy for appointments across the Engineering UTC Northern Lincolnshire (ENLUTC). It sets out the requirements of current relevant legislation and provides a framework within which recruitment panels should operate to ensure that the best appointments are made within a professionally sound and legal system.

The most valuable resource of any organisation is its workforce; getting the right people into the right posts at the right time is crucial to the success of the College. One of the most important challenges faced by Principals and managers is to ensure they recruit the right employees. Although the recruitment process can take time and can incur additional cost, the price of making the wrong appointment can be costlier in the longer term. Investing sufficient time and resources into the recruitment process will help the recruitment panel make the right decision, first time around.

1.1 SAFER RECRUITMENT

This policy is underpinned by the Department for Education (DFE) 'Keeping Children Safe in Education' document to support schools in promoting safer recruitment practices. This will ensure proper safeguards are in place for children and young people by helping recruitment panels to deter, reject or identify people who may abuse children, or who are otherwise unsuited to work with them. These measures must be applied to everyone who works in an education setting where children and young people are likely to perceive the individual as a safe and trustworthy adult.

1.2 THE EQUALITY ACT

Fairness in how we recruit and select our employees plays a significant part in creating a fair environment in terms of equal opportunities. Therefore, every internal and external applicant for a job within the ENLUTC should be considered against criteria which relate only to the requirements of the job.

The Equality Act 2010 ensures the workplace is a fair environment and complies with the law. There are a number of protected characteristics outlined in the legislation as follows:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

2.0 DISCRIMINATION

Unlike other employment legislation, an applicant can allege discrimination against an employer even though there is no direct employment relationship. This is particularly pertinent in the recruitment process whereby a potential applicant, person applying, or selected candidate may claim discrimination on the grounds of one or more of the protected characteristics. ACAS defines the different forms of discrimination as follows:

Direct discrimination - Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

Discrimination by association - This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination - This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination – Can occur when there is a condition, rule, policy or even a practice in the organisation that applies to everyone but particularly disadvantages people who share a protected characteristic. For example, if an employer requires all employees in a particular role to work full time. A female employee with children will suffer a disproportionate impact from this requirement because women are statistically more likely to have child-caring responsibilities. This requirement may be indirect sex discrimination if the employer cannot show that full-time working is essential.

Indirect discrimination in some very limited circumstances can be justified if there is a ‘genuine occupational requirement’ or it is ‘a proportionate means of achieving a legitimate aim’. All actions and documents involved in the recruitment process must be free of any criteria that could be interpreted as being discriminatory within the terms of the Equality Act 2010. For example, advertisements, job descriptions and person specifications must not include anything that could be construed as being intended to discriminate on an unlawful basis. Employers may also be unlawfully discriminating by failing to make reasonable adjustments that would allow a disabled person to take part in the recruitment process.

Unlawful discrimination could also be found in the terms on which employment is offered, or by refusing, or deliberately omitting to offer employment, or deliberately omitting a candidate from a shortlist on the grounds of a protected characteristic defined under the Equality Act.

2.1 Reasonable Adjustments for Interview and Assessment Purposes

It is permitted under the Equality Act to ask candidates when inviting them to interview and assessment to notify the organisation of any reasonable adjustments they may need to allow them to take part in the process.

Candidates should be asked to notify an administrative contact or the chair of the recruitment panel of any reasonable adjustment required. This contact person should then ensure reasonable adjustments are made. It may become apparent to the interview panel that an adjustment has been made, however the recruiting manager should ensure as far as possible that information regarding adjustments is shared on a need to know basis only. In all cases if the panel become aware of an adjustment, they should ensure this has no discriminatory effect on any part of the recruitment process.

2.2 References and Health Checks

Under the Equality Act 2010, organisations are not permitted to ask about an individual's absence record or health **before** they are offered a job (subject to a few very limited exceptions). The organisation should not collect information or enquire into an individual's absence record, health or disability in the application or interview stage prior to a candidate being offered a position. Supplementary checks may be completed after making an offer of employment with a view to making reasonable adjustments or to ensure the individual is capable of doing the job. If a concern with previous sickness absence arises through supplementary checks, please contact HR for further advice.

2.3 Employment Legislation

There is a significant body of employment legislation and guidance which has an impact on the recruitment and selection process. This includes:

- School Staffing (England) Regulations 2015
- Keeping Children Safe in Education
- Equality Act 2010
- Asylum and Immigration Act 1996
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
- DEB Code of Practice
- Data Protection Act 2018 (implementing GDPR)

Reference to the relevant legislation will be made throughout the policy and within the guidance and supporting documents.

3.0 SAFEGUARDING AND THE RECRUITMENT PROCESS

Safeguarding and promoting the welfare of children is an essential part of creating a safe environment for children and young people and must be an integral factor in the management of recruitment and selection at every stage.

In line with DfE guidance the paragraph below must be included in all publicity materials, entries on recruitment websites, advertisements, candidate information packs, person specifications, job descriptions, competency frameworks and induction training materials:

'Engineering UTC Northern Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.'

3.1 DBS and other statutory employment checks

The ENLUTC will comply with the current legal requirements as laid out in statutory guidance and by the Disclosure and Barring Service (DBS).

3.2 Safer Recruitment Training

It is a requirement that prior to the start of the recruitment process at least one member of the interview panel has successfully completed safer recruitment training.

4.0 THE RECRUITMENT PROCESS

4.1 The Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the current and future development of the ENLUTC.

It is important to remember that applying for a vacancy is often the first contact an individual has with the College, so the experience should be a positive one. All those responsible for recruiting should:

- Ensure that all applicants, whether successful or unsuccessful, have a positive experience of the recruitment process;
- Give applicants a clear understanding of the post and what is expected of them;
- Reduce the risk of a selection decision which may lead to issues in the future or may not meet the commitment to safeguarding children.

It is expected that the processes outlined in this procedure are followed for all vacancies. However, there may be occasions, in exceptional circumstances, for example where there is a requirement to make an urgent appointment due to the needs of the ENLUTC, where some elements of the procedure may be truncated. In such circumstances it remains essential that the principles of safer recruitment continue to be observed. Any offer made in such circumstances would be entirely conditional and subject to the usual pre-employment checks. Advice should be taken from HR if such a situation occurs.

4.2 Evaluating the vacancy

The ENLUTC either has a staffing structure in place or is moving towards a planned structure.

When a vacancy arises, the Principal may need to review the College's staffing needs and determine whether it is appropriate for the post to continue in its current form or whether changes should be made. Advice should be sought from HR if significant changes are planned.

5.0 JOB DESCRIPTION AND PERSON SPECIFICATION

5.1 Job Description

A job description is a vital tool in making the recruitment and selection process fairer and more effective. Job descriptions must be used for all support staff posts. A clear and precise job description will make it easier to identify the skills, experience and knowledge needed to do the job. For teaching roles, a person specification is used in conjunction with the professional duties and responsibilities as outlined within the School Teachers Pay and Conditions Document (STPCD) and the Teachers' Standards, an additional list of responsibilities may accompany this.

Before a post is advertised, an up to date job description should be prepared where applicable. It should describe fully and in plain language, the responsibilities and duties of the post, as follows.

- The job title
- The job purpose – why the job exists
- The reporting structure – to show where the job is placed within the College
- Main duties
- Salary band
- Grade
- A statement about commitment to promoting and safeguarding the welfare of children must be incorporated in all job descriptions.

If a nationally or locally agreed job description exists, this may be used. The School Teachers' Pay and Conditions Document (STPCD) contains details of the professional duties for teachers and the ENLUTC Pay Policy contains details of pay bands.

When a new post is created, or when a vacancy arises and there is a need to modify the existing job description, advice must be sought from HR to ensure that conditions of service are not breached and that the equal pay provisions of the Equality Act are observed. HR will make any amendments to documents centrally.

5.2 Person Specification

An up to date person specification is an essential feature of the recruitment process. A person specification enables a shortlist of applicants to be drawn up and a final selection to be made, based on fair, equitable and consistently applied criteria. It will ensure, as far as possible, that the right person is appointed to the position.

The Person Specification should include:

- The knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with children and young people
- The competences and qualities that the successful candidate should be able to demonstrate

- Detail the method of assessment, for example, application form, test, or interview

Care should be taken to ensure that the person specification is free of any criteria that could be interpreted as being discriminatory such as age limit or physical requirements.

6.0 DECIDING HOW TO FILL THE VACANCY

In most cases when a vacancy arises it will need to be filled on a like for like basis. In some circumstances, a permanent role may need to be filled on a temporary or fixed term basis. Under The Fixed-term Employees (Prevention of Less Favourable) Treatment Regulations 2002, there are a limited number of circumstances which provide a fair reason to create a temporary or fixed term contract for example:

- To cover a period of long term absence
- To cover a period of maternity, paternity, adoption or parental leave
- To cover absence due to a secondment
- Pending staffing structure review
- To carry out a short term project
- Where a role is attached to specific funding

6.1 Internal recruitment

When a vacancy arises and often before it arises (e.g. upon receipt of a resignation), the Principal may identify opportunities for appropriate existing staff to apply for the vacancy or for additional hours first. At this stage HR should be informed.

Whilst reviewing the College's current internal capacity, consideration should be given to:

- The potential for temporary or fixed term acting up opportunities
- Ensuring internal opportunities are shared with all appropriate staff including colleagues on leave
- The potential need to fill further vacant posts or hours if the appointment were made internally
- If an internal employee's role is at risk, or if a temporary or fixed term contract is coming to an end, whether the employee will have an automatic right to be offered / or to apply for the post
- Employee secondments from within the College

In such cases, advice must be sought from the Principal who will liaise with HR as necessary.

6.2 Redeployees

The ENLUTC is committed to supporting redeployees to secure employment through the Managing Staffing Reductions Policy and Procedure. Consideration should be given to employees at risk of redundancy for any suitable vacancies that arise. The College may invite redeployees to apply for their vacancies and if they meet the criteria they would be

interviewed alongside any other applicants shortlisted. The College may offer redeployees the opportunity to be interviewed first, or with other candidates.

6.3 Advertising

HR are responsible for placing all adverts and must be consulted at all stages of the process.

The purpose of the advert is to attract suitably qualified and experienced applicants to apply for the role.

An internal advert should highlight the key duties of the role and experience required, and should include the job description and person specification. The advert must be circulated to all appropriate staff including those absent at the time of the advertisement i.e. staff on maternity and other types of leave.

The Principal may ask for initial expressions of interest to gauge the size and quality of the internal field before deciding whether to continue with the internal or external recruitment process, or both.

The internal recruitment process must include an interview and the applicant/s should complete a written expression of interest to support their application.

The College should also consider whether it is necessary to advertise externally and in which publication, being mindful of advertising timescales, deadlines and costs. It is recommended that external adverts should be live for at least two weeks to allow the advert to be seen by potential applicants and to give individuals a reasonable amount of time to apply.

Existing employees applying for a role which is being advertised externally should apply through the external process, so they are treated in the same way as all other applicants.

In some cases, the College will need to use a supply agency, in which case the College should ensure the agency satisfies the required safeguarding requirements. Advice from HR should be sought.

For safer recruitment purposes all advertisements must include the following statement:

‘Engineering UTC Northern Lincolnshire is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

6.4 Leadership recruitment

The Principal must be consulted regarding any vacancies within the ENLUTC Leadership teams.

The principles of fair, legal and safe recruitment should be applied throughout the process. The key features of leadership recruitment are as follows:

- The College is committed to succession planning and would look to support internal promotions into leadership roles wherever possible.
- The responsibility for recruiting to a Principal post lies with the Governing Body.
- Deputy and assistant principal recruitment would be led by the Principal and supported by HR.
- Leadership person specifications which are based on the National Standards of Excellence for Headteachers and the Teachers' Standards will be consulted upon where applicable.
- Resignation deadlines should be taken into account when planning the recruitment timeline.
- Where a post is advertised externally, internal and external candidates should be treated consistently. Care should be taken to ensure that no part of the recruitment process favours, or could be seen to favour, an internal candidate
- A range of assessment activities which reflect the duties of the post and the person specification should be used.
- The current post holder should not be involved in the recruitment process as this may lead to allegations of impropriety.

7.0 APPLICATION PACK

The information made available to applicants following advertisement is very important. They should have access to:

- The application form
- Guidance for completing the application form
- Person specification/job description/list of additional responsibilities as appropriate
- Any relevant information about the ENLUTC

For safer recruitment purposes, the person specification/job description and all supporting information must state:

Engineering Northern Lincolnshire is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

All information sent to candidates must, if requested, be provided in other formats such as braille and large print or CD.

7.1 Application form and Expressions of Interest

For all external appointments an application form should always be used to ensure that a common set of core data is obtained from all candidates. The College must not accept

curriculum vitae drawn up by applicants or recruitment agencies in place of an application form as they do not meet safer recruitment requirements. For internal appointments a written expression of interest should be obtained.

An application form should obtain the following information:

- Full identifying details of the applicant including current and former names, date of birth, current address and National Insurance number
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment education or training and reasons for leaving employment
- A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which they are applying with details of the awarding body and date of award
- A declaration of any family or close relationship to existing employees or employers (including councillors and governors)
- Details of referees should be from the applicant's current or most recent employer and another appropriate referee.
- The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends.
- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post.
- Disabled candidates should be allowed to submit applications in other formats than the standard application form. However, CVs or tapes etc. should follow the same format as the application form and answer the same questions
- A written expression on interest should request details of the applicant's skills, knowledge, experience and qualifications to demonstrate their suitability to apply for the role.

8.0 THE SELECTION PANEL

The membership of the selection panel may vary according to the nature of the appointment, but in all cases there are important factors which should be considered:

- The Governing Body and the Principal have overall responsibility for staff appointments but the day to day responsibility may be delegated to an allocated member of SLT, who will be expected to lead recruitment panels with the support of HR.
- A member of the HR Team should be present to advise the panel.
- At least one member of the interview panel must have completed safer recruitment training.
- The shortlisting/interview panel should appoint a chair whose role is to ensure that the recruitment process complies with policies and procedures
- The size of the panel should not be so large as to intimidate candidates but should comprise an odd number of people to ensure that a majority decision can be made. It is recommended that a minimum of three people form the selection panel. In exceptional

circumstances, a single person interview panel comprised of the Principal, may interview a candidate subject to them having completed the safer recruitment training
- Where practicable, the panel should be as diverse as possible in terms of gender and ethnicity and if possible should reflect the demographic profile of the College
- Other than in the most exceptional circumstances the same panel should be responsible for both short listing and interview. Members of the panel need to be familiar with the job description and person specification
- Where a candidate is known personally to a member of the selection panel the panel member should declare it before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest, taking into account the relationship between the panel member and the applicant.

9.0 SHORTLISTING

All applications should be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment.

Incomplete application forms should not be accepted and should be returned to the applicant for completion with a clear timescale for re-submission.

In line with safer recruitment guidance, any anomalies or discrepancies or gaps in employment should be noted so that they can be discussed with the applicant if they are shortlisted. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment, or a mid-career move from a permanent post to supply teaching or temporary work will also need to be stated. These points should be verified at interview.

9.1 Objectivity

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. New criteria must not be introduced at this stage.

Care must be taken to avoid making negative assumptions, for example, about a woman's ability to work in the light of home circumstances. If she has submitted an application, it must be assumed that she has made adequate arrangements. If an applicant lacks work experience it cannot be assumed that they lack the relevant skills. Consideration should also be given to skills acquired in activities outside employment, which would be relevant to the post.

9.2 Equal Opportunities

In relation to the guidance on making reasonable adjustments for disabled candidates at interview / assessment outlined in 2.2 the following should be noted: If, for example, the workplace in question is not accessible for people with impaired mobility, funds may be available, through Access to Work, to adapt the workplace or provide any special equipment needed.

9.3 Recording the process

It is important that clear records are kept as the panel may be required to justify their decision if challenged, or they may be required to give feedback to applicants at a later stage.

The panel needs to agree a consistent and systematic method of scoring the applications, for example, each application could be scored with numerical grades to weight the criteria outlined in the person specification.

Short listing notes should be retained to record where the applicants meet the requirements of the person specification. If an applicant does not satisfy the specification, then make a note as to why.

No matter how many applications are received, all application forms should be read and recorded.

9.4 Filtering large numbers of applications

To be eligible for interview an applicant must demonstrate that they meet all the essential criteria on the person specification, which can be assessed from the application form. If a large number of applicants meet all the essential criteria it may be necessary to look at the applications again to determine those that meet the desirable elements of the person specification. This should narrow the field. A fair and consistent method of scoring must to be followed to ensure the decision is clear and justifiable.

Where a large number of applicants meet all the essential and desirable criteria the panel may create a long list for the post. This may involve the use of pre-selection techniques, for example, a test, presentation or interview from which the field can be reduced further before creating the final shortlist for interviews. It is important, however, that any supplementary method used must be valid, reliable, quantifiable and non-discriminatory.

10.0 REFERENCES

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought for all external appointments and obtained directly from the referee using the standardised ENLUTC reference form. Do not accept references or testimonials provided by the candidate, or on open references and testimonials, i.e. “To Whom It May Concern”.

References must be sought on all short listed candidates and should be obtained where possible before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview

As outlined in paragraph 2.3, it is not permitted to ask about an individual's absence record or any health related questions prior to making an offer to a candidate. Therefore, you

should ensure that there are no questions about absence or health in the reference request form and that no questions about absence health are asked at interview.

One reference must be from the applicant's current or most recent employer and normally two referees are sufficient. Where an applicant is not currently working with children but has done in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed to work with children. References should not be accepted from relatives or friends. There may be exceptional circumstances where it is necessary to obtain a character reference for a candidate, this would only be acceptable as a second reference and if the referee knew the candidate in a professional capacity

In exceptional circumstances it might not be possible to obtain both references prior to interview, either because of delay on the part of the referee, or because a candidate objects to their current employer being approached at that stage.

In any case where a reference or references have not been obtained before interview, the College must ensure that two references have been received and scrutinised and any concerns are resolved satisfactorily, before the preferred candidate's appointment is formally confirmed in writing and the contract issued. All appointments are made on a conditional basis.

11.0 INTERVIEW AND ASSESSMENT PROCESS

11.1 The Interview

The interview should always assess the merits of each candidate against the job description and person specification and for those posts working with children and young people, an exploration of their suitability to work with children.

The selection process should always include a face to face interview even if there is only one candidate.

11.2 Selection Assessments and Exercises

Validated assessment activities can be valuable in making shortlisting and selection decisions by assessing attributes which an interview alone cannot easily measure, for example the delivery of a lesson or a computer software skills test.

If a supplementary assessment or a full assessment day is to be used as part of the recruitment process, it must be established that it is a valid way of measuring the skills and aptitude required for the job. Tests should not contain any bias which may discriminate against applicants. For example, asking an external candidate to analyse internal College data when there is an internal candidate within the process.

When administering assessments, special arrangements may be required for people with disabilities e.g. a reader for dyslexic candidates or large print and/or improved lighting for partially sighted candidates.

If a candidate is not performing to the required standard, the panel may choose to withdraw them from the assessment process at an earlier stage. If this is a possibility this must be made clear to all candidates prior to their attendance. Where this is necessary a member of the panel must offer to give verbal feedback to the candidate.

11.3 Involving young people

Children and young people can make a valuable contribution towards the assessment process. However, they should not be involved in the final decision making part of the process as they are not part of the recruitment panel.

It is essential that where children and young people are involved in any part of the process, that the principles of equality, fairness and transparency apply at all times. For example, particular care must be taken if the recruitment involves the teaching of a sample lesson. Each candidate must be subject to comparable experiences, which adhere to the principals outlined above, in order that objective assessments can be made.

Where a student panel or pupil led tour of the College forms part of the assessment process, the children should be supported by a member of staff to ensure that the same rigour and objectivity is applied to these activities as with any other part of the process.

12.0 INTERVIEW PREPARATION

12.1 Inviting candidates to the assessment process

When arranging interviews, it is recommended that five working days' notice is given to the candidates.

Dates and times arranged should be arranged with the rest of the interview panel and assessments and interview questions agreed. Timetables should be drawn up in advance and the times issued with the invite letter if possible.

Arrangements should also be made for the unexpected, i.e. replacements for the interview panel in the case of absence.

The interview letter must provide or request the following information:

- The interview date and time; venue, directions to the venue and information about assessments, (if applicable).

- That they must bring evidence of their eligibility to work in the UK by bringing appropriate documentation to the interview, such as a birth certificate, passport or relevant Home Office documentation.

- That they must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

- That a photocopy of all candidates' identification and certificates will be made on the day of interview and retained in the successful candidate's personnel file.

- That the successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service e and other statutory employment checks in line with the requirements of the role.

12.2 Disabled Candidates

Disabled candidates who are shortlisted should be asked to contact the College to discuss any adjustments they will need in order to be able to attend the selection process. This could involve providing assistance to those with hearing, sight or mobility difficulties or allowing them to bring a friend or colleague. The Sign Language Interpretation Service can provide sign interpreters and lip speakers on request.

Disabled candidates should also be given information about such matters as physical access to the premises and parking facilities.

13.0 INTERVIEWING

13.1 Scope of the Interview

In addition to assessing and evaluating the candidate's suitability for the post, the interview panel should also explore:

- The candidate's attitude toward children and young people
- Their ability to support the ENLUTC's safeguarding agenda for promoting the welfare of children
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee
- Whether the candidate wishes to declare anything in light of the requirement for an Enhanced DBS check.

If a disclosure is made the panel should seek advice from HR.

13.2 Conducting the interview

The chair of the panel is responsible for ensuring that the interview is conducted in a fair and appropriate manner. In order that all candidates are treated consistently and fairly, questions should be structured and based on the job description and person specification.

Candidates should be treated consistently and given a reasonable amount of time to answer questions.

In no circumstances should questions be asked relating to a candidate's age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Fluency in the English language should not be used as a selection criterion unless it is a genuine requirement of the job. For example, the requirements in this respect for a Teacher of English will be different to the requirements for a Cleaning Assistant.

The Immigration Act 2016 – English Speaking in the Public Sector (Sections 77-84) now requires that all public sector workers in customer-facing roles (including teaching) can speak fluent English. Many support staff are required to communicate with pupils to support their learning and this would be viewed as operating in a customer-facing role. It is also essential that such staff have the ability to understand their duties and responsibilities in relation to safeguarding and child protection procedures. Care should be taken not to discriminate against candidates and advice should be taken from HR as necessary. Further information can be found at the following website - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/537254/Immigration_Act_-_Part_7_-_English_Language_Requirement.pdf

It is the responsibility of the chair of the interview panel to ensure all questions are fair and lawful.

13.3 Recording the outcome

The chair of the panel is responsible for ensuring the completion of a joint interview notes for each candidate. A method of scoring should be agreed prior to the start of the interview and panel members asked to record notes to support their scores for the candidate's responses. The chair should decide a method for agreeing a joint score for each candidate.

It is important that a copy of the joint interview notes, along with any other assessment records is retained in case any candidate asks to see written records of the selection process and decisions made. The Principal, chair of the panel or other suitable person should also refer to the records when providing feedback to candidates on their performance and so should retain the records until the feedback is complete.

14.0 THE SELECTION DECISION

The chair of the panel should ensure that no irrelevant information is introduced at this stage and that all decisions are based on how well the candidates meet the person specification.

14.1 Disabled Candidates

Disabled candidates should be measured against the person specification in the same way as other candidates, taking into account any reasonable adjustments.

14.2 Job Share Candidates

If a person applies for a full time position and requests part time hours, consideration may be given to accommodating part time hours as should the possibility of recruiting another person to fulfil the remaining hours on a job share basis in line with the needs of the College.

15.0 OFFER OF APPOINTMENT

15.1 Conditional Offer of Employment – Pre appointment checks

A verbal offer to the successful candidate should be followed up in writing with a conditional offer letter and should include the agreed start date and salary information.

All offers are subject to satisfactory pre-employment checks. It is the responsibility of HR to ensure that the following checks are undertaken:

- Verification of the candidate's identity using photographic ID and proof of address
- Verification of eligibility to work in the UK
- Overseas check (where appropriate)
- Verification of the candidate's mental and physical fitness to carry out their role (pre-employment health questionnaire)
- The receipt of at least two satisfactory references (see 10.0)
- Verification of qualifications
- Verification of professional status where required e.g. QTS status (unless properly exempted), NPQH
- A check of the DfE Barred List
- Obtaining an Enhanced DBS check, verified by the College
- A Disqualification by Association check
- A check using the Employer Access Online Service or Teacher Pension Online website to see if a prohibition order issued by the Secretary of State for Education exists against the individual or not
- For teaching posts- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- For roles where budgetary responsibility is held a Section 128 check will be undertaken A European Economic Area (EAA) check

15.2 Disabled Candidates

When a job offer is made to a disabled candidate, reasonable adjustments in line with the Equality Act should be made in relation to acquiring equipment, making adaptations, arranging support or adjusting working practices. It is good practice to invite disabled persons to visit the workplace to discuss their requirements as soon as they have accepted a job offer.

15.3 Informing the Unsuccessful Candidates

Unsuccessful candidates should be informed either by phone or in writing. On no account should this message be left with partners, colleagues or friends. Not only is this unprofessional practice but it also contravenes data protection regulations.

Feedback should be offered to all candidates and provided promptly if requested. It is best practice to give constructive feedback and can make a significant difference to candidates' opinion about the organisation, especially where their application has been unsuccessful.

Feedback can be given in either verbal or written form and should include an overview of the results of tests and exercises as well as from the interview. The feedback should be accurate and factual and the message should be delivered in a supportive manner. Raw scores should not be given; instead the person providing feedback should provide a balance between those areas where the candidate did well or showed strength, and areas of development, where the candidate needs to improve in the future.

16.0 INDUCTION

There should be an induction programme for all newly appointed staff and volunteers regardless of previous experience.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer. A structured induction programme will give employees the opportunity to meet colleagues, attend meetings, meet staff from affiliated organisations and familiarise themselves with computer systems and ENLUTC protocols.

The induction programme should also indicate to new members of staff where to access the following information:

- Policies and procedures in relation to safeguarding, including child protection, local child protection and safeguarding procedures, anti-bullying, physical intervention/restraint, intimate care, ICT and E-Safety
- Safe Working Practice and the Personal and Professional Code of Conduct which outlines the standards of conduct and behaviour expected of staff in the establishment i.e. Guidance for Safer Working Practice, Keeping Children Safe in Education and Working Together to Safeguard Children.
- How and with whom any concerns about the above issues should be raised
- The name of the Designated Safeguarding Lead and their role in the ENLUTC.
- Other relevant HR procedures including managing attendance and special leave, staff appraisal, health and safety, disciplinary, capability, grievance and whistle-blowing
- The induction programme should also include attendance at child protection training appropriate to the person's role at the earliest opportunity

17.0 OTHER ADULTS ATTENDING ACADEMIES WITHIN THE ENLUTC

The ENLUTC is committed to ensuring that any adults who support students or may come into contact with them either on site or at a partner or alternative provision are suitably checked to do so.

When the College is seeking volunteers it should adopt the same principles in relation to recruitment as it would for employees.

Governing Body members, governors, volunteers, supply staff, student teachers, contractors and any employees from recognised supporting agencies are required to have had checks in line with their procedures to access to students and the DBS guidance on ‘regulated activity’. Further guidance can be found within the DBS – Enhanced Disclosure and Statutory Safeguarding Checks Policy. Any checks will be carried out by HR.