



Da Vinci Academy
A L.E.A.D. Academy

Recruitment and Selection Policy

Review frequency: Annual

Approval: Trust Board

Da Vinci Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Academy's recruitment and selection procedures reflect this commitment.

The recruitment and selection process is of primary importance in acquiring the person with the appropriate skills for a given post, which will significantly contribute towards the Academy's effectiveness. As the Academy evolves and changes it is important that all staff demonstrate a willingness to learn and to work as part of the whole-Academy team. The Recruitment and Selection Policy and Procedures will support Senior Leaders, Curriculum Directors and Managers to ensure that these standards are addressed.

Da Vinci Academy Recruitment and Selection Policy will:

- Be fair and consistent
- Be non-discriminatory on any grounds of sex, religion, age, disability or ethnic origin
- Conform to statutory regulation and best practice
- Safeguard and promote the welfare of children and young people

The Recruitment Process

The Academy's recruitment process is carried out through the following procedure:

The Head Teacher will inform Governors, unless in exceptional circumstances, of the Academy's staffing requirements and ask for ratification for specific posts when required. Once a post is ratified the media for advertising will be agreed.

Advertisement, job description and person specification is prepared by the Head Teacher.

The means of advertising will be informed to secure the most suitable candidate for each post, which will be identified through the following options:

- Internal advertising within the Academy
- Online advertising with National Press/ Local Press providers
- External Advertisement in the Local Press publication
- The use of a recruitment agency

All external recruitment advertisements will be e-mailed to all staff, those staff who are not on the e-mail system within the Academy will be given a printed copy, to comply with equal opportunities legislation.

The cost of advertising is regularly checked to ensure best value, but the advertisement will contain as much information as possible, to ensure the targeted recruitment group is reached. Each advertisement states the Academy's commitment to safeguarding and promoting the welfare of children and informs that a DBS (Disclosure and Barring Service) check will be carried out for the successful applicant.

Application Process

Application documents are regularly reviewed to ensure information is kept up-to-date and include:

- A letter for prospective applicants detailing the closing date and requesting copies (to be sent with their application form) of the applicant's proof of identity to comply with the requirements of Asylum and Immigration Act 1996. The confirmation of identity and qualifications is also required in relation to the Safeguarding and Welfare of Children and Young People. The letter will also inform prospective applicants that they have not been successful with their application if they have not heard by a set date detailed in the letter.
- Application Form
- Job Description and person specification, and where appropriate, department information.
- Ethnicity Form
- Disability Equality Scheme Questionnaire
- Personal Data Form
- Recruitment of Ex-Offenders Policy Statement
- Information on the Academy

The Selection Process

Appropriate selection procedures are undertaken for each post, and will vary depending on the position. Interviews for posts which require teaching will include lesson observation, to allow teaching skills and interaction with students to be assessed. Lesson observations are undertaken by a suitably experienced member of staff, as designated by the Head Teacher or a lead member of the selection panel.

At least two people will be involved in the short listing process and sit on the interview panel; the lead person will hold a Safer Recruitment qualification and has the responsibility of approaching the relevant members of staff or governors to assist in this process.

Completed application forms received by the closing date will be forwarded to the selection panel for short listing. CV's submitted by applicants without a completed application form will not be accepted.

When the short-listing process has been completed by the selection panel the chosen candidates will be invited for interview. The letter of invitation will require candidates to bring on the interview day proof of their identity and qualifications. Once candidates have confirmed their attendance for interview references will then be applied for.

Interview Procedure

An interview schedule will be produced providing the selection panel and candidates with an agenda for the interview day.

The lead member of the interview panel will hold a Safer Recruitment Qualification and they will compile the interview questions.

Prior to the interview each member of the interview panel will receive the following interview documentation from the Support Services Director:

- Copies of the applications, covering letters, and references
- A copy of the job advertisement and job description
- The interview schedule
- Interview question sheets (provided by lead member of the interview panel)

At the interview the lead member of the interview panel will ensure:

- Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds such as sex, religion, age, disability or ethnic origin.
- When all the candidates have been interviewed, the panel will decide on the most suitable candidate for the post.
- The lead member of interview panel will inform the successful candidate agreeing a commencement date and starting salary.
- In the event of a reference not being received prior to interview the successful candidate will also be informed that the offer is subject to receipt of satisfactory references within six weeks of the appointment.
- Unsuccessful candidates will then be contacted and offered feedback.

- The lead member of the interview panel will inform the Head Teacher's PA of the successful candidate to ensure an offer of appointment letter and starter form pack is generated.

Once the interview process has been completed, the lead member of the interview panel will return all interview documentation to the Head Teacher's PA, to ensure all original confidential information is held securely to comply with Data Protection legislation. All duplicate copies are disposed of as confidential waste safely.

Offer of Appointment

- The Head Teacher's PA will produce an offer letter for the successful candidate, enclosed with the offer letter are acceptance letters, a new starter form, pension options form (for teaching staff), P46, letter informing of DBS online checking system and a Health Form. The offer letter will request evidence of qualifications, national insurance number and date of birth. Teaching staff who claim Qualified Teacher Status or eligibility for QTS will be asked to provide additional supporting evidence.
- The offer letter will inform that the offer of appointment is subject to a satisfactory Disclosure and Barring Service check, health check and receipt of 2 satisfactory references from different Academy s or organisations within six weeks of the appointment.

It must be noted that if a successful candidate fails to report spent convictions or other relevant information at the time of appointment, this may be considered to be Gross Misconduct and bar the applicant from the appointment.

Single Central Record

The Head Teacher's PA is responsible for and maintains the Single Central Record which includes:

- Name
- Address
- Date of Birth
- Address and date of birth evidenced date
- Date photo ID evidenced
- Start date
- Job title

- Contract on file
- Right to work in UK evidenced date
- Non-National of EEC
- Qualification evidenced date
- NCTL Teacher Services - QTS Teacher check
- NCTL Teacher Services - Prohibition check
- References on file date
- Barred List check date
- DBS Form Number / Online access
- Form issue date (to successful candidate)
- Form to DCC date
- Nationality
- Enhanced disclosure date and number
- Head teacher approved (clearance)
- Job category
- Evidenced by

From April 2016 DBS checks are now carried out online through a secure provider, so some of the above information re: sending forms to DCC is now no longer applicable. This is still relevant historically on the Single Central Record for longer serving staff members.

When a staff member resigns and leaves the Academy , their information re: enhanced disclosure number and issue date is deleted from the Single Central Record (leavers section) 3 years after the person has left.

The Head Teacher's PA is also responsible for undertaking and recording the following:

- Health check clearance from the Health Authority.
- Barred list checking prior to commencement of employment
- NCTL Teacher Services (accessed through the Department for Education) check undertaken for teaching staff to confirm their Qualified Teacher Status and registration with the GTC.
- A prohibition check through access NCTL Teacher Services site

- On obtaining the results from the DBS online checking service the enhanced disclosure number, the date of issue and the result are recorded on the Single Central Record. When the online check has been completed the staff member will be required to bring into Academy their Enhanced Disclosure document for the Support Services Director to evidence.
- Setting up of the personnel file and entering the new starter's personal details into the SIMS and HR systems.

Induction of New Members of Staff

The Academy provides new employees with information relating to Academy organisation, communication systems, safeguarding, health and safety, terms and conditions, financial procedures, training and general housekeeping information. The Academy has an Induction Policy and comprehensive information regarding this process is detailed within this policy.

Child Protection Training

All new employees will be required to attend statutory Child Protection Training on starting at the Academy and it should be noted that Child Protection Training takes place annually at the start of each academic year for all staff.

Monitoring

The recruitment process will be consistently monitored:

- All staff will engage with the Performance Management system in the Academy which will inform appropriate opportunities for professional development and training.

This Recruitment and Selection Policy and Procedures will be reviewed annually and updated to reflect any changes to legislation.