

Meeting to review the operation of the KGGS Recruitment & Selection Policy S115

Meeting 13th April 2016

David Scott, Headteacher

Anna Knott, Assistant Headteacher (Staff Development)

Diane Watson, Chair, Resource Management Committee

Background Context

As an Academy, Kesteven and Grantham Girls' School have regard to the Recruitment and Selection Policy as published on the Lincolnshire County Council's website:

([http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/recruitment-selection-and-induction/recruitment-and-selection-policy-\(incorporating-safer-recruitment\)/87476.article](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/recruitment-selection-and-induction/recruitment-and-selection-policy-(incorporating-safer-recruitment)/87476.article)).

As an Academy Trust all staff in post and appointed are employed by the governing body of the Kesteven and Grantham Girls' School Academy Trust.

Planning for new and replacement roles

Policy S115 states that the Governing Body is responsible for the recruitment and selection of all school based staff, but delegates the responsibility for the appointment of all staff below the Leadership Group to the Headteacher. In unusual circumstances the Headteacher may delegate the appointment of teaching staff to the Senior Team, who may appoint, subject to agreement by the Headteacher. A School Governor will be invited to support the appointment of any teaching post. The Headteacher may delegate the appointment of Support Staff to the School's Facilities Manager and/or Bursar, who may appoint, subject to agreement by the Headteacher. A School Governor will be invited to support the appointment of any Support Staff to a G6 post and above.

David Scott and Anna Knott are confident that this policy works well with regard to its intentions. David Scott, is involved in the selection of all Teaching Staff, regarding this as a vital part of his role as Head. With Anna Knott and the Senior Management Team (SMT), staffing issues, vacancies and new roles are discussed in detail. Valuable input is obtained from SMT and David and Anna are confident that this process works very well. SMT is fully involved and understands that represented views are respected. Decisions are made after thorough consultation and staff input is taken into account wherever possible. For example, where there is a vacancy in a Faculty SMT will explore options before a discussion the Head of Faculty. Head of Faculty will advise on the best perceived solution but ultimately SMT will make the decision. Recruitment of support staff is overseen by the Bursar and/or the School's Facilities Manager but the Headteacher is often involved at the planning stage and must agree to any appointment.

Shortlisting, selection and interview

Policy S115 states that the school is keen to maintain a staff that is representative of the community it serves. We maintain a comprehensive equality and diversity policy and seek to ensure that this is fully implemented throughout the recruitment and selection process.

This part of the policy was discussed and a rewording of bullet point e was suggested to read ***that the school is mindful of the need to consider the representativeness of the staff in relation to the community it serves.*** We maintain a comprehensive equality and diversity policy and seek to ensure that this is fully implemented throughout the recruitment and selection process.

The Governing Body takes its responsibility seriously and governors are involved in the shortlisting and interview process. The aim always is to have a governor on the interview panel. This is usually achieved in practice, although Anna Knott is able to act as governor if necessary as she is also currently a staff governor. A selection panel must consist of a minimum of two people and aims to achieve a gender balance on the panel itself. This is sometimes difficult to achieve, bearing in mind the availability of staff and governors and tight time schedules. In constructing the interview panel due consideration is given to the Diversity and Equality Policy. Staff and students make an input to the wider selection process and candidates will engage in a range of activities, teach or observe part of a lesson in progress, or make a presentation. Feedback from staff, students and governors indicates that the selection process has widespread credibility and is seen to be very fair. Candidates are asked at interview if they feel that they have had a fair interview and they respond very positively.

Advertising

David Scott oversees the advertising process and consults with departments to construct a relevant person specification. Anna Knott has been undertaking a review of person specifications and recently a decision has been made to have only an 'on-line' focus for the application process. Printed advertisements in the Times Education Supplement have proved prohibitively expensive and not as productive as on line advertisements. They also exacerbate what are usually very tight timescales. Most applicants are now familiar with the on-line process and submit applications electronically and this has proved to be far more satisfactory.

Safer Recruitment in Education

Policy S115 states that the school is acutely aware of its responsibilities to safeguarding, adopting safe recruiting policy and ensuring that a safeguarding trained member of staff is involved in every appointment and is present on every interview panel for posts that will involve the candidate coming into direct and potentially lone contact with students.

The Lincolnshire County Council Policy incorporates Safer Recruitment and we discussed safer recruitment training in our meeting. The Headteacher, Deputy and Assistant Heads have all been trained in Safer Recruitment through an NSPCC course and are therefore available to support the interview and selection process. It was suggested that other members of staff, specifically Heads of Faculty, the Bursar and Facilities Manager might also be encouraged to participate in the NSPCC training if they have not already done so. Governors might also be interested in taking up the training.

Conclusion of Meeting

According to the Lincolnshire County Council the aims of a sound Recruitment and Selection Policy are as follows :-

To demonstrate that recruitment and selection has been conducted fairly through a consistent and uniform approach for all

To achieve equality of opportunity for all applicants

To ensure that roles and responsibilities at all stages of the process are clearly defined for all those involved

To attract the widest number of candidates appropriate for the job

To ensure a planned approach that is conducted on an objective basis and shows that candidates are measured against pre-determined, specific and relevant job requirements

To enable applicants, whatever the outcome, to feel that they have had a positive learning experience

To enhance the reputation of KGGS as an employer in the wider teaching community

Following my discussions with David Scott and Anna Knott I believe that the operation of our Recruitment and Selection policy S115 meets these aims. It is robust and has legitimacy and is founded on principles of equality and fair selection. It is conducted rigorously and professionally. The meeting was productive and proved fruitful as an opportunity to reflect on good practice.

Actions

To avoid misinterpretation, amend Bullet point e on page 2 of Policy S115 to read *that the school is **mindful of the need to consider the representativeness of the staff in relation to the community it serves.** We maintain a comprehensive equality and diversity policy and seek to ensure that this is fully implemented throughout the recruitment and selection process.*

Make the NSPCC Safer Recruitment course available to Heads of Faculty, senior support staff and governors

Remind Governors and staff of the GEL training modules and in particular 'Safeguarding-the Governor's role'

Consider detaching from the local authority policy document (attached) with Anna writing our own document.

Diane Watson Chair of Resource Management Committee

Attachments: Lincolnshire Recruitment & Selection & Policy S115