



Recruitment Policy

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- Clarified responsibilities between school and HR in notifying of complete pre-employment checks.

Contents Page

Preface

- The Policy.....3**
- 1. Introduction3
- 2. Purpose and scope.....3
- 3. Responsibilities of Management & Panel Members4
- 4. Demographic monitoring.....4
- The Procedure5**
- 6 Approval for Recruitment.....5
- 8 Selection panel.....6
- 9 Job description6
- 10. Person specification7
- 11. Advertisement7
- 12. Application form8
- 13. Shortlisting8
- 14 Preparing for the Interview..... 10
- 15 Inviting Candidates to Interview 10
- 16. Pre-Interview Reference11
- 17 Pre-Interview Prohibition Check & Safeguarding Declaration 12
- 18. Interview 12
- 19 Interview Feedback 14
- 20 Pre-employment Checks 14
- 21. On-Boarding 15
- 22. DBS and Overseas Criminal Checks 16
- 23 Salary, Continuous Service and Sickness Absence Check 17
- 30. Induction 18
- 31. Other policies and procedures 19
- 32 Appendices..... 19**
- Appendix 1 – DBS Requirements Flowchart..... 19
- Appendix 2 – Authority to Recruit Form20
- Appendix 3 – Approval to Appoint21
- Appendix 4 – Job Description Template (example)22
- Appendix 5 – Expression of Interest Form24

Appendix 6 – Invite to interview template	25
Appendix 7 – School Recruitment Checklist	27
Appendix 8a – Safeguarding Declaration (Secondary).....	29
Appendix 8b – Safeguarding Declaration (Primary).....	32
Appendix 9 – Reference Forms	35
Appendix 10 – Shortlisting Matrix example.....	36
Appendix 11 – Online Candidate Search Pro-Forma	37
Appendix 12 – TLT Detailed Health Questionnaire	39

Preface – note on interpretation of TLT policies

All policies currently in use within Together Learning Trust Multi Academy Trust (TLT MAT) are designed and intended for use at individual constituent school (and governing body) level in accordance with the relevant scheme of delegations.

*This means that for employees whose role involves working directly for TLT MAT, or employees based at a **supported** academy, references in the policies to headteacher or head of school should be interpreted throughout as relating to the Chief Executive Officer (CEO) of TLT MAT and references to the governing body (or chair of governors) should similarly be interpreted, respectively, as relating to the TLT MAT board (or chair of trustees) **unless** a scheme of delegations is in place which clearly states otherwise.*

The Policy

1. Introduction

- 1.1 The policy and procedure are based on the premise that the governors will ensure that fair, consistent and objective processes exist for matters relating to recruitment and selection of staff and volunteers.
- 1.2 Regardless of the size or nature of an organisation, appropriate processes to ensure absolute propriety in all elements of staff recruitment require not only to be individually robust but also to be applied in a consistent manner throughout. Accordingly, this policy is designed to develop and maintain an underlying culture of safeguarding awareness by observing best practice in relation to risk assessment and strategic management throughout.
- 1.3 The policy is designed to ensure that the best possible staff are recruited on the basis of their individual merits, abilities and suitability for the available advertised position, and to ensure that all individuals are given equal opportunity to apply for positions with the academy with all applications being considered equitably and consistently.
- 1.4 Such practice will ensure that the academy thus embraces fully the principles of the Equality Act 2010 whilst also acting in accordance with relevant sections of data protection legislation, principally the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR), by clarifying its justification to obtain and retain (or process) certain categories of identifiable data.

2. Purpose and scope

- 2.1 This document underlies the principles enshrined in 'Inspecting safeguarding in early years, education and skills settings' (guidance for inspectors undertaking inspection under the common inspection framework – last updated September 2019) and in 'Working together to safeguard children' (statutory guidance on inter-agency working to safeguard and promote the welfare of children – last updated July 2018) as well as the documents entitled 'School Staffing (England) (Amendment) Regulations 2012' and 'Keeping Children Safe in Education 2022'.
- 2.2 The purpose is to ensure that a fair and consistent procedure is applied to all employees, having regard to the nature of their employment.
- 2.3 The purpose is also to ensure that safer recruitment procedures are followed in line with best practice to identify people who may be unsuitable to work with children, and additionally to ensure that those who come into regular contact with pupils are assessed as to their suitability (this will include individuals such as volunteers and supply staff: in certain circumstances it may also extend to contractors and their employees).

- 2.4 It is important that all staff have appropriate training, induction and appraisal so that they understand their roles and responsibilities and are confident about carrying them out.
- 2.5 These procedures apply to all employees (and potential employees) of the academy. Nothing in these procedures is intended to contravene the statutory rights, duties and obligations of those individuals.

3. Responsibilities of Management & Panel Members

- 3.1 You are responsible for ensuring that:
- The procedure as outlined within this policy is followed to ensure safer recruitment practices are always upheld.
 - The academy's ethos and values are promoted by creating a welcoming and respectful environment for all candidates.
 - Equal opportunities are provided for all employees.
 - All vacant roles (permanent or temporary) are approved by the headteacher and Central HR before recruitment activity or appointments take place.
 - All jobs whether temporary or permanent are advertised internally **for at least 2 weeks** prior to an appointment being confirmed.
 - The shortlisting and interview process is conducted fairly and without discrimination.
 - Appointments are only made after a formal interview by an interview panel.
 - Reasonable adjustments requested by an applicant are implemented wherever possible and that advice from Central HR is sought.
 - New appointees are kept in touch with and preparations for their induction are made ahead of their start date.
 - All pre-employment checks are complete and satisfactory prior to the employee's start date.

4. Demographic monitoring

- 4.1 The Together Learning Trust is dedicated to ensuring all its applicants and employees have equal opportunities, dignity in the workplace and are not discriminated against. Demographic monitoring information must not be shared with or managed by individuals making shortlisting or hiring decisions. Demographic monitoring is to ensure positive equal opportunity practices in our schools and help us improve upon them.
- 4.2 The Equality Act 2010 makes it unlawful for employers to discriminate against job applicants (and existing workers) because of a 'protected characteristic'.
- 4.3 The protected characteristics under this act are (in alphabetical order): age; disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (or nationality), religion or belief, sex and sexual orientation. (It is similarly illegal, albeit under different legislation, to discriminate on the basis of membership (or non-membership) of a trade union.)

5 Pre-Employment Checks

- 5.1 The Trust complies with the DBS code of practice and only roles which are deemed to undertake regulated activity relevant to children will require an enhanced DBS check.
- 5.2 Employees undertaking specific posts will be required to make DBS disclosures on an annual basis following their appointment.
- 5.3 DBS Disclosures, or otherwise will not necessarily preclude an applicant from being employed by the Trust, however a risk assessment will be undertaken under the guidance of central HR to determine if they can be employed in the role that they have been shortlisted for.

The Procedure

6 Approval for Recruitment

- 6.1 Before recruitment can take place for any new or replacement post, approval from the headteacher must be obtained and an Approval to Recruit (ATR) form completed (appendix 2). ~~This will be reviewed by the Central HR Team for final sign-off.~~ No advertisements or interviews can take place until approval has been granted.

7. Record Keeping

- 7.1 The academy must always be able to justify the decision to recruit a particular individual in preference to other applicants. It is therefore necessary to document the process as much as possible, and at interview sufficient time should be allocated between each candidate for panel members to record appropriate information to evidence the eventual recruitment decision reached.
- 7.2 Such notes must be retained, along with assessment grids or matrices and application forms from all candidates interviewed and held for 6 months and in accordance with data protection laws, in order that objective evidence is at hand in the event of a recruitment decision being challenged (at a later date) by an unsuccessful candidate.
- 7.3 For each recruitment vacancy an electronic file should be created which will contain:
- job description
 - person specification
 - advertisement
 - shortlisting matrix
 - interview assessment sheet
 - application forms received

- references obtained
- any other correspondence relating to the vacancy
- recruitment summary sheet.

7.4 Each vacancy should have its own set of records, which should be retained for a maximum of 6 months before being deleted in accordance with the academy's Data Protection policy.

7.5 Any documents relating to the successful applicant will routinely be transferred to the (new) employee's personnel file which should be created as soon as the appointment has been confirmed.

8 Selection panel

8.1 The panel should consist of at least 2 people; one member of the panel must be trained in Safer Recruitment and the following must be agreed prior to the selection process:

- Ensure the panel are aware of their involvement including the appointment of a panel lead and provide a schedule/timeline for interviews.
- The panel may need to arrange cover for their lessons, this should be carried out as per normal procedures.
- For appointments to leadership posts (Senior Leadership Team and above) there should be at least three panel members and governor representation would normally be anticipated for appointments to Assistant or Deputy Head.
- For appointments to the post of Headteacher, there should no less than three governors on the panel in addition to any external appointees or representatives.

9 Job description

9.1 The job description should detail the fundamental purpose and principal tasks of the role – all job descriptions must adhere to the Trust job description template. A copy of new or amended job descriptions must be sent to Central HR. Please email HRSupport@togetherlearningtrust.co.uk for an up-to-date template.

9.2 When creating a job description avoid the use of language that could be bias towards age, gender and disability you should avoid the use of any language which is culturally or gender specific. (As an example, to avoid accusations of age discrimination it is advisable not to use such phrases as 'young and dynamic', 'would suit someone who has just qualified', 'minimum of ten years' experience' or similar, as these may lead to age bias.)

9.3 The job description should specify:

- the main purpose of the job
- the main tasks of the job
- the scope of the job – expanding on the main tasks and purpose and clarifying (where appropriate) the number of people to be supervised and should also

(in relation to support staff roles only) clarify

- the grade of post.
- A statement of responsibility

9.4 The job description should be reviewed regularly to ensure that the duties as detailed continue to reflect, in an accurate manner, the practical nature of the role.

9.5 The job description should also be reviewed by HR to ensure fitness for purpose whenever a post becomes vacant.

10. Person specification

10.1 The person specification represents a framework of the qualifications, skills, experience, knowledge and other attributes (selection criteria) which a candidate must possess to perform the duties of the role in a satisfactory manner – see template Job Pack.

10.2 Any specified criteria relating to personal qualities or circumstances **must** be directly related to the requirements of the job. These criteria must be applied equally to all individuals and must not discriminate on grounds such as age, disability, race (or nationality), religion or belief, gender (including transgender), pregnancy (or maternity), sexual orientation, marital or civil partnership status, or whether the individual is or is not a member of a trade union. To act otherwise is potentially discriminatory.

10.3 The criteria must be categorised as either essential or desirable; essential being applicable to those criteria which the applicant must possess to perform the role adequately and desirable being applicable to those criteria which, although likely to enhance performance from the outset, could, even if not initially possessed, be developed over time with training.

10.4 Factors to consider when drawing up the person specification which will also be used to shortlist include:

- the skills, knowledge and aptitudes directly related to the job
- the type of experience necessary
- the competencies necessary (including, where appropriate, any requirement for fluency in spoken English)
- the required level of education and training (but only so far as is necessary for satisfactory job performance).

11. Advertisement

11.1 To promote equal opportunities, all vacancies will be advertised internally for 2 weeks. Your school HR contact will advertise your role across the Trust's schools detailing the application process and closing date of the advert. If you so wish, an external advert may run concurrently with the internal advert.

11.2 Advertisements must be non-discriminatory and should avoid use of any language which is culturally or gender specific. (As an example, to avoid accusations of age discrimination it is advisable not to use such phrases as 'young and dynamic', 'would suit someone who

has just qualified', 'minimum of ten years' experience' or similar, as these may lead to age bias.)

- 11.3 Where there is a reduction in the workforce or developmental reasons, posts will, where possible be recruited from existing staff. If it is not practical to wait for an existing employee to be trained in a skilled role, the vacancy may be advertised externally providing Central HR approves the business case for doing so.

12. Application form

- 12.1 The approved TLT Application Form will be used for all external vacancies for all roles.
- 12.2 Internal candidates for **any** post must complete an Expression of Interest form (see appendix 5) and submit it before the closing date as directed on the advert.
- 12.3 Incomplete applications should not be accepted. A decision should be made at the outset of the process as to whether any applications that are found to be incomplete are to be returned to the applicant for completion or, alternatively, discarded without further reference to the applicant.

13. Shortlisting

- 13.1 To ensure fairness, the process of shortlisting should involve an absolute minimum of two members of the recruitment panel. A shortlisting matrix must be used in conjunction with the application form to ensure a systematic and objective procedure is followed. Each panel member must record their scores on the matrix – **see appendix 10**. Be clear which criteria will be assessed at application, interview and/or reference stage so that each applicant is compared accurately at the shortlisting stage. Applicants who do not meet all the essential criteria should not be shortlisted.
- 13.2 The aim of the selection process is to measure the skills, abilities (or competencies) and experience of the shortlisted candidates against the requirements identified in the person specification. An interview should take place with all candidates who have been shortlisted.
- 13.3 In addition, as part of the shortlisting process candidates will be subject to an online search as part of the required due diligence which will be undertaken by HR (The interview panel must not undertake this check). This may help identify any incidents or issues that have happened and are publicly available online. Any safeguarding concerns raised regarding shortlisted candidates following an online search should be probed during the interview, if it is still deemed appropriate to interview the candidate. The candidate should be given an opportunity to explain any content found via their online profile which is deemed inappropriate. When carrying out checks, schools should be on the lookout for anything that may be a cause for concern, such as:
- Inappropriate behaviour, jokes, or language.
 - Discriminatory comments.
 - Inappropriate images.
 - Drug or alcohol misuse.

- Anything that suggests they may not be suitable to work with children.
- Anything that could harm the reputation of the school.

In line with the KCSIE 2022, areas that may be concerning and lead to further scrutiny are:

- The implication that adults and children are equal.
- Lack of recognition and/or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.

- 13.4 Academies must not use the information they find to unlawfully discriminate against candidates – **see appendix 11** for the online search pro-forma that must be completed prior to the interview.
- 13.5 If content is found to be of concern, central HR advice must be sought prior to any decision to interview is made. If content uncovered is deemed to be of a serious nature or high risk e.g., relating to their suitability to work with Children and/or impact on reputation of the school, their application may not be progressed to interview. All outcomes should be recorded on the pro-forma and kept for 6 months in the applicants file before being destroyed in line with data protection legislation and the Trust privacy notice.
- 13.6 Should job applications be received from more than one applicant with a view to the role being undertaken on a job share basis, equal consideration must be given to such proposals, although in these circumstances each applicant is required to be assessed for the role on the merits of their **individual** application.
- 13.7 If there is a poor field of applicants (internal or external), and only one applicant meets the essential criteria, that person may be appointed to the position. However, **this should only be after a face-to-face interview has been undertaken** to satisfy the recruitment panel as to the individual's suitability for the role in question.
- 13.8 Following shortlisting, details of all unsuccessful candidates should be collated, along with the shortlisting matrix to state the principal reason(s) for their exclusion from further consideration.
- 13.9 The Shortlisting Matrix and application forms for unsuccessful candidates should be retained for 6 months then destroyed.
- 13.10 Shortlisted candidates should be invited to interview providing sufficient notice and information.

14 **Preparing for the Interview**

- 14.1 The academy will consider (where relevant) the observation of trial lessons as part of an extended interview process (in line with the School Staffing (England) (Amendment) Regulations 2012).
- 14.2 The academy will ensure that tests for job applicants are not unlawfully discriminatory. For example, a written English test would discriminate against those whose first language may not be English – although this could be justified if an acceptable level of proficiency with written English was necessary for the job.
- 14.3 Examples of suitable tasks to be undertaken as part of an assessment might include the following: in-tray exercises; presentations; observed group discussion or lessons; group problem-solving activities; small panel interviews; or practical skills demonstration.
- 14.4 Safeguarding guidance recommends that competency-based questions should be used which ask the candidate to 'relate how (he or she) dealt with an actual situation' or questions that 'test a candidate's attitudes and understanding of issues'. Questions asked at interview should be designed to obtain relevant information about the applicant's experience and skills. Central HR will agree the interview questions with the interview panel prior to the interviews taking place.
- 14.5 The interview also represents an opportunity to check facts, test achievement and assess aptitude and potential this could be by designing a range of tasks, to aid the decision-making process. Other selection methods can help you make good recruitment decisions, rather than relying solely on the interview. You can use exercises such as presentations, testing, meeting students/governors, delivering a lesson, preparing a lesson plan etc. These must have a clear purpose with regard to the skills and competencies you are looking for and you must decide how you can score candidates fairly in advance
- 14.6 Prior to the interview, in line with Safer Recruitment checks the panel must:
- Review the applicant's employment history provided on their Application Form
 - Identify any concerns or missing information in relation to the reason given for leaving previous employment
 - Check dates of previous employment thoroughly for continuity and to identify any gaps in employment
 - Identify if applicant has an additional job that could potentially exceed their working hours beyond 48 hours per week (in line with the European Working Time Directive) and be prepared to discuss this with the applicant
 - Be informed of any concerns relating to references or online checks so they may be questioned further, allowing the candidate to provide additional information and clarification.

15 **Inviting Candidates to Interview**

- 15.1 It is best practice to make contact by phone with all applicants the panel would like to

interview and then follow this up with an invitation to interview letter via email. **See appendix 6** for the approved interview invite template.

The invitation to interview letter should include

- Names of panel members and details of any selection activities you will be asking candidates to take part in.
- Date, time and location of interview.
- Advise candidates that they must complete and bring with them the Safeguarding Declaration form (see appendix 9a/b)
- Let candidates know about parking facilities and anything else they need to know about access arrangements such as reporting to reception, whether there is a lift or stairs only.
- Remind candidates that the interview is assessing their suitability for the post itself as well as their suitability to work with children.
- Ask the candidates to let you know if they need any adjustments so that they can fully participate in the selection process. In the case of disability, the academy, as the (potential) employer, has a legal duty under the Equality Act 2010 (and in accordance with its Equality Policy) to make reasonable adjustments, for example by holding the interview in an easily accessible room or allowing extra time for selection tests.

16. Pre-Interview Reference

- 16.1 **References should** (where possible, and with the candidate's consent) **be obtained before interview** by the school's recruitment team (see appendix 10 for the reference form). All references must be compared to the information supplied in the candidate's application form to ensure consistency and compatibility throughout. Any apparent discrepancies will be shared with the interview panel and should be taken up with the candidate during the interview.
- 16.2 Any offer of employment must be conditional upon provision of satisfactory references (in addition to other pre-employment checks). The purpose of seeking references is to obtain information (which must in every case be accurate, factual and not misleading) to support appointment decisions.
- 16.3 The application form requests two references, one of which must be from the candidate's current (or most recent) employer. If the candidate has worked for more than one employer in the last three years, a reference must be obtained to cover each period of employment. At the time of the request, a referee must work for the employer from which we require a reference. Character references may be acceptable in the absence of a suitable employment history but neither referee should be a relative or someone known to the applicant solely as a friend.
- 16.4 References will be sought for all shortlisted external candidates and **should also be requested for shortlisted internal candidates if the new role involves a significant change of responsibilities** (although in the case of the latter these should always be sourced from an individual manager who is not personally involved in the shortlisting/interview process).

- 16.5 In the event that a reference in respect of the preferred candidate has not been obtained prior to interview, the academy will ensure that a reference is received and scrutinised, and that any concerns are resolved to the academy's satisfaction, before an offer of appointment is confirmed. If the reference is vague or unspecific, the referee should be contacted and requested to provide further information (preferably in writing) as appropriate.
- 16.7 The academy will not accept 'to whom it may concern' testimonials or unsolicited correspondence supplied by the candidate.

17 Pre-Interview Prohibition Check & Safeguarding Declaration

- 17.1 A prohibition check will be carried out by Central HR on all candidates who are shortlisted for interview for the role of Teacher, Cover Supervisor or Higher-Level Teaching Assistant (HLTA) or Teaching Assistant (TA). This check is carried out using the Government's Teacher Services website <https://teacherservices.education.gov.uk>
- 17.2 This check should be kept along with the application form and treated in much the same way as the application form with regards to the keeping of and destruction of documents following interview
- 17.3 If there are any issues (i.e. the individual has any sanctions), Central HR will advise the interview panel and provide guidance as to whether to proceed with the interview.
- 17.4 A completed Safeguarding Declaration must have been signed and returned prior to the interview starting (appendix 9a/b).

18. Interview

- 18.1 The key purpose of a selection interview is to assess the skills, experience and attributes and general background of a particular individual in order to make a decision on whether that person is a suitable (or the most suitable) candidate for the role in question. The selection process should always include a face-to-face interview unless this is logistically impractical.
- 18.2 The format of the interview should be the same for each candidate to help ensure that all shortlisted individuals undergo a similar experience and receive the same information about the job. However, this does not mean identical questions must be asked of each candidate.
- 18.3 Managers involved in recruitment have a duty to conduct selection interviews fairly and without bias either for or against any particular candidate. Reasonable adjustments must be made for disabled candidates who have requested special arrangements, to ensure that they are not placed at a disadvantage.
- 18.4 Questions asked at interview should be designed to obtain relevant information about the applicant's experience and skills. The interview also represents an opportunity to check facts, test achievement and assess aptitude and potential, and questions should in addition explore attitudes and motives in relation to working with children as well as

probing any apparent gaps within a candidate's employment history as declared on their application.

- 18.5 It is potentially discriminatory (on the grounds of disability) to ask a job applicant questions about his or her health or disability before making a job offer to that person, although there are some exceptions to this rule in that during an interview it is legitimate to:
- establish whether the applicant is able to carry out 'a function that is intrinsic to the work' and (less commonly) to:
 - make sure the candidate possesses any specific disability that may be deemed necessary as a general occupational requirement (GOR) for that role.
- 18.6 The use of an assessment grid to record conclusions is required to ensure a systematic and objective approach that can be readily justified in the event of subsequent challenge – please obtain from Central HR prior to the interviews.
- 18.7 All candidates attending for interview should be informed by the interview panel how and when decisions on recruitment will be communicated to them.
- 18.8 Candidates must produce photographic identification plus their DBS Certificate (if they have one), and you should be satisfied the person you are interviewing is the same applicant the application from related to.
- 18.9 Prior to the interview you should:
- Choose a quiet, comfortable setting. Think about the room layout.
 - Be prepared, read each application and have all relevant paperwork.
 - Agree a core set of questions to ask all candidates and the key points they are looking for in model answers (additional questions can be asked to probe deeper into answers given) and record these on the template Interview Question Sheet.
 - Ensure the core set of questions test the candidate's skills and abilities for the role and their motivations to work with children within your environment. Using the information available to you (application form, supplementary information, references).
 - Agree who will ask which questions, take notes and keep an eye on timing.
 - Where possible, make any necessary adjustments for candidates who have requested them
 - Be professional, respect the candidate's feelings, put them at ease but set a suitable level of formality from the start.
 - Discuss and record responses from each candidate with regard to the questions asked
 - A record of the interview and any other selection methods used should be retained along with copies of application forms
 - Agree follow up procedure/how the candidate will be made aware of the outcome.

- 18.10 The lead panel member should be selected to carry out discussions relating to Safer Recruitment matters, the individual should:
- Explore and document any issues relating to the checks carried out prior to interview (references, Safer Recruitment Declaration and online screening).
 - Explore and document any gaps identified in their employment history
 - Discuss and document any instances where the 'reason for leaving' a previous employer is missing or questionable
 - Discuss and document the circumstances around working arrangements if it is identified that the applicant has another role. Must not exceed more than 48 hours per week / 192 hours 4 weekly.
 - Ensure there is a signature on the declaration part of the application form and Safer Recruitment Declaration form, if it is missing, ask the applicant to sign the form at interview.

19 Interview Feedback

- 19.1 A decision should be made on each candidate who has participated in the interview process, and this should be recorded on the interview form, and scoring grid. Notes should be made to account for the decisions made.
- 19.2 **The successful candidate** should be informed first, by means of a conditional offer, this is usually carried out by phone, but the method of contact would have been agreed prior to the conclusion of the interview.
- 19.3 Should the preferred candidate decide they will not accept the job, then the panel should meet to discuss whether any other interviewed candidate would meet the criteria to be successful, if there is not then planning should be made for a further recruitment cycle. Should there be an alternative candidate then contact should be made as per the guidance above.
- 19.4 **All unsuccessful candidates** should be made aware of the outcome of their interview. This should be carried out by methods agreed at the interview.
- 19.5 In giving feedback it is appropriate to 'describe' rather than to 'evaluate', by making reference to what happened during the particular situation (such as interview or task performance) which is the subject of the feedback. In this way attention can be drawn to areas which made a specific impression (whether favourable or unfavourable) on the members of the interviewing panel.
- 19.6 Any feedback given should avoid making value judgments. Feedback should be specific and should avoid generalities. It is better to be positive (where possible) in preference to being overly critical, whilst reminding the candidate of the key criteria which the panel were looking for. This may be achieved by quoting examples of what the candidate may have said, or written, and how this affected the outcome.
- 19.7 Detailed feedback provided must be recorded on the scoring matrix for the unsuccessful candidate should it need to be referred to in the future.

20 Pre-employment Checks

20.1 Pre-employment check information recorded on the SCR must indicate when each check was carried out and should (as a minimum) include the following:

- an identity check;
- an enhanced DBS check (in respect of which documentation will include the unique reference number, the date on which the certificate was issued, the identity of the individual who has scrutinised the document in question and the date when this was inspected);
- a barred list check;
- a prohibition from teaching check – this is not applicable to administration staff, however, a person who provides unsupervised/undirected teaching work (even if not employed specifically as a teacher) is currently subject to a prohibition order. **It is incumbent on the school to ensure any internal administration staff who subsequently move into such a role undergoes a prohibition check.**
- a section 128 check for governors of maintained schools and for management positions (including membership of the proprietorial body) in independent schools, including academies and free schools (as set out in KCSIE 2022 and detailed in Appendix or this policy.) **It is incumbent on the school to ensure that any internal staff promoted to management roles, e.g., senior leadership team and above, will need to have a section 128 check.**
- a check of professional qualifications, where applicable;
- a check to establish the person’s right to work in the United Kingdom;
- further checks on people who have lived or worked outside the UK* (including recording checks for relevant teacher sanctions and restrictions).

**Individuals who have lived or worked outside the UK must undergo similar checks to all other staff in schools or colleges. Detailed Home Office advice on this topic can be found at: www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants.*

21. On-Boarding

21.1 Once a candidate has accepted the conditional job offer then you should begin to complete the School Recruitment Checklist (see appendix 7). Any outstanding documents should be requested.

21.2 The following information must be saved electronically in the pending starters individual file:

- Identification, eligibility to work in the UK documents and proof of address
- Interview Forms
- Scoring Matrix
- In-tray exercises/lesson observation feedback
- Safter Recruitment Declaration
- Application Form
- References

21.3 An Approval to Appoint form should be completed and approval gained from the Headteacher. This must be emailed to HRSupport@togetherlearningtrust.co.uk with

details of the offer made. Once received by Central HR the offer letter will be created and issued to the candidate along with a Trust joining form and instructions on how the candidate initiates the DBS Check. **No written offers will be made until a signed Appointment Form is received.**

- 21.4 Identification - In order to request a DBS check, 3 forms of identification/address verification must be obtained. The following link will take you to the current list <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
- 21.5 Original documents **must** be seen, and copies taken to retain on the staff members file, copies should be marked as 'certified copy' and signed and dated by the individual making the copies.
- 21.6 Right to work documents - Always check the governments website via <https://www.gov.uk/check-job-applicant-right-to-work> for the latest guidance. The website often includes a helpful checklist that you can print to document the check, this should be carried out for every new employee and kept on the staff personnel file. Online checks that give confirmation of the right to work must be retained in line with the government guidelines given.
- 21.7 Often roles within schools require qualifications, ideally all qualifications listed on the candidate's application should be checked and copied, should these not be available then you must ensure you check all qualifications necessary for their role. This would usually be done by checking the individual's certificates or alternatively, you can check with the awarding body. These must be original documents, copies must be taken to retain on the staff members file, copies should be marked as 'certified copy' and signed and dated by the individual making the copies. School jobs where qualifications are essential to practice: Teacher – PGCE/ QTS; Nursery Nurse- NNEB/Level 3 in Childcare or Early Years & Education; HLTA – no longer mandatory to hold the HLTA qualification to undertake the role.

22. DBS and Overseas Criminal Checks

- 22.1 The trust uses the provider 'UCheck' for enhanced DBS checks. When your candidate has returned their joining form, the DBS will be initiated. A check must be made against their online DBS application and the details provided on the joining form and ID. Any discrepancies must be discussed with the candidate prior the DBS check being submitted. If necessary, a new joining form and or DBS application form must be submitted by the candidate.
- 22.2 Should the candidate have worked or lived abroad then the school should carry out all of the normal checks but should also make further appropriate checks so that any events that occurred outside the UK can be considered. Guidance can be found using the Governments website via <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country. The candidate would have to apply in the country or to the relevant embassy

in the UK.

- 22.3 All DBS checks undertaken (and equivalent checks for those who have lived or worked abroad) will be documented accurately in the academy's Single Central Record (SCR).
- 22.4 It can take up to several weeks for a DBS to return and the candidate must not start before notice of a satisfactory DBS has been received. The Central HR team will notify the Line Manager once all the checks have been completed and are satisfactory.
- 22.5 If a DBS certificate contains details of a conviction, Central HR will check to see if anything has been disclosed on the Joining Form. If nothing has been declared it is likely to lead to the offer of employment being withdrawn. A decision will be made in consultation with the Designated Safeguarding Lead, Central HR and the school's Headteacher, who will consider the nature of the conviction and the potential risk to school and its students, taking into consideration the role to be undertaken.

23 Salary, Continuous Service and Sickness Absence Check

- 23.1 Once the candidate had received their conditional offer and they have handed in their resignation, contact will be made with their existing employer, particularly if this was a school as they may be entitled to bring an element of continuous service with them. Central HR will check the information returned and will discuss any concerns with the Line Manager or Headteacher, having taken into consideration the following:
- The extent of the applicant's absence/s and whether this is related to a disability.
 - Is an Occupational Health Assessment required?
 - Consider any other remedies such as, reasonable adjustments (required if the applicant has disability as defined by the Equality Act 2010).
 - The check should be retained on the staff member's file and any confirmed continuous service should be used to complete the contract information and the teacher salary to be paid where appropriate
- 23.2 Once all pre-employment checks are satisfactory schools must notify Central HR with the confirmed start date. Central HR will then issue the Employment Contract. Copies of signed employment contracts must be held on the new employees personnel file.

A staff member's personnel file will contain

- A Job Description
- A Person Specification
- An Advertisement
- Interview sheet, plus any tasks related to the interview process
- Their Application Form (This should include the candidate's signature)
- 2 References
- Prohibition Check (if applicable)
- Conditional Offer Letter
- DBS details (either Update service check or DBS satisfactory letter from UCheck)
- Disqualification Check (if applicable)

- Identification (Certified Copies)
- Right to Work Check
- Qualifications (Certified Copies)
- Joining Form
- Certificates of Good Character (if applicable)
- Salary, Continuous Service and Sickness Absence Check
- Contract of employment (Signed by candidate and Headteacher)

29 Disability Disclosures and Fitness to Teach

- 29.1 Joining forms must be checked for health disclosures. If a disability or health condition is declared, the candidate must be sent the TLT Detailed Health Questionnaire (see appendix 12). This must be reviewed by HR to advise on next steps, which may involve an Occupational Health referral or reasonable adjustments being put in place.
- 29.2 Anyone appointed to a post involving regular contact with children or young people must be medically fit (Education (Health Standards (England) Regulations 2003), however in assessing this you must make sure you comply with the Equality Act (2010) with regards to disability discrimination.
- 29.3 Schools are statutorily responsible for satisfying themselves that potential appointees have the appropriate level of physical and mental fitness. This requirement covers all teaching, educational support roles and administrative or organisational activity that supports the provision of education and an activity that is ancillary to the provision of education.

30. Induction

- 30.1 The purpose of induction is to ensure the effective integration of staff into or across the organisation to the benefit of both parties. The induction programme must be designed to provide all the information that new employees need, and are able to assimilate, without overwhelming them or diverting from the essential process of integration into a team.
- 30.2 The length and nature of the induction process will depend on the complexity of the job and the background of the (new) employee. However, induction training should, as a minimum, always include the organisation's safeguarding and child protection processes and procedures.
- 30.3 Line Managers must keep a checklist of the areas of induction training received, countersigned by the individual. This helps to ensure all employees receive all the information they need. This checklist can be a vital source of reference later in employment – for example to check that an employee has been briefed on policies, or to produce evidence of training in the event of a health and safety inspection.

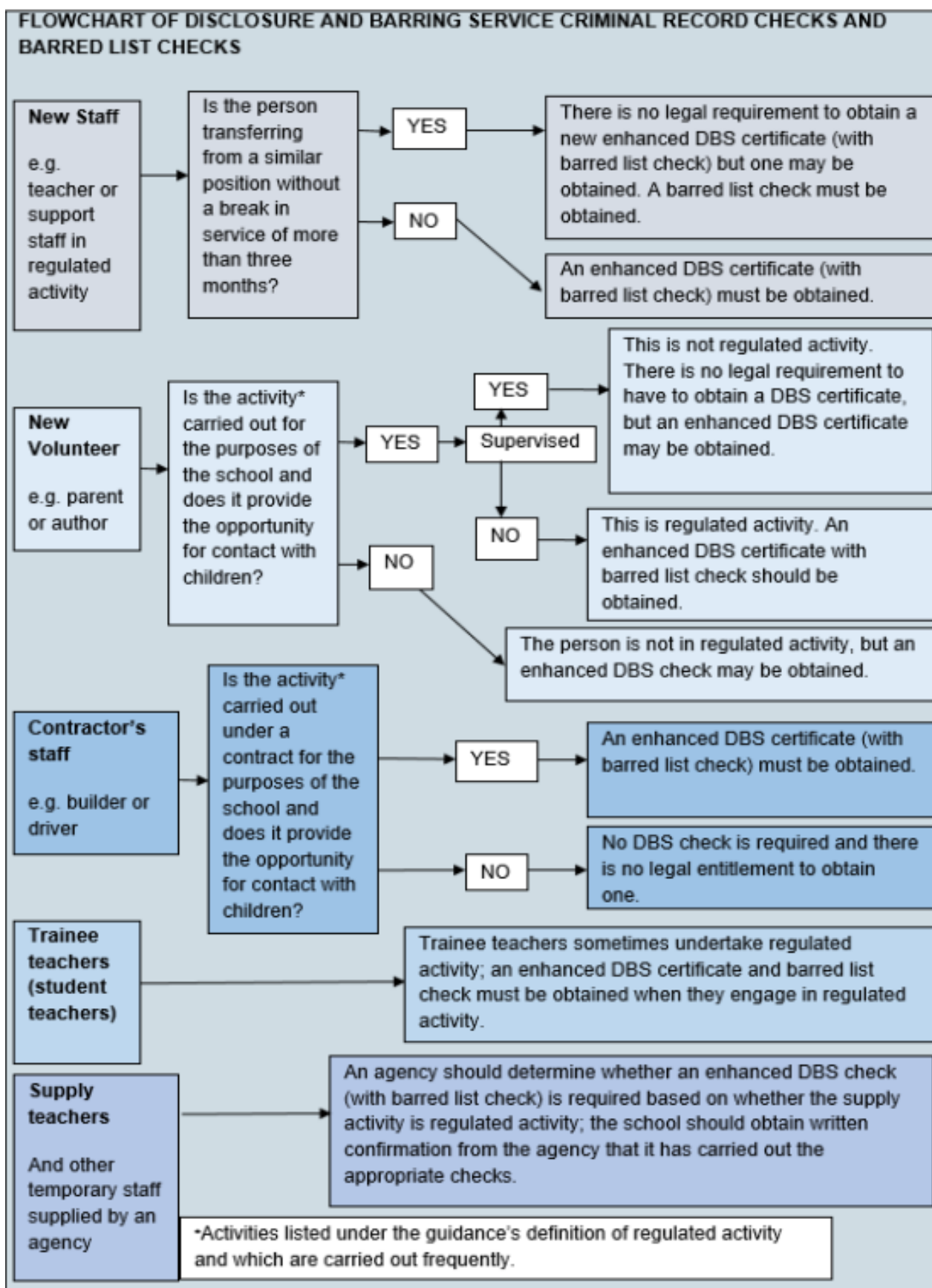
31. Other policies and procedures

31.1 This policy is supported by the following policies and procedures:

- Data Protection Policy
- Equality Policy
- Safeguarding Policy
- Induction & Probation Policy

32 Appendices

Appendix 1 – DBS Requirements Flowchart



Appendix 2 – Authority to Recruit Form

Authority to Recruit Form – please [click here](#)

Appendix 3 – Approval to Appoint

Approval to Appoint Form – please click [here to complete](#)

Appendix 4 – Job Description Template (example)

Job Title

Job Description

Job Title	Job Title Name
Responsible to:	
Responsible for:	
Main Purpose of the role	<ul style="list-style-type: none"> Brief Overview of the main purpose of the job
Main Duties & deliverables	<ul style="list-style-type: none"> Bullet point the main duties of the job and what deliverables are expected, these can be categorised by separate headings depending on the breadth of the role.
Expected Behaviours	<ul style="list-style-type: none"> To work as a member of designated team(s) and to contribute positively to effective working relations within the school. Support the ethos, vision, principles and values of the School. Treat colleagues, students and all members of the community, with respect and consideration. Treat all students fairly, consistently and without prejudice. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. Support the ethos of the School by upholding the code of conduct, uniform rules, etc. Take responsibility for own professional development and participate in arrangements adopted by the School for the assessment of his/her performance and that of other teachers. Reflect on own practice as well as the practices of the School with the aim of improving all that we do and achieving excellence. Read and adhere to School policies and implement School improvement plans. Participate in the development and management of the School by attending various team and staff meetings.
Other specific duties	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	

Job Title

Person Specification (example)

To be assessed through application, reference and interview

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Educated to A'level or equivalent in (or closely relating to) the identified subject	✓	
Experience		
Working with young people through an extra-curricular activity	✓	
Experience of communicating with young people in a clear, friendly and approachable way	✓	
Previous experience Tutoring young people aged 11 - 16		✓
Evidence of raising standards and performance of a cohort of young people		✓
Experience of effective teaching and performance within the curriculum area		✓
Skills and Abilities		
Excellent written and verbal communication skills, including appropriate ICT skills	✓	
A secure knowledge of the importance of data as a means both to measure and to extend progress		✓
Excellent organisational and planning skills	✓	
Personal Attributes		
A commitment to inclusive education	✓	
Ability to build positive working relationships with students, colleagues and parents	✓	
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, punctual, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	

Appendix 5 – Expression of Interest Form

Expression of Interest Form

Employee Name	
Current Job title	
Current Line Manager	
Post Applying for	
Date	
Please refer to the job description and person specification to complete the following	
Relevant Qualifications held:	
Relevant Experience gained:	
Professional Statement (what you can bring to the role)	

Please send all completed forms to HRsupport@togetherlearningtrust.co.uk and copy in your line manager before the advertised closing date. Forms submitted after the closing date will not be accepted.

Appendix 6 – Invite to interview template

Invitation to Interview - Print on School Letter Headed Paper/template

Private and Confidential

<Name>

<Address>

<Date>

Dear <Name>,

Vacant Post

Further to my voicemail earlier today, I would be delighted to invite you to attend an interview for the above post as follows:

Date: <day and date>

Start Time: <Time to arrive>

Location: <Address>

Please report to reception on your arrival.

The interview will comprise of a competency-based interview, a tour of the school and <include details if there will be a in-tray task or lesson observation>.

<Provide clarification if the applicants need to prepare for a task, e.g, details of the lesson they will teach and any resources that will be provided>

The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Any appointment will be subject to satisfactory completion of relevant pre-employment checks. The following outlines some of these checks that are relevant at interview stage to help you organise what documents you need to bring to the interview. Please remember to bring **original** documents with you.

ID Verification and Right to work in the UK

We will need to verify you on arrival, and check that you have the right to work in the UK. As such, please provide the following original documents:

Valid UK Passport

Valid Driving Licence (photo-card only)

Birth Certificate

Please refer to the guidance and documents contained in the link [Employers' right to work checklist](#)

Disclosure and Barring Service Check

If you are successful at interview, you will be required to obtain an Enhanced level Disclosure and Barring Service (DBS) Check (previously criminal records bureau or CRB disclosure). If you have an existing DBS certificate, please bring this with you to the interview.

Safeguarding Declaration

Please find attached a Safeguarding Declaration which you must read and complete prior to the interview. Please return this by email to <email address> or alternatively bring this with you on the day of your interview.

Academic and Professional Qualifications

You will need to provide evidence that you have obtained all the academic and professional qualifications you have claimed to have achieved. When you attend for interview, please bring your original qualification certificates and/or copies certified by awarding institution(s).

Reference

Prior to interview, we will be writing to referee(s) to provide an objective assessment of your suitability to work with children and to undertake this role.

It is important to remember that an offer of employment cannot be made until the above documents have been received and verified.

Reasonable Adjustments

Please let me know if you require any adjustments that we need to be aware of to enable you to fully participate in the interview and selection process.

Please contact <insert relevant contact and job title and how to contact them> to confirm your attendance if you have not done so already.

I wish you great success on <insert day>

Yours sincerely,

<Signature>

<Name>

<Job Title - ideally Headteacher/Governor>

Appendix 7 – School Recruitment Checklist

Job title and vacancy reference number:

Getting Started	
Authority to Recruit (ATR) form completed and approved by headteacher and central HR	
Create job description and person and agree closing date	
Advertise Job Pack as required	
Agree interview panel and any persons involved in observations or tasks	
Agree interview schedule with interview panel and date of interview	
Arrange cover as necessary	
Create shortlisting grid	
Agree interview questions with interview Panel	
Redact and save applications	
Share redacted applications and shortlisting grid with interview panel	
Interview Stage	
Issue interview invite letters to the shortlisted candidates, along with Safer Recruitment Declaration (use interview invite template)	
Request two appropriate references for each candidate	
Check application form for any gaps in employment and identify any issues (e.g. reasons for leaving). Make a note to discuss with candidate at interview:	
HR to Undertake prohibition and disqualification check for any Teaching HLTA or Cover Supervisor roles.	
Review the completed Safer Recruitment Declarations and References and seek Central HR advice if disclosures are made or poor references are provided.	
At interview:	
Discuss any identified gaps in employment. Have any gaps been documented on the supplementary information form?	
Discuss any issues with candidate picked up from application form (e.g. reasons for leaving)	
View the original documentation brought by candidate and check authenticity:	
Take copies of original documents, endorse the copies as certified copy and sign and date the copy:	
Discuss and document any convictions or other disclosures if declared:	

For successful candidate only:	
<p>Complete an approval to appoint form and request headteacher approval – this must be sent to HRSupport@togetherlearningtrust.co.uk with details of the offer made. Central HR will issue the offer letter and joining form.</p> <p>Central HR will check that the job offered to the preferred candidate is the same as what has been advertised/approved. If there are any anomalies, they will ask you to detail the rationale on the file. (This is to demonstrate valid reasons behind the decision in the case of a recruitment complaint)</p>	
Central HR will confirm with you once your new starters offer letter and joining form has been issued to them	
Update the Single Central Record to confirm that all pre-interview checks have been carried out (references, prohibition, online screening, QTS and Safeguarding Declaration)	
HR to undertake the DBS check once the joining form has been returned - check all previous, names and addresses including if an overseas check needs to be conducted.	
Notify central HR once all checks have returned satisfactorily and Central HR will issue the employment contract confirming the start date – Employees may not start until a clear DBS has been returned	
Update Single Central Record with all relevant information	
Please retain the recruitment paperwork for all unsuccessful candidates for a period of 6 months in case of a recruitment complaint and then dispose appropriately.	
<p>Check that the below is saved electronically on the new employee's personnel file:</p> <ul style="list-style-type: none"> A Job Description A Person Specification An Advertisement Interview sheet, plus any tasks related to the interview process Their Application Form (This should include the candidate's signature) References Safeguarding Declaration Prohibition Check (if applicable) Conditional Offer Letter DBS details (either Update service check or DBS satisfactory letter from UCheck Disqualification Check (if applicable) Identification (Certified Copies) Right to Work Check Qualifications (Certified Copies) Joining Form Certificates of Good Character (if applicable) Salary, Continuous Service and Sickness Absence Check Contract of employment (Signed by candidate and Headteacher) 	
Arrange induction	

Appendix 8a – Safeguarding Declaration (Secondary)

Congratulations on being shortlisted for **name of job role**. Please return this disclosure to the school at least one day prior to your interview. If we do not receive your completed declaration, the school reserves the right to withdraw the offer of interview.

All the information provided on this form will be treated as confidential and managed in accordance with the Data Protection Act 2018 and the UK GDPR.

Post applied for:		Date:	
-------------------	--	-------	--

Surname:	
Forename(s):	
Previous name(s) (if any):	
Preferred title:	
Date of birth:	
National insurance number:	
Teacher reference number (if applicable):	
Date qualified teacher status (QTS) achieved (if applicable):	

Together Learning Trust is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 – pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

The school complies with the DBS code of practice and has a Safer Recruitment Policy which outlines the policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and do not need to be disclosed – these offences will also not be taken into account by the school.

If you are unsure about whether you should disclose criminal information, you should seek legal advice. There are also organisations who are able to offer free impartial advice, including Nacro (<https://www.nacro.org.uk/>) and Unlock (<http://hub.unlock.org.uk/contact/>). You can also read the Department for Education’s guidance on filtering via this link: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

Self-declaration

Please tick the answer applicable to you and provide further information if prompted.

Do you have any convictions or adult cautions that are unspent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
Do you have any other convictions or cautions that would not be filtered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
[Roles that involve regulated activity only] Are you included on the DBS children's barred list?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	
[Teaching posts only] Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	
[Management positions in independent schools and academies only] Have you been prohibited from management of an independent school (section 128 direction)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	

Have you lived or worked outside the UK for more than three months in the last five years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
Are you subject to any sanctions related to work with children in any country outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	

Please read and complete the following declaration:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

I understand that knowingly giving false information, or failing to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future. If you have any concerns about this and wish to speak in confidence to someone prior to submitting your declaration please email:

HRSupport@togetherlearningtrust.co.uk

I also undertake to inform the headteacher/governing body immediately in the event of any change in circumstances which would render one or more of the above bullet points applicable at any point during the duration of my employment with the school/academy.

Signature:

Date:

Please return this form to HRSupport@togetherlearningtrust.co.uk

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within six months of your application.

Appendix 8b – Safeguarding Declaration (Primary)

Congratulations on being shortlisted for **name of job role**. Please return this disclosure to the school at least one day prior to your interview. If we do not receive your completed declaration, the school reserves the right to withdraw the offer of interview.

All the information provided on this form will be treated as confidential and managed in accordance with the Data Protection Act 2018 and the UK GDPR.

Post applied for:		Date:	
-------------------	--	-------	--

Surname:	
Forename(s):	
Previous name(s) (if any):	
Preferred title:	
Date of birth:	
National insurance number:	
Teacher reference number (if applicable):	
Date qualified teacher status (QTS) achieved (if applicable):	

Together Learning Trust is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 – pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

The school complies with the DBS code of practice and has a Safer Recruitment Policy which outlines the policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and do not need to be disclosed – these offences will also not be taken into account by the school.

If you are unsure about whether you should disclose criminal information, you should seek legal advice. There are also organisations who are able to offer free impartial advice, including Nacro (<https://www.nacro.org.uk/>) and Unlock (<http://hub.unlock.org.uk/contact/>). You can also read the Department for Education’s guidance on filtering via this link: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

Self-declaration

Please tick the answer applicable to you and provide further information if prompted.

Do you have any convictions or adult cautions that are unspent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
Do you have any other convictions or cautions that would not be filtered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
[Roles that involve regulated activity only] Are you included on the DBS children's barred list?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	
[Teaching posts only] Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	
[Management positions in independent schools and academies only] Have you been prohibited from management of an independent school (section 128 direction)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	

Have you lived or worked outside the UK for more than three months in the last five years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
Are you subject to any sanctions related to work with children in any country outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
<p>The Disqualification under the Childcare Act 2006 Regulations 2018 state that anyone employed to care for children in early years (children under the age of five) or later years (wraparound care for children under the age of eight) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):</p> <ul style="list-style-type: none"> • Certain serious criminal offences. • Court orders relating to the care of your own child. • Being prohibited from private fostering. <p>Do you have any reason to believe you are disqualified from working in childcare?</p> <p>If yes, please contact us for more information on the Regulations.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please read and complete the following declaration:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children.

I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

I understand that knowingly giving false information, or failing to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future. If you have any concerns about this and wish to speak in confidence to someone prior to submitting your declaration please email:

HRSupport@togetherlearningtrust.co.uk

I also undertake to inform the headteacher/governing body immediately in the event of any change in circumstances which would render one or more of the above bullet points applicable at any point during the duration of my employment with the school/academy.

Signature:

Date:

Please return this form to HRSupport@togetherlearningtrust.co.uk

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within six months of your application.

Appendix 9 – Reference Forms

Google Form – [Admin Reference](#)

Google Form – [SEN/Educational Support Reference](#)

Google Form – [Teacher Reference](#)

Appendix 10 – Shortlisting Matrix example

Indicate and highlight if **evidence** is available on their application form that shows they have met the essential criteria or not, or whether you will assess a criterion during the interview and/or using their references if shortlisted – consistency is important in the shortlisting of applications.

CRITERIA	ESSENTIAL	DESIRABLE	Candidate 1	Candidate 2
Qualifications				
Educated to A' Level or equivalent in (or closely relating to) the identified subject	✓		Yes	No
Experience				
Working with young people through an extra-curricular activity	✓		Yes	Yes
Experience of communicating with young people in a clear, friendly and approachable way	✓		Yes	Yes
Previous experience Tutoring young people aged 11 - 16	✓		Yes	No
Evidence of raising standards and performance of a cohort of young people		✓	Yes	No
Experience of effective teaching and performance within the curriculum area		✓	No	No
Skills and Abilities				
Excellent written and verbal communication skills, including appropriate ICT skills	✓		Yes	No – spelling errors in application
A secure knowledge of the importance of data as a means both to measure and to extend progress		✓	Assess at Interview	Assess at Interview
Excellent organisational and planning skills	✓		Yes	No
Personal Attributes				
A commitment to inclusive education	✓		Assess at interview	Assess at interview
Ability to build positive working relationships with students, colleagues and parents	✓		Yes	Yes
Self-driven, results-orientated with a positive outlook	✓		Assess at Interview & via references	Assess at Interview & via references
A natural forward planner who critically assesses their own performance	✓		Assess at Interview & via references	Assess at Interview & via references

Appendix 11 – Online Candidate Search Pro-Forma

Online Candidate Search Pro-Forma

Guidance

All shortlisted candidates must have an online search conducted in line with the KCSIE 2022 guidance. This form must be used by HR and/or someone who is independent from the interview panel.

Schools must not use the information they find to unlawfully discriminate against candidates. Please email HRSupport@togetherlearningtrust.co.uk if a search uncovers publicly available information which may be a cause for concern, such as:

- 24 Inappropriate behaviour, jokes, or language.
- 25 Discriminatory comments.
- 26 Inappropriate images.
- 27 Drug or alcohol misuse.
- 28 Anything that suggests they may not be suitable to work with children.
- 29 Anything that could harm the reputation of the school.

In line with the KCSIE 2022, other areas that may be concerning and lead to further scrutiny are:

- The implication that adults and children are equal.
- Lack of recognition and/or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.

Search Parameters

Below is a list of possible websites to search when screening a shortlisted candidate. If an additional website is screened, please record the name of the site on the pro-forma and ensure all candidates shortlisted for the post are screened in exactly the same way.

When screening websites please indicate in the below box if there is evidence of the following categories:

- Inappropriate behaviour, jokes, or language.
- Discriminatory comments.
- Inappropriate images.
- Drug or alcohol misuse.
- Anything that suggests they may not be suitable to work with children.
- Anything that could harm the reputation of the school.

Describe what the areas of concern are, e.g.:

- The implication that adults and children are equal.
- Lack of recognition and/or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.

Online Candidate Search Pro-Forma

Post applied for:		Date:	
Candidate Name		Date range searched:	
Employee Name		Job Title	

If potentially concerning content is found, please take a screen shot and save this in a separate file to append to this pro-forma.

Website	Content Link	description of content if a concern
Google		e.g. Inappropriate jokes – jokes indicated negative safeguarding behaviours.
Twitter		
Facebook		
LinkedIn		
Tik Tok		
Instagram		
[Insert Name]		

Outcome

Check satisfactory (check clear)	Yes <input type="checkbox"/> No <input type="checkbox"/>
----------------------------------	--

HR Advice Sought

Progress to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , please provide the rationale for the decision:	

Appendix 12 – TLT Detailed Health Questionnaire

Detailed Declaration of Health Medical In Confidence

We are asking you to complete the enclosed form because you indicated that you had or previously have had a medical condition, disability or other health condition that may be relevant to our assessment of your health and physical capacity to undertake the role you have been offered.

SECTION 1 - to be completed by the prospective employer – date of completion:

Please complete Section 1 in as much detail as possible.

Details of health/absence records should only be requested once an offer of employment has been made.

Applicant name:					Date of birth:				
Telephone:					Email address:				
Details of post Key – Average frequency per day (please tick) VF = Very Frequent (> 4 hours) F = Frequent (2 – 4 hours) O = Occasional (1 – 2 hours) VO = Very Occasional (< 1 hour)									
Category	Average frequency per day				Category	Average frequency per day			
	VF	F	O	VO		VF	F	O	VO
Manual Handling – Heavy					Exposure to challenging or unpredictable behaviour/situations				
Manual Handling – Light					Exposure to chemicals and/or irritants				
Computer work					Exposure to noise				
Lone working					Working with children				
Shift work					Working with members of the public				
Driving					Working with people with special needs				
Home working					Food Handling				
Adverse weather conditions					Working at heights				
Working with display screen equipment					Working in confined spaces				
Working with plant/machinery					Other (please specify) including physical work:				
Working with electricity									
Ability to identify colours									

Full time
Part time
Job share
Fixed term*
Casual
Volunteer

Status: (please tick)							
Hours per week: (please state)							

* for fixed term appointments please specify from DD/MM/YY (starting date) to DD/MM/YY (finishing date)

SECTION 2 – to be completed by the prospective employee

Please complete this form in full – once completed the document should be returned to **(Name, Job Title, School)** (you may wish to mark this ‘Private & Confidential’).

Information for the prospective employee:

Your appointment is subject to an assessment of your fitness for work in accordance with The Education (Health Standards) (England) Regulations 2003.

The purpose of this is to identify any health problems or disabilities that may make the proposed job difficult or unsafe for you (or others) and to enable the employer to assess what reasonable adjustments to the job may be possible in order to enable you to work if you have a relevant health problem or disability.

- 1. Have you ever left any form of employment on medical grounds? **YES / NO**

If ‘YES’ please give full details:

- 2. Please give the job title of your most recent employment:

- 3. Approximately how many episodes (and days in total) of sickness absence have you had in the past 24 months? (Alternatively, if not in employment during the entire period, how many episodes (and days) of sickness absence would have been likely?)

Number of episodes (if none, please state ‘NONE’)

Total number of days sickness absence (if none, please state ‘NONE’)

Please state the approximate dates and the reason for sickness absence on each occasion (continue on a separate sheet as necessary)

Date ... Reason for absence

Date ... Reason for absence

Date ... Reason for absence

Date ... Reason for absence

- 4. Are you currently taking any prescribed medication? **YES / NO**

If ‘YES’, please give full details (continue on a separate sheet where necessary):

.....
.....

- 5. Are you currently undergoing any course of medical treatment? **YES / NO**

If ‘YES’, please give full details (continue on a separate sheet where necessary):

.....
.....

SECTION 2 (continued)

6. Medical History - Do you suffer from, or have you ever suffered from, any of the following?

Please answer **YES** or **NO** to each question and (if 'YES') please provide **full** details and dates

	Condition	Yes	No	Dates	Details of Condition and Treatment
A.	Mental ill-health including depression, anxiety or stress (of sufficient severity as to require medical advice or intervention)				
B.	Back problems (such as slipped disc, lumbago, sciatica etc)				
C.	Rheumatological or arthritic (joint) disorder (osteoarthritis, rheumatoid arthritis etc)				
D.	Respiratory disorder (such as asthma, COPD etc)				
E.	Cardiac or circulatory problems				
F.	Skin conditions (dermatitis, eczema, etc) <i>Please specify the particular part of the body affected, such as hands or face</i>				
G.	Impairment of vision (other than wearing glasses/contact lenses)				
H.	Impairment of hearing				
I.	Diabetes <i>Please specify if insulin dependent</i>				
J.	Epilepsy				
K.	Any other serious illness, previous surgery or severe injury that may be relevant to your employment				
L.	Are you aware that you suffer from any allergies? e.g. nuts, foods, chemicals etc				

SECTION 2 (continued)

7. Have you ever been exposed to hazardous substances such as chemicals, asbestos etc, or hazardous conditions such as excessive noise?

YES / NO

If 'YES', please give brief details:
.....

8. Are you currently suffering from any illnesses or conditions or are there currently any particular circumstances which could affect your performance at work and/or result in your absence from work?

YES / NO

If 'YES', please give brief details including effect on performance/attendance at work: (continue on a separate sheet where necessary)

.....
.....

9. Do you consider that you have a disability?

YES / NO

If 'YES' please give details of disability and (if relevant) any adjustment you consider may possibly be required in order for you to undertake this employment:

.....
.....

CONSENT

I consent to information relating to my ability to perform the job for which I am applying being released to the prospective employer **and** (should referral to Occupational Health be felt appropriate) to any relevant Occupational Health provider.

Signed **Name: (print)** **Date:**
.....

STATEMENT

I hereby declare that the answers I have given are true to the best of my knowledge and belief.

I also confirm my understanding that making a false declaration (whether by concealing relevant information or by deliberately providing misleading information about my health) could jeopardise my employment with Ryburn Valley High School in that any offer of employment may be withdrawn or, if commenced, my employment may be terminated.

I also understand that any conditional offer of employment may be withdrawn should any element of this declaration prove incompatible with the proposed appointment and contract of employment.

Signed **Name: (print)** **Date:**
.....