

LLISWERRY HIGH SCHOOL



RECRUITMENT AND APPOINTMENT POLICY

Owner:	Mr N Davies
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Updated by:	
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LLISWERRY HIGH SCHOOL

RECRUITMENT AND APPOINTMENT PROCEDURES

Administration of the procedures

All of the following procedures, including the writing of documentation will be administered by the Headteacher and the appropriate senior leader and line manager e.g. Head of Department. The Chair of Governors will be consulted, when necessary.

Advertisement of posts

All vacancies for permanent posts will be advertised as appropriate for the particular post (e.g. e-teach or local press). The Headteacher has power delegated by the Governors to make temporary appointments for up to one year. This is extended to vacancies for permanent posts, which arise at a point in the year when the Headteacher judges that it would be unlikely that an adequate short list could be drawn up as a result of advertising.

Advertisements will be composed by the Headteacher and the appropriate senior leader. Advertisements will contain clear, but concise details of the post, will avoid gender or other bias and, if necessary, will be bi-lingual (English and Welsh or minority language, as appropriate).

Job description / person specification

A job description / person specification will be drawn up for the post, in order to enable the candidate to make an informed application for it. This should include any particular requirements of the post (eg experience or qualifications) and details of the duties which are unique to the post over and above the standard job description of a teacher.

Details to be sent to candidates

The following will be sent to those expressing interest in the post:

- application form and inserts, as provided by the LA;
- description of the school;
- description of the department;
- job description / person specification;
- a letter from the Headteacher, inviting the candidate to support the completed application form and a letter addressing particular issues;

Shortlisting

Shortlisting will be undertaken by the Headteacher , the appropriate senior leader and the Head of Department or line manager. If the number of applicants is small, the Headteacher is empowered to invite all suitable candidates to interview.

The application will be assessed on the following criteria:

- qualifications;
- experience;
- job description / person specification;
- clarity and presentation of the application;
- other points relevant to the particular post;

- guaranteed interviews for disabled candidates who meet the minimum person specification.

Pre-interview administration

Candidates will be invited to interview by e-mail or letter. The invitation will include a requirement to bring to the interview evidence of qualifications and proof of identity and residence.

At least two references will be requested for each candidate. Copies of the references will be made for the interviewing panel, but will not be circulated or discussed until after the candidate has been interviewed.

Application Forms and letters will be available for the members of the interviewing panel to read before the interviews commence.

Candidates will be given an opportunity to meet relevant staff and view the school and the department prior to the interview. This will normally be on the day of the interview, but may be in advance, if considered appropriate by the Headteacher. Candidates for the post of Headteacher, Deputy Headteacher or Assistant Headteacher will be offered an extended advance visit.

Format of the interview

The format of the selection procedure will be decided for each post by the Headteacher and senior leader, in consultation with the Chair of Governors and with regard to the nature of the post. Where appropriate, candidates may be required to make a presentation to the panel, either in advance or at the start of the interview. They may also be required to undertake a practical or written task including teaching. Reasonable adjustments will be made for disabled candidates. These activities may be used to select those candidates to proceed to the formal interview. For the post of Headteacher or Deputy Headteacher the advice of the Chief Education Officer will be sought.

The interviewing panel will consist of those governors as decided at the Governors' Annual General Meeting. However, consideration will be given to the size of the panel to ensure that it is not too large, particularly when appointing support staff.

The Head of Department or other appropriate member of staff will form part of the interview panel.

The structure of the interview, including pre-set questions, will be the same for each candidate, although any member of the panel may ask supplementary questions.

A scoring system may be used for each candidate, using criteria set for each post. The scores will be used to inform the panel's deliberations after all the candidates have been interviewed.

After all the candidates have been interviewed, the panel will try to reach a conclusion by consensus, but if necessary will make a decision by secret ballot.

Unsuccessful candidates will be offered verbal feedback either immediately or, if preferred by the candidate, by telephone within a week of the interview.

Temporary Contracts

Where a member of staff is appointed on a fixed-term temporary contract, towards the end of the contract the Headteacher, in consultation with the Chair of governors, may decide to:

- advertise the post for a permanent appointment;
- extend the temporary contract for a further period, particularly if it is possible that changes in the staffing structure of the school are envisaged;
- request that the appointments panel offer the member of staff a permanent contract, provided that the work of the member of staff has been satisfactory and there would be no obvious advantage in advertising the post.

Training

Governors taking part in appointments procedures will be offered training in staff selection techniques as and when it becomes available.

Retention of documentation

All documents used during the process should be retained for a fixed period in case there should be a challenge of any sort. All documentation will be filed by the Headteacher's PA and kept for 12 months.

Appointment of Headteacher or Deputy Headteacher

The advice of the LA will be crucial in such appointments. It will be necessary for the appropriate appointment panel to meet with the Chief Education Officer or their representative at an early stage to determine the precise nature of the procedures to be adopted.

Appointment of non-teaching staff

While the general procedures set out above apply to all appointments, some appointments of non-teaching staff may require more inventive methods of selection.

Cover for short-term absence of staff

Such appointments may be made by a senior leader, acting on behalf of the Headteacher without reference to the governors. Supply Teaching Agencies may be used.