

St. John's Cathedral Catholic Primary School

APPOINTMENT POLICY AND PROCEDURE

1. Introduction

- 1.1 This policy statement has been adopted by the Governing Body and will be operated on its behalf by the Personnel Committee. It has been established to:
- Ensure a continuity of approach to all types of staff appointments;
 - Guide Governors who may be unfamiliar with the recruitment and selection process;
 - Ensure quality of opportunity for all applicants.
- 1.2 It is the Governing Body's intention to operate recruitment and selection procedures that enable all candidates to demonstrate their suitability for a post through the establishment of a clear, welcoming and positive process.
- 1.3 The Governing Body of the school regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff who are supportive of the mission on the school who meet the school's human resource requirements and who can deliver the school's improvement plan.
- 1.4 The appointment of all employees at school will be made on merit and in accordance with the provisions of Employment Law, the School Standards and Framework Act 1998, Schedule 16, guidance from the CES and Diocesan Schools Department and the school's equal opportunities policy.
- 1.5 The Governors fully recognise that applicants of both sexes and of all racial groups have a right to equal opportunity in employment. The Sex Discrimination Act 1975, the Race Relations (amendment) Act 2000 and the Disability Discrimination Act 1995, make it unlawful to discriminate against an applicant for employment, or an existing employee, on the grounds of sex, or marital status, or race, or of disability. The Governors will not discriminate on the grounds of age.
- 1.6 The procedure for the appointment of the Headteacher or Deputy Headteacher differs from that of other staff. The procedure is in Appendix 1.

2. The Personnel Committee of Governors

- 2.1 The Governors delegate all staff appointments below the level of Deputy Head to the Personnel Committee of Governors.
- 2.2 No category of Governor is excluded from membership of the Personnel Committee of Governors. No category of Governor is precluded from a Selection Panel unless there is a direct pecuniary interest.
- 2.3 A Selection Panel will be drawn from the Governing Body as required and will be made up on one or more Governors and the Headteacher acting together. Where possible, Governors chosen to serve on the panel will be selected by reference to their

interests and experience (e.g. Special Needs Governor). Where possible at least one Governor on the panel will have undergone recruitment selection training.

- 2.4 The Head may appoint alone but only for the following categories of staff: supply teachers, mid-day supervisors, cleaners and learning support assistants.

3. The Vacancy (below the level of Deputy Head)

- 3.1 On the occurrence of a vacancy the Headteacher will review the post and advise the Personnel Committee of Governors on whether to fill the post and if so how to fill the post and the job description and person specification for the post.

- 3.2 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both sexes and all ethnic groups.

- 3.3 The Governors may appoint internally after internal advertisement. In cases of internal advertisement the details will be posted, in writing, on the staff notice board(s) giving at least 5 working days for applications to be made.

- 3.4 The advertisement will be clear and helpful to potential candidates, and as such will contain as a minimum the following information:

- Post title;
- Salary or main scale;
- Location;
- How and where to apply;
- Name and type of school;
- Person specification (main requirements)
- Job description (main accountabilities);
- Interview date(s).

4. Information for Applicants

All applicants for vacant posts will be provided with the following:

- 4.1 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- 4.1.1 The Governing Body undertake to review the job description when vacancies occur as it is recognised that it assumes a legal status when issued with a job offer, and becomes part of the contract and terms of employment.
- 4.1.2 Only in exceptional circumstances should a job description be issued after appointment. Should this occur, the job description must be mutually agreed and be consistent with the terms and conditions applicable to that post.
- 4.1.3 The purpose of the job description is to provide an effective management tool, which ensures a balance of responsibilities across the organisation.

- 4.1.4 The job description enables an applicant to:
- Assess the challenges of the post;
 - Asses his/her suitability for the post;
 - Assess the opportunities for career progression and job satisfaction.
- 4.1.5 The job description enables the postholder to understand the range of responsibilities associated with the post, clarifies working relationships and line management responsibilities and gives a basis for evaluation and appraisal.
- 4.1.6 Job descriptions will contain sufficient information to enable the Governing Body and the applicants to have a clear understanding of the:
- Range of accountabilities associated with the post;
 - Conditions of employment attached to the post;
 - Purpose of the post and its relationship to other posts in the organisation.
- 4.1.7 Job descriptions may contain terms which will allow changes once in post. The Governing Body, through the Personnel Committee will ensure that where such terms are used, they will be reasonable and identify such flexibility as may be required e.g. as a term of your employment you may reasonably be expected to perform similar or related tasks to those outlined in your job description.
- 4.2 A Person Specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job. Typical of the information provided to candidates will be a description of:
- Qualifications required;
 - Recent in-service training undertaken;
 - Evidence of ability to organise/manage specific activities;
 - Curriculum experience;
 - Personal philosophy.
- 4.3 An Application Form. The use of a standard form has been implemented to ensure that the same level of basic information is gathered from each applicant, so avoiding possible discrimination. Information required by the form includes:
- personal details;
 - educational background;
 - qualifications;
 - current and previous posts;
 - current salary level;
 - in-service training;
 - referees.
- 4.4. Information about the school and other general information:
- A description of the school, relevant to the post;
 - A statement about access to the school for applicants who may wish to see it or who may wish to consult the Headteacher before making an application;
 - A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification;
 - Reference to the school's policy on Equal Opportunities;
 - Reference to the legislation concerning the Protection of Children;

- The name of any person who will be available to provide additional information about the post;
- The closing date for the receipt of applications;
- Salary level of the post.

4.4 The Governing Body shall require each candidate to support their application through a letter. To help the candidate they shall be asked to respond to specific issues by reference to the requirements of the post as outlined in the job description and person specification.

5. Shortlisting

5.1 Shortlisting is the responsibility of the Selection Panel as appointed by the Personnel Committee of governors.

5.2 The Selection Panel will take up at least one reference on each shortlisted candidate. For teaching posts the reference will, where appropriate, include the applicant's current Headteacher or LEA.

5.3 References shall be taken up by the person delegated to receive the application. References are the 'property' of the Selection Panel and strict confidentiality will be observed. References will be sought against the requirements of the job description and person specification.

5.3.1 To assist the referee and to give the Selection Panel clear points of reference by which to compare candidates, the delegated person will ask referees specific questions.

These will include:

- Length of time they have known the candidate;
- Last regular contact with the candidate;
- Capacity in which they have known the candidate;
- Assessment of the candidate's strengths and weaknesses;
- Details of personal qualities which will enable the candidate to work successfully in a demanding post;
- Assessment of the candidate's suitability for the post.

5.4 Shortlisting will be based only on substantial information. The letter of application, job description and the person specification will be used to set the criteria and standards for inclusion on the shortlist of candidates to be invited for interview.

5.5 The criteria for selection will be consistently applied to all applicants.

5.6 If the field of applicants is felt to be weak, the Selection Panel may recommend to the Governing Body that the post is re-advertised.

6. Interviews

6.1 The format, style and duration of interviews are matters for the Selection Panel to decide, but the following will be adhered to:

6.1.1 Briefing

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.

6.1.2 The formal interview

Before the interviews the Selection Panel will agree on the line of questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each candidate and no questions which would discriminate directly or indirectly on grounds of sex, race, marital status or disability will be asked.

6.1.3 Before the interviews the Selection Panel will agree a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.

6.1.4 Before the interviews the Selection Panel will agree the structure of the interview, determining which area of interest each interviewer will cover, and the approximate time allocation.

6.2 It is the intention of the Governing Body to use a range of options to develop an interview process that is appropriate to the level of post on offer. Offers that the Selection Panel may consider include:

- Presentation by candidates;
- Discussion in small groups about a topic relevant to the post on offer;
- Small group interviews with staff/governor panels;
- 'in tray' exercise or practical test;
- skills demonstration.

6.3 In the interests of good practice and to avoid discrimination, the Governing Body has agreed that members of the Selection Panel shall be provided with copies of:

- Job descriptions;
- Person specifications;
- Application forms and letters of application;
- References/referees evaluation forms
- Reports of 'in tray' exercises or practical tests or skills demonstration;
- Timetable of interviews.

7. Offer of Appointment by the Selection Panel

The offer of appointment by the Selection Panel is binding on both parties subject to staff qualification requirements, satisfactory CRB and medical checks and satisfactory references.

Reviewed: November 2003

APPENDIX 1

The Selection and Appointment of the Headteacher or A Deputy Headteacher

1. The Governors will notify the Diocese and LEA of any vacancy for the Headteacher or Deputy Headteacher. A representative from the LEA and Diocese will support the selection panel in an advisory capacity.
2. The Governing Body will appoint a Selection Panel of at least three Governors. The proceedings of the Selection Panel shall be under the control of the Selection Panel. The Governing Body will **not** delegate the power of appointment, only the selection process.
3. The Selection Panel will determine the interview process and seek approval from the Governing Body before commencing the process.
4. If the need arises the Selection Panel will appoint an Acting Headteacher / Deputy Headteacher. Where it is intended to fill an acting position by external temporary appointment of more than one term, the appointment will be made after discussion with the LEA and the Diocese.
5. The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. All applicants will receive the information set out in paragraph 4 of this policy statement.
6. The Selection Panel shall shortlist such applicants for the post as they think fit. If appropriate, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the Selection Panel will be approved by a meeting of the Governing Body which will be quorate.
7. If the Governing Body approves, the candidate will be offered appointment subject to staff qualification requirements, medical, CRB check, and references.
8. If the Selection Panel cannot agree or the Governing Body does not approve the recommendation then the Governors may require the Selection Panel to action Step 4 or to repeat Step 5.