

# THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 66 – APPROVED 23/03/2021

# RECRUITMENT AND SELECTION POLICY

## Vision Statement

*We, the staff and governors, aspire  
to ensure that all our students,  
irrespective of ability  
and regardless of anyone's doubts,  
achieve their potential in full;  
and we aspire in this way to make Thomas Mills High School  
the best in the country.*

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

## Introduction

1. The School is keen to recruit staff with the right experience and skills so that pupils experience the best opportunities both within and beyond the classroom. The purpose of this policy is to outline key principles to ensure there is a consistent and fair process.
2. This policy should be read in conjunction with the following policies and guidance:
  - Equality of Opportunity Policy
  - Pay Policy
  - Safeguarding Children Policy
  - Performance Management Policy
  - Safer Recruitment Toolkit

This policy should also be read in conjunction with the current Terms and Conditions for Teachers and the National Agreement on Pay and Conditions of Services (Support Staff), as well as any other statutory guidance such as 'Keeping Children Safe in Education'.

3. Appointments will be made in line with the staffing structure. The staffing structure will be regularly reviewed to ensure that the structure makes effective use of resources to meet the needs of the School and achieve the best outcomes for its pupils.
4. The Academy Trust delegates responsibility for the organisation of recruitment and selection to the Headteacher with the exception that the Headteacher will not usually take part in the arrangements for selecting his/her successor.
5. The Personnel, Performance and Curriculum Committee will review arrangements for appointments and, wherever possible, a member of the Academy Trust will be involved in the Interview Process.
6. When considering appointments the Headteacher should ensure that:
  - the staffing structure is considered
  - job descriptions are updated and grade/scale points clarified
  - the vacancy is advertised
  - a selection panel will short-list and interview suitable candidates
7. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job.
8. Confirmation of an appointment is subject to satisfactory completion of all pre-employment checks in accordance with current legal requirements. Safer recruitment processes will be followed and all appointments will be subject to an enhanced DBS check, criminal record checks and barred lists checks. These checks will be recorded on the Single Central Record which is maintained by the Headteacher's PA. Other pre-employment checks will include satisfactory references, verification of medical fitness,

verification of professional status where required and evidence of the right to work in the UK.

9. The recruitment and selection process will be inclusive. All applicants will be afforded equal opportunities.
10. All members of staff will normally be subject to a probationary period of six months.
11. All documents submitted in support of job applications which do not lead to appointment will be retained by the school for six months and then destroyed. Storage and access arrangements will be managed in accordance with the Data Protection Act 1998 and the requirements of any subsequent legislation.
12. Unsuccessful candidates or candidates not short-listed for interview will not normally be given feedback until after an offer of appointment is made and accepted by another candidate.
13. Candidates should be made aware that the interview processes usually involve a tour of the school and a chance to meet other colleagues in the department.
14. This policy will be monitored regularly by the trustees, updated where necessary and approved on an annual basis.