

# **BLESSED PETER SNOW CATHOLIC ACADEMY TRUST**



## **Recruitment and Selection Policy (Staff)**

December 2016

## **The Blessed Peter Snow Catholic Academy Trust**

The Catholic Voluntary Academies which form the Blessed Peter Snow Catholic Academy Trust are distinctive as we provide grounding in the Catholic Faith for all our children. The special character of our Catholic academies is the quality of the religious teaching, integrated into the overall education of our children. Our beliefs, which are Gospel centred, affect the way we live, making our academies living examples of Christ and His teachings.

*"Education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator." (Pope Benedict XVI, Address to Teachers and Religious, Twickenham, September 2010).*

**Our Academies therefore operate and are informed by the following four key principles of Christian formation:**

- **Places of Discipleship**
- **Places where Communities are created**
- **Places of Learning**
- **Places where we treasure God's World**

**In light of the above principles, the Trust aims to:**

- ensure secure, welcoming and engaging environments in which all individuals learn to value and respect both themselves and others
- provide all individuals with the opportunities to achieve excellence, to develop their full potential as human beings and to encourage and challenge them to do so
- uphold the unshakable belief in the unique potential of each child, student and member of staff
- provide a curriculum that initiates students into the knowledge, values, attitudes and skills they need to become mature Christian adults in their personal, social, family and working lives.

**The Trust and its Academy Councils are committed to the fair and safe recruitment and selection of school staff.**

**This document is intended to supplement Staffing and Appointment documentation prepared by the Diocese of Leeds and the Trust supported by our HR advisors including the relevant Local Authority (Kirklees or Calderdale). It lays out the process by which the recommendations and procedures contained therein work at the Trust who is the employer of all staff. The Trust is committed to ensure that the protection of our children is at the heart of our processes. We implement the Bichard recommendations and follow best practice in safer recruitment. Our procedures in this regard are laid down in the policy document 'Safeguarding Policy' (July 2016) which incorporates the former 'Child Protection Policy and Procedures'.**

**As stated in Regulation 9 for Safer Recruitment one member on any interview panel must have successfully completed the Safer Recruitment Training.**

## **Blessed Peter Snow Academy Trust Protocol for Senior Staffing Decisions**

The Trust Board approved the following procedure in July 2016, for all posts, above the level of Common Pay Spine (CPS):

### **1. Purpose**

- 1.1 The purpose of this protocol is to set out the principles applicable as between the Trust Board and the respective Academy Councils to the recruitment, appointment, and termination of the employment of Head Teachers, Deputy Head Teachers, Assistant Headteachers (Primary) and Head of RE and Chaplain (Secondary Schools) any structural changes in senior staffing or remuneration, including the allocation and principles applicable to Teaching and Learning Responsibility ("TLR") payments.
- 1.2 The aim is to strike a balance to ensure that there is subsidiarity of decision making to the Academy Council, but that the Trust, as employer, and through its Board, is properly informed and consulted, and can take part in such process as may be appropriate.

### **2. Principles**

- 2.1 Each Academy Council has responsibility for making its own staffing decisions.
- 2.2 The Trust, as employer, through its Board has a role in overseeing these decisions, to make sure that they are consistent with the legal and other obligations, needs, and policies of the Trust.
- 2.3 Each Academy Council must, as soon as practicable, report to the Trust Board (through the Chair of each):-
  - (a) any vacancy, or circumstances (including impending retirement or disciplinary action) which may give rise to such a vacancy, in the position of Head Teachers, Deputy Head Teachers and Head of RE and Chaplain (Secondary Schools);

- (b) any proposal to make a structural change to senior staffing or remuneration, including the allocation and principles applicable to Teaching and Learning Responsibility ("TLR") payments.

2.4 Through its Chair, the Trust Board may:-

- (a) request to be involved or represented (by such member(s) of the Trust Board as shall be nominated by the Board or Chair), in the decision making process relating to such matters, including any panel which may be convened by the Academy Council to decide such issues;
- (b) request that no decision be made or confirmed by the Academy Council unless the Trust Board has first approved it.

2.5 The Academy Council shall comply with such request.

## **Financial Management**

Any planned increase in the staffing establishment must be referred to the Academy's Resources Committee.

## **Support Staff Posts:**

Posts to be filled under the direction of the Headteacher after consultation with senior colleagues, and Chair of Resource Committee if a new post. All appointments to be reported to the Resources Committee.

- i) The Headteacher draws the vacancy to the attention of the Resources Committee.
- ii) New Posts must always be referred to the Resources Committee.
- iii) Where a new post is involved, the Resources Committee should be provided with the Job specification and the schedule for the recruitment process.
- iv) With the candidate's permission references are to be made available to selection body at the earliest opportunity.
- v) All candidate interviews must include questions on religious ethos, safeguarding and pastoral issues, where relevant.

## **Teaching Staff Posts:**

### **Maternity Leave, Sick Leave:**

Posts are to be filled under the direction of the Headteacher.

### **Temporary Posts (maximum duration 1 year):**

- i) Posts to be filled under the direction of the Headteacher.

## Resources Committee

- ii) Wherever possible candidates should be seen teaching and interviewed by the Headteacher together with senior colleagues. For Primary Academies', a member of the academy council should be present.
- iii) Wherever possible candidates should be selected from a field.

### **Permanent CPS Posts:**

- i) The Headteacher draws the vacancy to the attention of the Resources Committee.
- ii) New Posts must always be referred to the Resources Committee.
- iii) The Resources Committee should normally be provided with the Job specification and the schedule for the recruitment process.
- iv) In consultation with the Chair of the Resources Committee, the Headteacher needs to identify a minimum of **one** Academy Councillor to join other colleagues for short-listing (if required) and interview.
- v) Headteacher or Deputy Headteacher, Academy Councillors, one or two members of the Leadership Team, and Head of Faculty to be involved in the selection procedure. For primaries, the Headteacher, an Academy Councillor and one member of the SLT are to be involved in the selection procedure.
- vi) References to be made available to selection body at the earliest opportunity after shortlisting.
- vii) All shortlisted candidates to be seen teaching by a member of the Leadership Team or senior faculty colleague who reports to the Academy councillors and other members of the selection panel on their findings.
- viii) All candidate interviews must include questions on subject, teaching and learning, religious ethos, safeguarding and pastoral issues.
- ix) Academy Councillors (including Headteacher) to make their decision advised by other members of the selection panel.

### **Chaplain's Post (Secondary):**

This is a support staff post remunerated at APTC Grade 6. The Process is as for other support staff appointments as highlighted above but the protocol also applies. In addition, the Diocesan Chaplain's Co-ordinator or representative to attend interviews as advisor together with at least 2 Academy Councillors, Headteacher and appropriate senior staff.

### **Promoted Posts within a Faculty or Area (Secondary):**

- i) The Headteacher draws the vacancy to the attention of the Resources Committee.
- ii) New Posts must first be referred to the Resources Committee and the Trust.

## Resources Committee

- iii) The Academy Council's Resources Committee should normally be provided with the Job Specification and the schedule for the recruitment process.
- iv) In consultation with the Chair of the Resources Committee the Headteacher needs to identify a minimum of **one** Academy Councillor to join other colleagues for shortlisting and interview.
- v) Headteacher or Deputy Headteacher, Academy Councillors, one or two members of the Leadership Team, and Head of Department to be involved in the selection procedure.
- vi) References to be made available to selection body at the earliest opportunity after shortlisting.
- vii) All short listed candidates to be seen teaching by a member of the Leadership Team or senior colleague, who reports to the Academy Councillors and other members of the selection panel on their findings.
- viii) All candidate interviews must include questions on subject, teaching and learning, religious ethos, safeguarding and pastoral issues.
- ix) Academy Councillors (including Headteacher) to make their decision advised by other members of the selection panel.

## **Head of Faculty/Director of Studies Posts (Secondary):**

- i) The Headteacher draws the vacancy to the attention of the Resources Committee.
- ii) New Posts must first be referred to the Resources Committee and the Trust.
- iii) The Academy Council's Resources Committee should normally be provided with the Job Specification and the schedule for the recruitment process.
- iv) In consultation with the Chair of the Resources Committee the Headteacher needs to identify a minimum of **two** Academy Councillors to join other colleagues for shortlisting and interview.
- v) Headteacher or Deputy Headteacher, Academy Councillors and one or two members of the Leadership Team to be involved in the selection procedure. (In instances professional external advisors or Diocesan Officers may be invited to join the panel)
- vi) References to be made available to selection body at the earliest opportunity after shortlisting.
- vii) All short listed candidates to be seen teaching by a member of the Leadership Team who reports to the Governors and other members of the selection panel on their findings.
- viii) All candidate interviews must include questions on subject, teaching and learning, religious ethos, safeguarding and pastoral issues.
- ix) Academy Councillors (including Headteacher) to make their decision advised by other members of the selection panel.

### **Assistant Headteacher Posts (Secondary):**

- i) The Headteacher draws the vacancy to the attention of the Resources Committee.
- ii) New Posts must first be referred to the Resources Committee and the Trust.
- iii) The Academy Council's Resources Committee should normally be provided with the Job Specification and the schedule for the recruitment process. Governors/Trustees may wish to consider aspects of this post such as whether fixed term contract, salary range, etc.
- iv) The Resources Committee should preferably identify three Academy Councillors (Depending on Trustees involvement) to join the Headteacher for the selection process.
- v) Local Authority and Diocese to be invited to appoint an advisor to the selection process but they may not always be present at interview. Governors, Headteacher and Deputy Headteacher to be involved in the selection of Leadership Team Members.
- vi) References to be made available to selection body at the earliest opportunity after shortlisting.
- vii) All candidates to make a presentation on a subject chosen by the selection panel and to be questioned on that presentation and area of education. .
- viii) All shortlisted candidates to be seen teaching and observers report to the selection panel on the findings.
- ix) All interviews must include questions on teaching and learning, responsibility and management, religious leadership and ethos and safeguarding.
- x) Academy Councillors/Trustees (including Headteacher) make their decision advised by other members of the selection body.

### **Assistant Headteacher Posts (Primary):**

- i) The Headteacher draws the vacancy to the attention of the Resources Committee.
- ii) New posts must first be referred to the Resources Committee and Trust Board.
- iii) The Resources Committee is provided with the Job Specification and the schedule for the recruitment process. Academy Councillors may wish to consider aspects of this post such as fixed term contract, salary range, etc.
- iv) The Resources Committee should preferably identify **two** Governors to join the Headteacher for the selection process.
- v) Trust and Diocese to be invited to appoint an advisor to the selection process but they may not always be present at interview.
- vi) Academy Councillors, Headteacher and AHT to be involved in the selection of Leadership Team Members.

- vii) References to be made available to selection body at the earliest opportunity after shortlisting.
- viii) All candidates to make a presentation on a subject chosen by the selection panel and to be questioned on that presentation and area of education. Governors (including Headteacher) make their decision advised by other members of the selection body.
- ix) All shortlisted candidates to be seen teaching and observers report to the Governors and other members of the selection panel on their findings.
- x) All interviews must include questions on teaching and learning, responsibility and management, religious leadership and ethos and safeguarding.
- xi) Academy Councillors (including Headteacher) to make their decision advised by the other members of the selection panel.

### **Deputy Headteacher Post:**

- i) The Chair of the Academy Council draws the vacancy to the attention of the full Academy Council and the Trustees as per the protocol.
- ii) All Academy Councillors (except 'staff') and Headteacher have a right to take part in the selection process. The Academy Council may wish to delegate the selection to an Ad Hoc Committee of its members. The selection panel must have a majority of Foundation Governors.
- iii) Academy Council will wish to consider aspects of this post such as salary range, etc.
- iv) Diocese to be invited to appoint an advisor to the selection process who should take part in the selection process from its earliest stages.
- v) References to be made available to selection body at the earliest opportunity.
- vi) The selection panel (minimum of **Four Academy Councillors** and the Headteacher) determines the nature, content and duration of the selection procedure in line with advice and general practice.
- vii) All candidates to make a presentation on a subject chosen by the selection panel and to be questioned on that presentation and area of education.
- viii) All shortlisted candidates to be seen teaching and observers report to the selection panel on the findings.
- ix) As part of this process a minimum of three interviews are at this stage recommended:
  - a responsibility and management specific interview.
  - a religious leadership and ethos specific interview.
  - a general interview covering general personal, safeguarding and pastoral issues.

**Academy Counsellor and where possible an external advisor to sit on each panel.**



- x) Academy Councillors to make their decision advised by other members of the selection panel. The panel will recommend their decision to the full Academy Council for approval prior to any appointment being confirmed.

### **Headteacher Post:**

- i) The Chair of the Academy Council draws the vacancy to the attention of the Full Academy Council and the Trustees as per the protocol.
- ii) All Academy Councillors (except 'staff') have a right to take part in the selection process. The Academy Council may wish to delegate the selection to an Ad Hoc Committee of its members. The selection panel must have a majority of Foundation Governors.
- iii) Academy Council will wish to consider aspects of this post such as salary range, etc.
- iv) Diocese to be invited to appoint an advisor to the selection process who should take part in the selection process from its earliest stages.
- v) Academy council to determine whether the Chair of Appointing panel has a 'casting vote'.
- vi) References to be made available to selection body at the earliest opportunity.
- vii) The selection panel (minimum of **six and ideally seven or more** academy councillors plus Trustees and external advisors or a minimum of **four** Primary Academy Councillors in Primaries determines the nature, content and duration of the selection procedure in line with advice and general practice.
- viii) All candidates to make a presentation on a subject chosen by the selection panel and to be questioned on that presentation and related areas of educational leadership.
- ix) As part of this process three small panel interviews and one full panel are recommended:
- a pupil welfare and achievement interview.
  - a responsibility and management specific interview.
  - a religious leadership and ethos specific interview.
  - a general interview covering general personal, pastoral issues, safeguarding as well as questions on the job description.

### **Academy Councillors to sit on each panel.**

- x) Academy Councillors to make their decision advised by other members of the selection panel. The panel will recommend their decision to the full Academy Council for approval prior to any appointment being confirmed.

## **Appendix 1**

### **EQUALITY ACT** **REASONABLE ADJUSTMENTS STATEMENT**

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the Invitation to Interview Letter when confirming your availability to attend interview as our duty to make reasonable adjustment only applies where we know about, or ought reasonably to know about, your disability (contact details of the relevant person to contact will be provided in your Invitation to Interview Letter).

Below is a non-exhaustive list of some of the types of adjustments that we may make to ensure that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances:-

- Modification to Documentation – this may include providing documents in large print, in Braille format or on audio CD and/or providing oral instruction on documentation for those applicants with a learning disability;
- Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the applicant has, for example, a disability which affects their manual dexterity. Conversely, an oral test may be completed in writing where the applicant has a disability which affects their speech;
- Provision of a Reader for a visually impaired applicant;
- Provision of Auxiliary Aids – for example, a person to guide a visually impaired applicant around the interview venue;
- Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments;
- Provision of a Sign Language Interpreter for an applicant with a hearing impairment;
- Where interviews are being conducted by telephone, provision for interview by textphone for an applicant with a hearing impairment;
- Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment;
- Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school/college may consider using ramps, holding interviews on the ground floor (if there is no adequate lift), considering the placement of furniture and rearranging if necessary etc.

**Equality Impact Assessment**

	<b>Blessed Peter Snow Catholic Academy Trust</b>
<b>Date</b>	<b>November 2016</b>
<b>Lead member of staff</b>	<b>Head-teachers of the Academies forming this Trust</b>
<b>Other involved staff/role</b>	

**Proposed Plan**

Background/ how this proposal has come about  
Reason for proposal – to introduce new practice/provision  
to change or reduce practice/provision  
to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

Review and update of current policy.
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**Is the proposal likely to have an adverse impact on compliance with the Equality Duty?**

Eliminating unlawful discrimination, harassment and victimisation	<b>N</b>
Promoting equality of opportunity	<b>N</b>
Fostering good relations	<b>N</b>
Please explain	

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**Consultation Process**

With whom do you plan to consult?  
How?  
Where is the evidence of the consultation?

Staff Governors, Full Academy Council
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**Potential Issues**

<b>Characteristic</b>	<b>Impact of proposal (specify if impact is to pupil, parent/carer, staff, governor, other)</b>	<b>Positive Negative Neutral</b>	<b>Can barrier be removed? Y/N</b>
Disability		<b>Neutral</b>	
Race		<b>Neutral</b>	
Sex		<b>Neutral</b>	
Gender reassignment		<b>Neutral</b>	
Pregnancy, maternity		<b>Neutral</b>	
Religion/belief		<b>Neutral</b>	
Sexual orientation		<b>Neutral</b>	
Marriage, civil partnership		<b>Neutral</b>	
Age		<b>Neutral</b>	

Explain in more detail

There should be no negative impact on any of the above groupings however, the posts of Headteacher, Deputy, Head of RE and Chaplain are reserved for practising Catholics and all staff appointed are expected to uphold and support the school's catholic identity and ethos.