



Appointments Policy

1. Any vacancy arising will be reviewed in terms of the agreed staffing structure of the school.
2. Any newly created post will be determined by the full governing body within the context of the staffing structure. A job description will be designed to match the post.
3. The Equal Opportunities Policy of the school will be followed in all aspects of the recruitment and selection process and all staff have a responsibility for the safe guarding and promotion of the wellbeing of our students.
4. Each post will have a job description supported by a person specification. Where this is already in existence it will be updated and reviewed prior to the advertisement. This information together with details of the school and the interview process will be sent to each applicant.
5. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
6. Every post will be advertised openly either within the school via the staff room notice board or in the local/national press.
7. At least one Governor will be involved in all appointments to a post of Assistant Head or higher. Governors have an open invitation to be involved in other appointments.
8. The Headteacher and Director of Operations, together with appropriate staff from relevant departments will long and/or short list. Written references will be requested from the three (3) previous employers – these will be considered in light of the safeguarding and promotion of the wellbeing of students.
9. Interviews will proceed once the short list has been agreed. Interviews will normally involve the following:
 - a tour of the school
 - a meeting with prospective colleagues
 - teaching when the post involves teaching a timetable
 - a practical task when the post has a non teaching commitment
 - a formal interview with a panel
 - the chance for candidates to ask questions
 - the offer of a debrief
10. Candidates will be expected to provide the interview panel with the original copies of certificates.



- 11.** The method(s) for assessing candidates and the criteria for evaluating performance will have been agreed by the interview panel prior to the first interview.
- 12.** A candidates employment history must be ascertained and any career breaks be checked if necessary by previous employers.
- 13.** Each candidate will be given the opportunity to confirm their intention to accept the post if offered. When agreement has been reached the chosen candidate will be offered the post. A verbal agreement is binding on both parties, subject to the satisfactory completion of appropriate checks. The Headteacher will confirm the appointment by letter. The successful candidate will be invited to visit the school prior to taking up the post to familiarise themselves with their work.
- 14.** Governors will be informed of the results of each interview and appointment.
- 15.** On occasions opportunities may arise to offer staff already in post additional; responsibility on a permanent or temporary basis. The following procedures will normally be followed. The Headteacher will inform Governors of the circumstances and the post will be advertised internally. Job descriptions will be agreed and interviews held if there is more than one candidate.
- 16.** If opportunities arise for staff to take on additional responsibilities (temporary or permanent) these will be reviewed within the structure of the school. Governors will be informed of the circumstances and the post advertised. If appropriate staff are available within the school the post will be advertised internally, individual staff may be approached. Job descriptions will be agreed and interviews held if there is more than one candidate for the post. Governors will be informed of the outcomes of the process.
- 17.** The Headteacher has the delegated responsibility to deal with these matters on the agreement that:
 - the outcomes are reported back to the full governing body.
 - use of retention and recruitment allowances will be considered by the Headteacher as appropriate.
 - details of the relocation, rent and mortgage subsidy schemes are made available to potential candidates.
- 18.** Where there is evidence of potential difficulties in recruitment it may be necessary to operate a flexible approach to the interview process. The school will however apply the appointments policy as agreed and will not compromise safeguards which ensure the appointment of appropriate personnel.

Ref Appointpol Jan 2015 Cs

