

Norwich School

Recruitment Policy



Norwich School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

The aims of the School's Recruitment Policy are as follows:

- to ensure that the best possible staff are recruited on the basis of merit, ability and suitability for the position;
- qualifications, experience and skills will be assessed at the level that is relevant to the role;
- to ensure there is an up to date job description for the position describing the duties, responsibilities and level of seniority associated with the post, and a clear person specification describing the type of qualifications, training, knowledge, experience, skills and competencies required for the effective performance of the role
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly or victimised on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender re-assignment, pregnancy or maternity, marital or civil partner status, disability or age;
- to ensure compliance with all relevant recommendations and guidance, including the recommendations of the Department for Education in *'Keeping Children Safe in Education' 2019*, Part 4 of the Independent School Standards Regulations, the Code of Practice published by the Disclosure and Barring Service (DBS) and Equality & Human Rights Commission;

The recruitment process involves a structured shortlisting process based on a scoring system using the job description and person specification. As part of the interview process candidates are expected to perform standard tasks similar to those that they would be expected to carry out in the role and the interview questions are structured and consistent across candidates.

Safer recruitment means that applicants will:

- complete an application form which includes their employment history and explains any gaps in that history
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and original qualifications
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role; this will include an enhanced DBS check and a barred list check for those engaged in Regulated Activity, and the School having sight of the original certificate prior to the start date
- if offered employment, provide evidence of their right to work in the UK in addition to having EEA checks for teacher restrictions imposed in the European Economic Area

The school will also:

- verify the preferred candidate's fitness to carry out their work responsibilities, including completing a health questionnaire
- obtain original references for all shortlisted candidates, including internal candidates

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- carry out additional or alternative checks for applicants who have lived or worked outside the UK
- ensure that applicants for teaching posts are not subject to a prohibition order issued by the Secretary of State.

At least one member of each recruitment panel will have attended safer recruitment training.

The Headmaster, DSL and at least one governor will have completed appropriate safer recruitment training.

All new members of staff will undergo an induction that includes familiarisation with the school's safeguarding and child protection policy and staff behaviour policy and identification of their child protection training needs.

All staff sign to confirm they have received a copy of the Safeguarding and Child Protection Policy and Code of Conduct.

All relevant staff involved in after-school care for children under eight are made aware of the disqualification and disqualification by association legislation and their obligations to disclose relevant information to the school.

The school obtains written confirmation from supply agencies or third-party organisations that agency staff or other individuals who may work in the school have been appropriately checked.

Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.

The school maintains a single central record of recruitment checks undertaken; we build in all updates as they are released. A senior member of staff or governor checks the SCR regularly to ensure it meets statutory requirements.