

RECRUITMENT AND SELECTION PROCEDURES IN SCHOOLS

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Recruitment and selection in schools

The Staffing of Maintained Schools (Wales) Regulations 2006 came into force on 1 April 2006 and are made under Sections 35 and 36 of the Education Act 2002. The Regulations refer to the responsibilities of the governing body, headteacher and the LA in relation to staffing matters at a school.

At any time when a school has a delegated budget the governing body has extensive powers over staffing. It also has responsibilities under employment law. Decisions about staffing are both important and complex, and governing bodies will want to make full use of the advice available to them. HR will assist and advise the Governing Body with these matters.

Use of the word '**must**' in the Staffing of Maintained Schools (Wales) Regulations 2006, and thus in this document, refers to a statutory duty flowing from Sections 35 and 36 of the Education Act. There is no scope for considering an alternative course of action for any matter in where the term '**must**' is used. Where 'should' is used, it is intended that this is the course that is followed and any deviation should only be for very good reason.

Community, voluntary controlled and community special schools

The Local Authority (LA) is the legal employer of staff in community and voluntary controlled schools.

In general: The Governing Body appoint staff
 The Local Authority 'employs' staff i.e. holds the contract of employment.

Foundation and Voluntary Aided Schools

The legal framework for staffing matters in aided schools is different from that in LA schools. The governing body are the employer of most of the staff in the school.

In general: The governing body appoints staff

The Governing Body employs staff i.e. holds the contract of employment.

The governing body should ensure that each member of staff has a contract of employment. They must also comply with the laws on employment.

Governing Body responsibilities

The governing body has overall responsibility for staffing matters at a school and should ensure that the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.

The LA advise against 'direct' recruitment of employees, that is, the recruitment of individuals, whether permanent or temporary, without going through a formal recruitment and selection process. Whilst it is acknowledged that situations sometimes do arise within schools which require the speedy employment of staff, doing so without a formal, documented process may put the school, the staff and of course the pupils at risk.

Failure to follow a formal selection process gives rise to potential claims to an Employment Tribunal for discrimination from prospective employees. The cost of an Employment Tribunal would be borne by the school if the LA's advice regarding recruitment and selection procedures has not been followed. In addition to the cost implications of adopting informal recruitment procedures, the failure to have a complete, documented, employment record for staff in schools opens the potential to employ staff who may not be 'suitable', with regards to qualifications or to work with children.

The governing body decides the number of staff (both teaching and support staff). When a member of staff leaves, the governing body will decide whether or not to replace him or her.

The Staffing of Maintained Schools (Wales) Regulations 2006 refer in particular to the expectation that the headteacher will take the lead on appointments outside the

leadership group (i.e. other than headteachers, deputy headteachers and assistant headteacher). The governing body should delegate these functions to the headteacher unless there are good grounds not to do so. Otherwise, delegation may be to;

- a) one or more governors, or
- b) one or more governors and the head teacher.

Where the headteacher is exercising delegated responsibility, this cannot be delegated on to another person by the headteacher.

Appointment of a headteacher

All schools **must** have a headteacher. The headteacher is the key post in the school and the quality of the headteacher is a major factor in maintaining and raising standards, and delivering high quality education. Choosing a headteacher is the most important decision a governing body can make. It is important that headteacher vacancies come to the attention of as many suitable persons as possible.

The governing body **must** as a first step notify the LA in writing whenever a vacancy or prospective vacancy occurs in the post of headteacher.

The governing body **must** advertise any such vacancy in a printed publication throughout England and Wales. The governing body may consider additional means for advertising the post, including local publications, but all applicants should be considered in the same way.

The full governing body **must** set up a selection panel of at least three governors but no more than seven to do the following:

- Select applicants for interview and notify the LA in writing of the names of the applicants so selected.

- Interview selected applicants
- Where they consider it appropriate, recommend an interviewee to the governing body for appointment
- If the panel's recommendation is approved by the governing body, recommend the applicant in question to the LA for appointment.

The selection panel may include persons who are not governors, as long as there is a majority of governors. The extent to which such members are entitled to vote is to be determined by the governing body.

The selection panel **must** elect a chair from among their number, who is neither paid to work at the school nor a pupil at the school. Any decision of the selection panel should be a vote representing a majority of all the members of the panel, whether or not taking part in the vote. Where there is an equal decision of votes the chair has a second or casting vote, provided that the chair is a governor.

The governing body may remove the chair to any selection panel from office at any time.

The LA **must** appoint a candidate recommended by the selection panel if the recommendation is approved by the governing body, unless the candidate does not meet all relevant staff qualification requirements. No person can be appointed or engaged unless he or she meets such requirements.

Where there is no appointment the governing body may re-advertise the vacancy. If the governing body decide not to re-advertise, the selection panel will be required to re-run its functions using those candidates who originally applied for the post.

LA representations about headteacher appointments

The Staffing of Maintained Schools (Wales) Regulations 2006 states that if the LA writes to the selection panel regarding the unsuitability of any candidate within 14 days of the notification regarding selection of applicants for interviewing, the

selection panel must consider the LA's representations. The representation from the LA does not mean that the governing body is prohibited from making or recommending the appointment. The final decision on the person to appoint is for the governing body. But the selection panel **must** send the LA a written response to its representation if it decides to recommend the candidate to the governing body. That response should set out the panel's reasons why they do not agree with the LA that the candidate is unsuitable for appointment. This exchange of correspondence must be made available to the whole governing body.

The LA through a representative has a right to attend relevant meetings of the selection panel to offer professional advice, but only governors on the selection panel can vote.

The LA should only make representations where it believes that the candidate, if appointed, would have a detrimental effect on the performance, management or conduct of the school.

The types of concern which might appropriately trigger the making of a representation by the LA include:

- The candidate is currently, or was recently, the headteacher or a senior teacher at a school which was found on inspection to require special measures or to have serious weaknesses, and the inspection report found that the failure or weaknesses were due in part or whole to deficiencies attributable to the candidate.
- The candidate has never worked in the same phase of school as the appointing school – e.g. the candidate's whole career has been spent in primary schools, and the appointing school is a secondary school.
- Standards of performance in National Curriculum assessments or public examinations at the candidate's previous school or schools have worsened significantly for reasons attributable to the candidate.

In all cases, the LA's written representation should explain why it has concluded that the candidate is not suitable, and the evidence on which it has based its conclusion.

Acting headteacher appointments

Where any headteacher post will not be filled before the date on which it falls vacant, the governing body **must** recommend to the LA for appointment, a person as acting headteacher. The use of an acting headteacher does not remove the headteacher vacancy or remove the governing body's duty to fill that vacancy. The LA must appoint the person recommended unless he or she does not meet any staff qualification requirements.

Appointment of a deputy headteacher

There is no legal obligation for schools either to have deputy headteachers or be limited to just one, and therefore no automatic obligation for a governing body to take steps to replace a serving deputy who leaves his or her post or announces an intention to do so. The governing body may wish to consider alternatives such as reorganising management responsibilities within the school or meet any continuing staff resource needs by some other means.

The procedure for appointing deputy headteachers is the same as that for headteachers, with the exception of the LA's right to make representations about unsuitable candidates. Any vacancies **must** be advertised throughout England and Wales.

The headteacher has the right to attend meetings of the governing body to discuss the appointment of a deputy headteacher and to offer advice. The LA also has the right. The LA must appoint the candidate recommended by the governing body unless he or she fails to meet staff qualification requirements.

Where any deputy headteacher post will not be filled before the date on which it falls vacant, the governing body may recommend to the LA for appointment a person as acting deputy headteacher.

Appointment of other teaching staff

There is no automatic obligation for a governing body or headteacher to take steps to recruit a new teacher when a serving teacher leaves his or her post or announces an intention to do so. The governing body decides whether or not to fill a teaching post when it becomes available. The governing body or headteacher may first wish to consider alternatives such as reorganising responsibilities within the school or meeting any continuing staffing needs by some other means, before deciding whether to recruit a new teacher.

Whilst there are no specific requirements in The Staffing of Maintained Schools (Wales) Regulations 2006 concerning the appointment of a teacher for a period of no more than four months, in determining such appointments, due attention should be given to good employment practice; the requirements of equal opportunities and the need to carry out mandatory checks on all employees.

Where it is decided to recruit a new teacher for a period of more than four months, the governing body, or headteacher, **must** send a specification for the post to the LA. The governing body may advertise the vacancy at any time after it has sent a copy of the specification for the post to the LA, and must do so, unless,

- it is decided to accept either a teacher already employed to work at the school, or
- to accept a teacher nominated for consideration for appointment by the LA.

If the governing body decide to accept a teacher already employed to work at the school due attention should be given to good employment practice and the requirements of equal opportunities. If more than one teacher would be suitable for the new vacancy an advert should be circulated within the school and fair selection procedures followed. The LA cannot insist on moving in a teacher from one of their other schools, but it can put forward qualified candidates for the governing body to consider alongside other applicants. Otherwise the post should be advertised in a manner likely to bring it to the notice of persons who are qualified to fill it.

Where the governing body advertises the vacancy, it must:

- Interview such applicants for the post and such persons nominated by the LA
- Recommend to the LA for appointment one of the applicants interviewed, where it considers appropriate to do so.

The LA must appoint a candidate recommended by the selection panel, unless the candidate does not meet the staff qualification requirements.

If the LA declines to appoint a person recommended by the governing body because they do not meet the necessary staff qualification requirements, the governing body must recommend for appointment another person.

The LA (or a representative) and the headteacher (if not already involved in the selection) have the right to attend selection meetings and to offer advice.

Appointment of support staff

Under the Education Act 2002, the proposal is that there is no longer a requirement on the governing body to consult the LA in all cases where they are appointing a member of support staff, in advance of making a formal recommendation to the LA. Where the headteacher does not exercise delegated responsibility for support staff appointments, the governing body must consult the headteacher before making a recommendation. The LA has an entitlement to make representations about the grade and remuneration of support staff.

Whilst there are no legal requirements for advertising support staff posts, the governing body, or headteacher under delegation, may decide on any appropriate steps to bring such posts to the attention of suitable candidates, for example, through the LA website or local papers. In determining any appointments, due attention should be given to good employment practice and the requirements of equal opportunities. Failure to apply a fair process may result in the Governing Body having to defend its decision in an employment tribunal.

The LA remains the legal employer, and in particular remains responsible for ensuring that the requirements of equal pay legislation are complied with. For this reason it is important that the LA is consulted about the issues of pay and grading and that the LA and governing body work together to find a solution that will both meet the school's requirement and be consistent with the authority's legal obligations. A decision made by one school may have implications for others within the same authority.

When a governing body wishes to appoint a member of support staff to work at the school under the employment of the LA, it must make a recommendation to the LA as to the person who should be appointed, together with a job specification. The job specification must include the following:

- Proposed hours of work
- Duration of appointment
- Grading and remuneration for the post
- Duties to be performed

The grade **must** be on the scale of grades applicable in relation to employment with the LA, as per the Staffing of Maintained Schools (Wales) Regulations 2006.

It will normally be appropriate to use grade(s) which are used for staff with similar job titles or who undertake similar roles elsewhere in the LA. However, there may be cases where schools wish to employ support staff to take on new kinds of roles and where a direct parallel does not exist. In these cases, schools should consult the LA at the point of determining the job description for the new post, to enable the governing body to consider any issues of pay and grading raised by the LA before putting forward a formal recommendation. They should take account of any advice offered by the LA and in particular of the outcome of any job evaluation process that has been conducted.

Once a recommendation has been received from the governing body, the LA will normally be expected to appoint the recommended person on the terms proposed. However, the LA may make representations to the governing body within 7 days of receiving the recommendation if it has outstanding concerns about the recommendations on pay and grading. Any representations must be in writing, and should set out the reasons for the LA's concern. LA's should make use of this provision only where they believe a governing body's recommendation is inconsistent with their obligations under equal pay legislation.

In these circumstances, the governors must consider the representations made by the LA, and in particular the risks and implications of any legal action which might arise if they do not change their recommendation. If they conclude that their recommendation should stand, they must provide in writing to the LA an explanation confirming the reasons why they consider their recommendation to be appropriate. This explanation should be provided before the candidate is appointed to post. On receipt of either such an explanation or a revised recommendation, the LA must appoint the recommended person on the terms proposed unless he or she does not meet the staff qualifications for the post.

Contracts should be permanent unless there is a good reason for them not to be. The governing body should take account of the Fixed Term employees (Prevention of Less Favourable Treatment) Regulations 2002 when considering the use of fixed-term contracts.

Supply teachers

To ensure that all supply teachers working in schools have satisfied the necessary checks before starting work at a school, only supply teachers registered with Eteach should be used. The Eteach supply pool is used to manage supply provision within the Authority. Further details are available from Education Personnel.

Ensuring equality of opportunity in recruitment

The governing body has a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex,

age, race, disability, sexual orientation and religion or belief. Failure to apply a fair process may result in the governing body having to defend its decision in an Employment Tribunal. It is necessary to take account of current legislation covering equality of opportunity when managing the recruitment and selection process to ensure that steps are taken to avoid direct and indirect discrimination.

Reference should be made to the following Acts for guidance:-

Employment Equality (Age) Regulations 2006

It is unlawful to discriminate in employment on the grounds of a person's age.

Sex Discrimination Act 1975 & 1986

It is unlawful to discriminate in employment (including recruitment and selection) on the grounds of a person's sex or marital status.

Sex Discrimination (Gender Reassignment) Regulations 1999

It is unlawful to discriminate on grounds of gender reassignment in Employment and Vocational training.

Gender reassignment is defined within the regulations as:

“a process which is undertaken under medical supervision for the purpose of reassigning a person's sex by changing psychological or other characteristics of sex, and includes any part of such a process.”

Race Relations Act 1976

It is unlawful to discriminate in employment (including recruitment and selection) on the grounds of a person's race, colour, ethnic or national origin.

Disability Discrimination Act 1995

It is unlawful to discriminate against an individual on any grounds related to disability, and gives people rights in all areas of employment. The Act defines a disabled person as a person who 'has a physical or mental impairment, which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities', for example, manual dexterity, speech, hearing or eyesight. The Act states that employers have a duty to take reasonable steps to prevent physical

features of premises or arrangements made for work, from placing a disabled applicant or employee at a substantial disadvantage.

Equal Pay Act 1970

Women are entitled to the same pay as men if they are employed to do the same work or work that is of equal value.

Employment Equality Regulations Act 2003

This Act covers Sexual Orientation and Religion or Belief. The Act makes it unlawful to discriminate in the workplace on grounds of sexual orientation, and because of religion or similar belief.

The Part Time Workers (Prevention of less favourable treatment) Regulations 2000

The regulations ensure that part time workers are not treated less favourable than comparable full timers in terms of terms and conditions of employment.

The Fixed Term Workers (Prevention of less favourable treatment) Regulations 2000

The regulations protect employees appointed on fixed term contracts from being treated less favourably than comparable employees on permanent contracts. The regulations state that the use of successive fixed term contracts will be limited to four years. If a fixed term contract is renewed after the four year period it will be treated as a permanent contract.

The Human Rights Act 1998

This Act gives effect to further rights and freedoms guaranteed under the European Convention on Human Rights, Article 14 and affirms the prohibition of discrimination on grounds such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

The Rehabilitation of Offenders Act 1974

This Act concerns the employment of people with a criminal record. If a person has been convicted of an offence, provided they have not been re-convicted for a further offence during a specified period (known as rehabilitation period) his/her conviction becomes spent for the purpose of employment. Those employed to work with

vulnerable groups, for example, vulnerable adults or children, must always disclose their convictions including those which are spent.

Asylum and Immigration Act 1996

Section 8 of this Act makes it a criminal offence for an employer to employ anyone subject to immigration control who is 16 years or over and who does not have current and valid permission to be in the UK or who has been given permission to be in the UK which does not allow him/her to be engaged in employment.

Trade Union and Labour Relations (Consolidation) Act 1992

Part 3 of this Act states that it is unlawful to refuse a person employment because he/she is or is not a member of a trade union or because he/she is unwilling to accept a requirement to become or cease to be, or remain, a member of a trade union.

The Employment Practices Data Protection Code Part 1: Recruitment and Selection (March 2002)

This code assists employers in complying with the Data Protection Act and the Code is the Information Commissioners recommendation on applying the legal requirements of the Act, in the context of recruitment and selection practices. The code covers the following areas:-

- Managing Data Protection
- Advertising
- Applications
- Verification
- Short-listing
- Interviews
- Pre-employment setting
- Retention of recruitment records

If an individual makes a request for access to the notes kept about them and their application, or to their references, it must be granted.

Freedom of Information Act 2000

Anybody may request information from a public authority. The Act confers two statutory rights to applicants:-

- To be told whether or not the public holds that information; and if so,
- To have that information communicated to them.

Checking people selected for appointment

Vetting people selected to work with children is an essential part of safeguarding children. Some checks are also required to ensure teachers meet statutory requirements, for example about qualifications. Everyone selected for appointment in a maintained school (including as head or deputy head teacher) **must** satisfy checks on:

- Identity
- Academic qualifications
- Professional and character references
- Previous employment history
- Enhanced Criminal Records Bureau (CRB) Disclosure
- Medical fitness requirements

In the case of teachers, checks **must** also be made to ensure that they are registered with the General Teaching Council for Wales (GTC), have qualified teacher status and, where appropriate, have completed induction satisfactorily.

All checks should be documented and retained on the personnel file at the school.

The Headteachers' Qualifications and Registration (Wales) Regulations 2005, which came into force on 1 April 2004, require anyone applying for their first headship post in a maintained school or non-maintained special school to hold the National Professional Qualification for Headship (NPQH), or be working towards it. Serving or returning headteachers (for example, after a career break or secondment) will not need NPQH.

Record Keeping

Schools are required to keep a single central record detailing the range of checks they have carried out on their staff as set out in the DfES guidelines issued in June 2006. The minimum information schools should record is that they have checked the identity and qualifications of their staff and the appropriate CRB and/or List 99 checks have been made. This information should be kept in a single, central record collating when and by whom these checks were made. The school should have a record for:

- All staff who are employed to work at the school and have regular contact with children;
- All staff employed as supply staff to the school whether employed directly by the school or LA or through an agency and have regular contact with children;
- All others who work at the school who have regular contact with children. This will cover volunteers, Governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or other experience for pupils but who are not staff members e.g. a specialist coach or artist.

A pro forma is attached in Appendix 1 of what the record should contain.

Criminal Records Bureau

The Staffing of Maintained Schools (Miscellaneous Amendments) (Wales) Regulations 2007 make it mandatory for all new appointments to the school workforce and those who have been out of the workforce for more than three months to obtain an enhanced CRB disclosure. This change is part of an ongoing process

by the Government to tighten current vetting and barring procedures to ensure that the system is as robust as possible.

The procedure for obtaining CRB checks will be in accordance with Denbighshire County Council's Policy on Criminal Records Checks. The LA will also undertake mandatory List 99 checks which **must** be undertaken before an employee begins work. This list is maintained by the Department for Children, Schools and Families (DCSF) and contains the details of teachers who are considered unsuitable or banned from working with children in education.

Enhanced CRB checks will also be required for any staff who have lived outside the United Kingdom. Applicants who live or who spent time overseas must obtain official documentation confirming:

- The details of any criminal offences or that they have no criminal record in the relevant country, and;
- That they have no criminal record proceedings pending.

This documentation should be sought from a police/judicial authority, Government department or Home Embassy in the country or countries concerned.

The Safeguarding Vulnerable Group (SVG) Act 2006 lays the legislative foundation for a new vetting and barring scheme due to be implemented in phases from Autumn 2008. The Independent Safeguarding Authority (ISA), working in partnership with the Criminal Records Bureau (CRB), has been created to help to improve vetting processes and prevent at the earliest opportunity those who are deemed unsuitable people from working with children and vulnerable adults. The ISA will assess every person who wants to work or volunteer to work with vulnerable people. All employees working with children and vulnerable adults will need to register with the ISA, and only applicants who are judged not to pose a risk to vulnerable people can be ISA-registered. The Safeguarding Vulnerable Groups Act does not make a distinction between paid and unpaid work and therefore volunteers should also be subject to Enhanced Criminal Records Bureau checks.

An employer who allows an individual – paid employees and volunteers - who isn't ISA-registered or who is barred, could be fined or face a prison sentence.

Any posts which are subject to an enhanced disclosure that has not yet been received should not have unsupervised access to children or vulnerable adults. Where possible the start date for individuals to commence their employment with the school should be set to accommodate the return and clearance of the CRB check. When it is not possible to delay the appointment, or there is a delay in the return of the CRB check it is the responsibility of the headteacher to put in place appropriate supervision arrangements and/or adjustment to the individual's duties until a satisfactory CRB check is received. Appropriate supervision for individuals who start work prior to the result of a CRB Disclosure being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate.

For all staff without completed CRB Disclosure it should be made clear that they are subject to this additional supervision. The employment is subject to the receipt of a satisfactory CRB check.

Criminal Records Bureau and volunteers

The Safeguarding Vulnerable Groups Act does not make a distinction between paid and unpaid work therefore the governing body also need to ensure that all volunteers working at the school have satisfied the appropriate checks before they start working at the school. Some will require a CRB Disclosure because of the frequency of their volunteering activity and the contact they have with children, others will not. Where the volunteering is regular (three or more times in a 30 day period, or overnight) an enhanced disclosure should be obtained. Under no circumstances must a volunteer who has not obtained a CRB Disclosure, because perhaps he or she does not require a Disclosure due to infrequent contact with children, be left unsupervised with

children. Appendix 14 provides examples which may help in making decisions on whether volunteers should be asked to obtain a CRB Disclosure.

General Teaching Council for Wales

Under section 134 of the Education Act 2002 and Regulation 7 of the Education (Specified Work and Registration) (Wales) Regulations 2004, every qualified teacher, who carries out the 'specified work' of a teacher in a maintained school must be registered with the General Teaching Council for Wales.

The legal responsibility for ensuring that only registered teachers are employed in such posts lies with the employer (i.e. the LA).

Those who need to be registered include:

- Full-time, part-time and supply teachers with Qualified Teacher Status (QTS);
- Peripatetic teachers;
- Advisory teachers who are qualified teachers and who spend a proportion of their time in a teaching capacity, involving direct unsupervised pupil contact.
- Home tutors – employed by an LA to teach children unable to attend school on a regular basis.

Since May 2006, the requirement for an applicant for GTCW registration to undergo an enhanced disclosure by the Criminal Records Bureau has been an integral part of the application process. Any teacher who is not deemed suitable for registration will not be registered and, therefore cannot be employed in a post requiring a qualified teacher to undertake 'specified work' in the maintained sector.

The requirement for an individual teacher applicant to satisfy the Council's suitability for registration does not take away the responsibilities of the employer and the LA will also carry out an Enhanced Disclosure check.

Qualified Teacher Status

In order to work lawfully in a maintained school or non-maintained special school, a teacher should have Qualified Teacher Status. QTS is an accreditation, made to teachers who have demonstrated that they have met the required professional standards to be able to teach in maintained schools, non-maintained special schools or pupil referral units. Without QTS a teacher cannot register with the GTCW, and, therefore, cannot be employed as a qualified teacher. The GTCW is the awarding body for QTS.

Trainee teachers undertake a training course that has been accredited by the Training and Development Agency for School (TDA). The GTCW awards the QTS when it is informed by an accredited teacher training provider, that a trainee has met all the standards for QTS. The GTCW will then process the result and issue the teacher with a QTS certificate confirming that the teacher holds QTS. A teacher cannot commence their induction period until they have been awarded QTS.

Production of vacancy details

Job description

All jobs must have a job description, teaching and non-teaching, and should clearly state the main duties and responsibilities of the post; and the individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

The job description can be used for a variety of purposes:-

Recruitment

Job evaluation

Clarification of roles and responsibilities

Developing and reviewing performance

Where there is an existing job description or generic job description available, it should be reviewed to ensure that it is accurate and up to date according to the needs of the school. If it is a new non-teaching position, and no generic job description available, it may be necessary for the job to be evaluated. HR will

arrange for the job description to be evaluated in accordance with the LA's job evaluation process. Copies of generic job descriptions for support staff are in the *Unlocking Potential – Generic job descriptions for Primary, Secondary and Special Schools* folder or on the Information Centre.

Job descriptions should be clear, concise and free from any discriminatory language, and should contain:-

Job title

Purpose of the job

Principal accountabilities

Vision/Context

Knowledge and experience required. See Appendix 2 for an example of a job description.

Person specification

The person specification is designed to identify the key skills, knowledge, experience, competencies and attributes required for successful performance in the role, and derives from the job description. It is critical in the recruitment process as it outlines the criteria by which candidates will be shortlisted and selected. A person specification describes the 'essential' and 'desirable' criteria a person needs in order to perform the post and the criteria must be post-related, justifiable, non-discriminatory and be able to be tested.

See Appendix 3 for an example of a person specification.

The job description and person specification form part of the information pack sent out to all potential applicants and should therefore be forwarded to Education Personnel with the advert request form.

For headteacher and deputy headteacher vacancies, schools are encouraged to prepare further information for the information pack, for example, school prospectus, school inspection report.

Advertising

Generally, all vacancies should be advertised, whether internally or externally. Advertising externally will broaden the scope of applicants for the post in order to recruit the best possible candidates. HR will place the adverts on behalf of the governing body on receipt of the 'Schools advert request' form (appendix 4).

See Appendix 5 and 6 for examples of adverts and the type of Information to be included in the advertisement.

Placing the advertisement

All job adverts will be placed on Denbighshire County Council's website, www.denbighshire.gov.uk; circulated by e-mail to all schools and placed in local/national papers as per the governing body's instructions. All headteacher vacancies **must** be advertised in a printed publication throughout England and Wales, for example, The Times Educational Supplement.

Secondary school vacancies are also placed automatically on Eteach which is a website used by teachers to search for teaching vacancies throughout England and Wales. Primary schools can opt to pay a single payment for each advert placed on the Eteach website as required.

See Appendix 7 for the weekly deadlines for the placing of advertisements in local papers.

In accordance with the Council's Welsh Language Policy, all advertisements, job descriptions and person specifications need to be bilingual. The exception to this is Welsh medium magazines or English publications.

All adverts must contain Denbighshire County Council's Equal Opportunities Statement. All adverts must also state that the successful candidate will be subject to checks by the Criminal Records Bureau – this makes clear the school's commitment to safeguarding and promoting the welfare of children.

Application forms

All applicants must complete a standard application form to obtain a common set of core data from all applicants. It is not good practice to accept curriculum vitae drawn up by applicants in place of an application form because these will only contain the information the applicant wishes to present and may omit relevant details. For example, the standard application form no longer asks for information regarding age and date of birth. Accepting CV's detailing an applicant's date of birth could potentially lead to claims of age discrimination.

The application form also includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded 'spent', **must** be declared.

HR will send out primary school application forms to candidates. HR are also able to send out secondary school application forms to candidates as requested by the school.

Return of completed application forms

The Authority has a statutory duty to record, monitor and report on Equal opportunities data. For the purpose of complying with monitoring of equal opportunities all application forms for primary and special school vacancies will be returned to HR in County Hall, Ruthin. HR will remove all monitoring forms from the application forms and record the information appropriately. After the closing date, all application forms received will be sent to the school in the post or can be collected from County Hall. Application forms will not be accepted after the closing date. HR can advise Secondary schools on the process of complying with monitoring of equal opportunities.

Shortlisting

The person specification must be used as the basis for shortlisting, as this will accurately and objectively assess the candidate's potential suitability for the post. All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. Shortlisting should be carried out as soon as possible after the closing date for the receipt of applications. The process should normally be undertaken by those involved in the interview process

but, if this is not possible, it should always involve at least two people who will also be involved in the interview.

See Appendix 8 for an example of a shortlisting form.

Any candidates who are able to demonstrate that they meet all the essential criteria for the post, on the basis of their application form, may be shortlisted. However, for some vacancies there may be a large number of applicants that demonstrate to some extent that they meet the person specification. Some applicants will provide comprehensive evidence to demonstrate that they meet the criteria, whilst others may provide nominal evidence which may still be regarded as sufficient.

For this reason, the shortlisting process enables you to differentiate between applicants who provide comprehensive evidence and applicants who provide nominal evidence. One scoring mechanism may be:

- ☐ Meets the requirements
- ☐ Partially meets the requirements
- ☐ Does not meet the requirements

By using such a method, it is possible to identify the applicants who have consistently provided comprehensive evidence as they will be the highest scoring applicants. A more analytical method of assessment whereby points are awarded for each criterion on the person specification can also be used. This can be a useful method, however, the criteria on which the decision on scoring will be made must be formulated in advance and applied consistently to all candidates.

There is still a requirement however, for certain criteria to be fully met before the shortlisting process for an applicant can proceed. For example, a requirement for qualified teacher status. In this case, unless the criteria is fully met, then the shortlisting process for that applicant should cease.

Should there be a large number of applicants who partially meet or fully meet the essential criteria, the decision may be that it would be impractical to interview all the applicants. In these instances, it is reasonable to select the highest scoring applicants (e.g. the top 4-6 applicants) for the shortlist.

Denbighshire County Council guarantees to interview people with disabilities who meet the essential criteria for the post. Applicants with disabilities do not have to provide any information unless they want to and any information regarding disability will only be used to ensure that applications are given full consideration under the Guaranteed Interview Scheme. If applicants with disabilities wish to be considered as part of this scheme they need to tick the box on the Equal Opportunities in employment monitoring form. HR will place a 'Guaranteed Interview Scheme' sticker on the application form to highlight this.

Having identified the shortlisted candidates they should be notified of the time/place of interview,

- Immediately by telephone
- By post (see appendix 9 for example of interview letter)

If a candidate will be expected to make a formal presentation or teach a lesson as part of the interview process it is appropriate to give a minimum of 5 days notice of the date of the interview.

The letter inviting candidates for interview should state clearly:

- the date and time of the interview,
- directions on how to find the venue for the interview,
- details on whether or not candidates will be required to give a presentation/prepare any work for the interview.
- The requirement to bring with them to the interview documents to check their identity.
- The requirement to bring with them to the interview all original academic qualification certificates that are considered essential to the post.
- The Disability Discrimination Act also requires that all applicants invited for interview should be asked whether or not they require any special facilities and all reasonable steps must be taken to provide them.

All candidates not selected for interview should be notified by letter as soon as possible. See Appendix 10 for example of letter.

Pre-interview visit

All candidates should be given the opportunity to visit the school prior to the interview and meet staff, pupils and governors if applicable.

References

The purpose of seeking references is to obtain objective, verifiable and factual information to support appointment decisions, not subjective opinion. They should always be sought and obtained directly from the referee. Schools should not rely on references provided by the candidate, or on open references i.e. "To whom It May Concern".

It is important to organise the selection process to allow references to be obtained on shortlisted candidates before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. At least two references should be obtained, one of which should be from the candidate's present or most recent employer, to confirm information about a candidate's employment history, qualifications and experience.

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at this stage, but that should be the aim in all cases. If references have not been received prior to the interview taking place then the offer of employment will be subject to satisfactory references being received. It is the responsibility of the school to obtain and retain these references.

See appendix 12 for an example of a reference request letter. A copy of the job description and person specification for the post for which the person is applying should be included with all requests.

On receipt references should be checked to ensure that all specific questions have been answered satisfactorily. The information given should also be compared with the application form to ensure that the information provided about the candidate and his or her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

Preparing for the interview

Before the interview begins the governing body should ensure that the appropriate number of governors are involved. The shortlisting panel should form part of the interview panel.

Recommendations are:

Appointment

Panel

Headteacher

Panel must consist of between 3 and 7 members of the governing body – the full governing body cannot constitute an appointment panel. (Staffing of Maintained Schools (Wales) Regs 2006)

Deputy/Assistant Headteacher

Panel should consist of between 3 and 7 members of the governing body – the full governing body cannot constitute an appointment panel. (Staffing of Maintained Schools (Wales) Regs 2006)

Teacher

Headteacher and/or one or more governors

Support staff

Headteacher and/or one or more governors

The interview panel should, where possible, consist of both male and female members and should be appropriately structured in order to ensure consistency and fairness. The panel should:

- Identify Chairperson
- Agree interview format
- Agree questions – agree order of questions in advance; who will ask which question – the job description and person specification should be used to structure the questions.
- Ensure consistency in questioning of candidate – all applicants should be asked the same questions.
- Agree how responses to questions will be noted, for example, scoring process.
- Agree timings.
- Agree location of interview and layout of room – comfortable chair, glass of water etc. available to candidate
- Decide who will bring the candidate into the interview room
- How will the decision be reached? By discussion, vote, elimination

At the interview

The interview is about assessing as objectively as possible the candidates' ability to do the job and all applicants should be interviewed in the same way, using the same objective criteria. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

The main interview method used is the formal interview. Within the formal interview other selection methods may be used e.g. tests and presentations. It also provides the applicant with information about the job and the school. Done well, an interview is an effective way of assessing a candidate. Done badly, the interview will not provide the interviewing panel with adequate information which, in turn, results in poor selection decisions.

During the interview, each panel member should make 'notes' on each applicant. These notes will be used to determine the scoring against each question and used as evidence in support of the selection decision.

At the interview itself it is normal for the chairperson at first to welcome the candidate and introduce the panel members, then briefly explain the format of the interview. The chair will then explain the details of the position e.g. part-time/full-time, temporary/permanent, subject etc. and give background information on the school. The candidate would be informed that there will be an opportunity at the end for them to ask questions.

The Panel should ensure that all candidates are asked the same questions and that all candidates are interviewed for approximately the same length of time. Supplementary questions can be asked to illicit a clearer answer from the candidate.

The panel must avoid questions which are not job-related, and must not enquire about an applicant's marital status, children or other personal circumstances.

Examples of what to ask:

"Why have you applied for this position?"

"How can you demonstrate that you have the relevant experience to meet the criteria?"

Examples of what not to ask:

"Are you planning to have children in the next few years?"

After the interview the panel should discuss each candidate and refer to notes taken and scores given. All selection decisions must be on merit, and based on a fair and objective assessment against the skills, attributes, knowledge and experience required for the job.

One member of the Panel should take responsibility of ensuring that all applicants are informed of the outcome of the interview as soon as possible. The most popular method used is by telephoning the applicants. A debriefing should be offered to the unsuccessful candidates at a pre-arranged time/date and feedback should be undertaken in a sensitive manner. A letter should also be sent to the unsuccessful candidates.

Notifying HR

HR should be informed as soon as possible of the details of the successful candidate in order to process the letter of employment and statement of terms and conditions, and ensure that relevant checks are carried out on the individual.

All schools should complete the 'Vacancy Monitoring Form' (see appendix 13), attach a copy of the successful candidate's application form and forward to HR. The information on the Monitoring Form is also used for the completion of the equal opportunities monitoring statistics.

Retention of recruitment and selection process documents

Accurate record keeping and storage of recruitment and selection records are an essential part of non-discriminatory recruitment, for example, if a candidate feels that they have been discriminated against in any part of the selection process then they may make a claim to an Employment Tribunal within six months of the interview. Governors on the Panel will therefore be the respondent to such a claim and it is important that all notes are kept.

The following time periods for storage of these documents should be observed:-

- Application forms of non-shortlisted candidates – 6 months
- Application forms of shortlisted candidates – 1 year
- Shortlisting record forms (of all panel members) – 1 year
- Interview assessment forms (of all panel members) – 1 year

Storage must be in a secure place at the school where confidentiality can be assured. All documents which are not to be stored (e.g. photocopies of application forms) should be shredded. Stored documents must also be shredded after the required storage time.

Probationary period procedure (support staff)

The purpose of the Probationary Period is to ensure that the performance of a new employee is maintained on a regular basis, to resolve problems at an early stage,

and to ensure that any employee who cannot meet the requirements of the job is dealt with fairly, equitably, objectively and promptly.

During the Probationary Period, the employee, having accepted the offer of the job conditional on the satisfactory completion of that period, will be expected to try to establish his or her suitability for the job.

The relevant Line Manager will ensure the following:

- that during induction, the new employee is given the job description setting out the duties and responsibilities of his/her post.
- that the new employee understands his/her duties and responsibilities as set out in the job description, plus any competencies associated with that particular job role.
- that encouragement, assistance and reasonable training are provided to enable the employee to meet the requirements of the job.
- that the employee's performance and suitability for continued employment is assessed fairly, equitably, objectively and promptly at the stipulated intervals.

There can be no advantage in making an appointment subject to the satisfactory completion of a probationary period and then failing to monitor the employee's work or progress during that period.

Probationary employees will be assessed by their manager at 3 months and 5 months service, in accordance with the Schools's Probationary Period Procedure.

Appendix 1 – Record Keeping

What information should be held?

Identity

For identity the information to be held is name, address and date of birth. This should be verified by use of documents such as a passport and/or birth certificate for proof of identity. Individuals should provide details of any other names that they may have been known by, i.e. maiden names, names changed by deed poll and 'known as' names.

Qualifications

The information should record evidence of only those qualifications which are a regulatory requirement for the post concerned. For example to teach in a maintained school one must have Qualified Teacher Status. The headteacher should know which posts have such requirements.

Overseas staff

In addition for those from overseas for whom the school needs a record their permission to work in the UK should be verified where the school does not already have a record of this.

List 99

All those for whom the school should have a record should also require a List 99 check. This includes volunteers who have regular contact with children.

CRB Checks

All school staff require an Enhanced CRB Disclosure.

Suggested pro forma for recording what checks have been completed.

Identity				Qualifications		List 99	CRB	Right to Work in UK	Overseas Criminal Records Checks
Name	Address	Date of Birth	Evidenced and date	Qualifications required: yes/no	Qualifications evidenced & date	Check evidenced & date	Check evidence & date	Check evidence & date	Checks required yes/no

DENBIGHSGHIRE COUNTY COUNCIL

JOB DESCRIPTION

JOB TITLE: Learning Support Assistant
GRADE: Scale 1
DEPARTMENT: Lifelong Learning
LOCATION: Schools (Primary and Secondary)
REPORTING TO: Headteacher

1. PURPOSE OF JOB

The role of the **Learning Support Assistant** is mainly linked to special education, normally on a one to one basis (i.e. Supporting a child with a 'statement') or employed to support a group of children in a 'special' school.

2. PRINCIPAL ACCOUNTABILITIES

Working with a specific child with particular or Special Needs. (e.g. Assisting a physically handicapped child move around the school or locality).

Assisting a child with special needs to develop particular skills (e.g. Catheterisation, a toilet programme, a specified personal hygiene problem - showering).

Assisting a child to achieve specific programmed objectives; (e.g. Manipulation following physiotherapy, operating a Braille machine).

Preparation of materials in support to the individual child's specific programmes.

With some children and in some settings the LSA may have to perform functional non-contact activities, i.e. Attending to children's laundry, cleanliness of equipment etc.

The key elements in the role of the LSA are that they work with individual children with specific needs, working to specifically programmed objectives. They would not be seen as additional elements in class-based support to large groups of children and their role should not be seen in any way related to that of a Nursery Nurse.

Although all LSA's will have different roles tailored to meet the needs of the child they are a support role.

3. VISION/CONTEXT

This is a key position within the school and the postholder is required to support a child 'with a statement' on a one to one basis or to a group of people in a Special School.

4. CONTACTS

Headteacher, Deputy Headteacher, Teachers
Governors
All support and ancillary staff/cleaning and catering staff
Pupils
Parents

5. KNOWLEDGE AND EXPERIENCE

No formal qualifications required. He/she must have the ability to relate well to children and adults and be able to work constructively as part of a team.

6. DIMENSIONS – as per each individual school

Pupils/Staffing	Budget
Number of pupils	Budget LMS
Teaching staff	School fund
Clericals	
NNEB's	Petty Cash
Canteen	School Meals
MDSa's	
Caretakers	

7. ORGANISATION

HEADTEACHER

TEACHER

LSA

SIGNED: **POSTHOLDER:** **DATED:**

HEAD TEACHER: **DATED:**

Appendix 3 - Person Specification

Essential attributes	Examples for a teacher
-----------------------------	-------------------------------

Qualifications	Qualified teacher educated to degree level
Experience and Associated Skills	<p>Experience in Key Stage 2</p> <p>Experience of teaching with SEN pupils</p> <p>Familiarity with IT and up to date knowledge of use of IT within the classroom</p>
Other experience	<p>Ability to play the piano</p> <p>Experience in Literacy</p> <p>Ability to motivate and manage children effectively</p>
Knowledge and skills	<p>An understanding of the importance of classroom organisation and its significance in promoting good classroom practice.</p> <p>An understanding of equal opportunities, the national curriculum, assessment and record keeping and the role parents play.</p>
Personal qualities	<p>Motivation to work with children and young people</p> <p>Ability to work as part of a team</p> <p>A high degree of self-motivation</p> <p>Clear communicator.</p>

Appendix 4 – Advert Request Form

SCHOOLS ADVERT REQUEST FORM									
School									
Post Title									
Salary grade					Value of TLR, if applicable				
Start date of post									
Contract type	Fixed Term		Maternity Cover		Permanent		if Fixed tem please state the reason:		
Number of hours	Total hours								
				MON	TUE	WED	THU	FRI	
			AM						
			PM						
			Please confirm the hours worked per day						
Welsh essential?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Desirable								
Budget Code - please contact LMS if you are unsure on 01824 712625					Requested by:				

Where is the advert to be placed?

INTERNAL ONLY- Only current employees of DCC may apply. Advert will only appear on the Job Vacancies Database and will be circulated to schools		
EXTERNAL – Advert will appear on the DCC Website, Job Vacancy Database and Job Centre. For Secondary School Vacancies ONLY adverts will appear on eteach.com		
if the vacancy is external, please confirm if it is to go into an external publication:	YES <input type="checkbox"/> Please specify the publication:	NO <input type="checkbox"/>
Support Staff Vacancies	Unless you notify LLL HR to the contrary, the Generic Job Descriptions will be used for the vacancy documentation	
Teacher Vacancies	Please attached Job Description and Person Specification for the vacancy 38 Job Description attached <input type="checkbox"/> Person Specification attached <input type="checkbox"/>	

Appendix 5 - Example of a Teaching advert

NEW SCHOOL
Ruthin, Denbighshire LL15 1YN
Tel: 01824 300200
e.mail: new.school@denbighshire.gov.uk
Headteacher: Mr Jones B.Ed

Required from 1 January 2008

TEACHER

Main Pay scale

The Governing Body at New School are looking to appoint a highly motivated and enthusiastic teacher to be responsible for a class of year 4 children. An interest/expertise in Geography would be an advantage.

Candidates wishing to visit the school regarding these appointments are welcome to contact the Headteacher.

The successful candidate for this post will be subject to checks by the Criminal Records Bureau.

Application forms are available from Education Personnel, Directorate of Lifelong Learning, County Hall, Wynnstay Road, Ruthin. LL15 1YN. Tel: 01824 706231.

Completed forms to be returned to the Education Personnel Section at the above address.

Closing date: 12 noon, Friday 21st September 2007

Denbighshire County Council is committed to equal opportunities.

Appendix 6 - Example of a non-teaching advert

NEW SCHOOL
Ruthin, Denbighshire, LL15 1YN
Tel: 01824 300200
Email: new.school@denbighshire.gov.uk
Headteacher: Mr Jones B.ed

Required as soon as possible
Fixed term contract until 31 August 2008

LEARNING SUPPORT ASSISTANT

10 hours per week (5 afternoons a week)
Salary: Scale 1 £9,245 - £11,443 pro rata, per annum

We are looking to appoint a Learning Support Assistant to work on a one to one basis with specific children with particular or Special Needs, working towards specifically programmed objectives.

The successful candidate for this post will be subject to checks by the Criminal Records Bureau.

Application forms are available from Education Personnel, Directorate of Lifelong Learning, County Hall, Wynnstay Road, Ruthin. LL15 1YN. Tel: 01824 706231.

Completed forms to be returned to Education Personnel at the above address.

Closing date: 12 noon, Friday 21st September 2007

Denbighshire County Council is committed to Equal opportunities.

Appendix 7 – Deadlines for placing adverts

<u>Publication</u>	<u>Published</u>	<u>Education Personnel to receive advert by:</u>
Daily Post	Thursday	Monday 12pm
Daily Post	Monday	Wednesday 5pm
Free Press	Thursday	Monday 3pm
Journal	Wednesday	Friday 3pm
TES	Friday	Friday 4pm

Appendix 8 – Shortlisting Form

SHORTLISTING FORM

Post:.....

Name of Panel Member:.....

Date:.....

Name of Applicant (and number of form if numbered)	Numbered Items from Person Specification (see below)										Meets Minimum Requirements YES/NO	
	1	2	3	4	5	6	7	8	9	10	Individual Member's View	Final Panel Decision

Items from Person Specification to be assessed from Application Form

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

N.B. It is not expected there will always be 10 items.

Appendix 9 - Example of Invitation to Interview Letter

Mrs Jones
New House
Ruthin
Denbighshire
LL15 1YN

Dear Mrs Jones

Thank you for completing an application for the post of **Teacher** at New School, Ruthin. I am pleased to inform you that you have been shortlisted to attend for interview.

Your interview will take place at **3.00pm on Friday 12th October 2007 at New School, Ruthin.**

If you have any additional requirements to assist you in attending the interview, i.e. wheelchair access/car parking, hearing loop, BSL interpreter, language interpreter, or other, please advise me as soon as possible by contacting me at the school on 01824 300200, or at the address above so that arrangements can be made.

Please bring with you to the interview your original academic qualification certificates, especially those that are considered an essential requirement of the post, as well as documents that will verify your identity.

Yours sincerely

Headteacher
New School

Appendix 10 – Example of ‘Not shortlisted for interview’ letter

Mrs Jones
New House
Ruthin
Denbighshire
LL15 1YN

Dear Mrs Jones

Learning Support Assistant

Thank you for completing an application for the above post at New School.

I regret that after careful consideration you have not been selected for interview on this occasion as there were other applicants whose experience and/or qualifications more closely matched our requirements.

However, I would like to take this opportunity to thank you for the interest you have shown and to wish you every success in finding a suitable post in the near future.

Yours sincerely

Headteacher
New School

Appendix 11 - Example of Unsuccessful at Interview Letter

Mrs Jones
New House
Ruthin
Denbighshire
LL15 1YN

Dear Mrs Jones

Further to your recent interview for the position of **Teacher** at **New School, Ruthin**, I regret that after careful consideration you have been unsuccessful on this occasion as there was another candidate whose qualifications and experience more closely matched our requirements.

I would like to take this opportunity to thank you for attending for interview, and to wish you well with your search for future employment.

Yours sincerely

Headteacher
New School

Appendix 12 – Example of reference request letter

The Headteacher
Old School
Ruthin
Denbighshire
LL11 1NN

Dear Sir/Madam

Reference Request for(Applicant's name)

The above applicant has applied for the post of Teacher and has given your name as a referee.

I would be grateful if you could answer the following questions and return the completed form to me in the reply paid envelope provided.

Employed by you from: to:

Position Held:

Salary whilst employed by you:

Disciplinary sanctions intended or outstanding:
(Please give details below)

Number of occasions of sickness absence in the past 12 months:

Would you re-employ this person within your organisation?

☐

Yes, without hesitation

☐

Yes, if applicant could demonstrate improvement in:

.....

No

Could you please rate the following in relation to the candidate:
(please tick as appropriate)

	Excellent	Good	Fair	Poor
Work Performance				
Time Keeping				
Relationships with other colleagues				
Communication Skills (verbal)				
Communication Skills (written)				

If 'fair' or 'poor' has been ticked for the above, please comment further:

Signed:

Position:

Name:

Date:

Yours faithfully

Headteacher
New School

APPOINTMENT MONITORING FORM

Date received:

School:	
Post reference No.	
Post Title:	
Advert Closing Date:	

	Short listed Applicants	Applicant Reference
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Successful Applicant	
-----------------------------	--

	√	Start Date	End Date
Permanent			
Fixed term			
Maternity Cover			

Appointment Authorisation

Job Title / Role	Name	Signature
Headteacher		
Representative of Governing Body		

Please note appointments cannot be completed without the correct authorisation

Appendix 14 – Examples of volunteers and the CRB

Example 1

Mrs Smith offers to accompany a class on a 3 hour school trip. Several adults including a teacher and teaching assistant will be present at all times. Mrs Smith has lived in the area for several years and she, her husband and children are well known to the school; there has never been anything that suggests that Mrs Smith might present a risk to children.

The head teacher decides that Mrs Smith will not have unsupervised access to children and what the school knows of Mrs Smith is positive. Head teacher decides that no CRB Disclosure is necessary.

Example 2

The mother of a child, Mrs Jones, offers to take small groups of children to a screened off area of the classroom to do basic cooking one afternoon a week for 8 weeks. Mrs Jones and the children can only be seen from a far corner of the classroom. The sessions last for 20 minutes. The teachers know Mrs Jones from parents' evenings and as a helper on the PTA cake stall once a month; there is no evidence that she is unsuitable to work with children.

As Mrs Jones will effectively be unsupervised; her normal duties will include 'caring for, training, supervising, or being in sole charge of children'; the headteacher asks her to apply for an enhanced CRB Disclosure.

Example 3

A parent, Mr Davies, offers to help on a weekend geography field trip where teachers, volunteers and children stay overnight in a youth hostel. Mr Davies has helped with school trips and reads once a fortnight in class with two children who need extra help. He has not had a criminal background check, although in the past he had a List 99 check.

The head teacher decides that Mr Davies could have a high level of unsupervised access to children in the course of the overnight trip and his normal duties on the trip

will include 'caring for, training, supervising, or being in sole charge of children,' and asks him to apply for an enhanced CRB check.