

Christ The King Sixth Form College

Appointments Policy

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- ✚ Provide the highest standards of teaching and learning.
- ✚ Expect students to show commitment to their studies and the Christian values of the College.
- ✚ Provide equality of opportunity, with mutual respect and positive encouragement.
- ✚ Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
- ✚ Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

1 General Points

- 1.1 The following Appointments Policy applies equally to all posts. Further information on appointments of senior post holders can be found in the Articles of Governance.
- 1.2 The Appointments Policy and related procedures will be monitored, reviewed and evaluated by the Personnel Committee every four years.
- 1.3 The Governing Body is responsible for the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of holders of senior posts. Senior post holders are currently defined by the Governors as the Principal, the Vice Principal and the Director of Finance and Estates. Detailed information on appointments of senior post holders can be found in of the Articles of Government.
- 1.4 All staff will be appointed with due regard to the staffing structure agreed by the Governors.
- 1.5 All staff will be appointed with due regard to the Catholic ethos of the College.

- 1.6 All applications will be judged strictly on merit regardless of race, nationality, class, age, gender, marital status, disabilities, sexual orientation or religious belief and will be monitored. The selection process will be carried out in a manner that accords with the Equal Opportunities Policy, including the race gender and disability equality polices.
- 1.7 All staff will be appointed with due regard to safeguarding and safer recruitment and selection guidelines.
- 1.8 The Principal will have overall responsibility for the appointment of staff.
- 1.9 Staff and Governors engaged in the appointment process will be appropriately prepared and trained.
- 1.10 All applications will be treated in strict confidence.

2 Deciding Staffing Needs

- 2.1 Any recruitment will facilitate achievement of the College Development Plan and will be within budget.
- 2.2 For posts other than senior post holders, the appropriate Senior Manager will consult with the Principal regarding:
 - (i) Whether the position is necessary;
 - (ii) Whether the tasks should be performed by restructuring or procedural change;
 - (iii) Whether the position can be filled by promotion or transfer;
 - (iv) Whether the vacancy requires redefining, taking into account changing work patterns, organisation, technology and the need for additional skills;
 - (v) Whether the vacancy should be re-advertised as it stands.
 - (vi) Whether the vacancy should be advertised externally or internally.
- 2.3 A job description and person specification will be prepared by the relevant manager and agreed with a member of Senior Management Team or Governors, as appropriate. This will be carried out in liaison with the Personnel Manager.

3 Recruitment Method

- 3.1 Recruitment / appointment of staff will normally be by advertising, shortlisting, interview and associated tasks.
- 3.2 Staff may be recruited through a variety of ways, for example:
 - (i) Internal advertisement;

- (ii) External advertisement;
 - (iii) Employment agencies;
 - (v) Job centres / parish bulletins.
- 3.3 All vacancies will be advertised through the most appropriate medium. The Governors/relevant manager will liaise with the Personnel Manager to provide a draft advertisement. The aim is to select the best medium for recruitment i.e. one that reaches the “target group” and is within budget.
- 3.4 All vacancies will be displayed on the noticeboard in the Staff Room and on the intranet college website.
- 3.5 The advertisement will state the deadline for applications and indicate when interviews will take place.

4 The Administration of the Recruitment Process

- 4.1 The administration of the recruitment process shall be the responsibility of the Personnel Manager who will work closely with the relevant Governor/manager.
- 4.2 In normal circumstances, telephone calls, faxes, letters and e-mail messages will be responded to on the day of receipt.
- 4.3 An application form including the equal opportunities monitoring form, job description and person specification / selection criteria, background information about the College including the organisation structure, plus any other relevant details with specific regard to safeguarding will be sent out by first class mail or can be downloaded via the intranet/college website.

5 Selection for Interview

- 5.1 The Selection Panel for the post of Principal will consist of at least three members of the Governing Body with the majority being Foundation Governors.
- 5.2 The Selection Panel for the selection of appointments of Senior Post Holders, other than the Principal, will consist of three members of the Governing Body with the majority being Foundation Governors and include the Principal.
- 5.3 The Selection Panel for appointments, other than Senior Post Holders, will have regard to the nature of the post and will normally consist of a member of the Senior Management Team together with the relevant Line Manager/s.
- 5.4 Written records of the selection process will be made with brief reasons for the decisions taken. All notes will be kept for a minimum of six months after the appointment.

- 5.5 The Personnel Manager will issue copies of all application forms to the shortlisting panel members together with a list of selection criteria based on the Person Specification.
- 5.6 The Selection Panel will meet to:
- (i) Select the candidates for interview;
 - (ii) Agree on the format for the day. This is likely to include a formal welcome, a tour of the College, and completion of an exercise, in addition to the interview.
- Shortlisting proforma and information about the structure of the day will be returned to the Personnel Manager.
- 5.7 The Personnel Manager will inform shortlisted candidates by telephone of:
- (i) Their selection for interview;
 - (ii) The interview date and start time.
- At the shortlisting stages unsuccessful candidates will not be notified.
- Candidates will ideally be given five days notice of the interview day.
- 5.8 (i) The Personnel Manager will write confirming the arrangements including the programme for the day;
- (ii) The Personnel Manager will write for at least two confidential references for each candidate.
- 5.9 With permission all written references will ideally be obtained prior to interview. The reference request will follow safeguarding best practice guidelines.
- 5.10 A salary assessment will be carried out for each candidate.
- 5.11 The Personnel Manager will ensure that members of the Selection Panel have copies of the application forms, interview proforma, and that the Chair of the Selection Panel has the references and salary assessment. References will be reviewed to ensure all questions have been answered and checked against the applicants form for consistency. Any issues, including disciplinary or allegations will be considered and where appropriate these issues or discrepancies will be followed up at interview.
- 5.12 The Personnel Manager will supply a list of candidates for Reception. Candidates will be met by Reception staff who will issue individuals with the interview expenses claim form and a programme for the day.

6 Interview Procedure

- 6.1 (i) The Chair will introduce the Panel and inform each candidate of the interview process and follow the questions / criteria drawn up by the panel and will include questions with reference to safeguarding.
- (ii) Candidates will be given the opportunity to ask questions;
- (iii) The Chair will confirm whether the candidate is still interested in the post.
- 6.2 Following the completion of the interview process the panel will:
- (i) Decide whether any candidate(s) are appointable to the post;
- (ii) Check the references where any follow up action was necessary;
- (iii) Make a decision by considering individual preferences and then reach a consensus;
- (iv) Make arrangements for informing and debriefing candidates;
- (v) In the case of Senior Post-holders, the interviewing panel will make a recommendation for appointment to the full Governing Body.
- 6.3 A formal letter confirming the offer of appointment will be sent to the successful candidate conditional upon receipt of satisfactory medical and criminal record bureau and vetting & barring scheme clearance. The candidate will be required to provide written acceptance.
- 6.4 Senior Post Holders will have their appointment confirmed by the Clerk to the Governors.
- 6.5 If no appointment is made and it is decided to re-advertise the position, candidates will be told that their application will automatically be reconsidered.
- 6.6 Written records of the interviewing process will be kept for a minimum of six months after appointment. Members of the interview panel will send all papers relating to the interview to the Personnel Manager for filing and shredding.
- 6.7 A contract of employment is issued by the Personnel Manager, ideally within six weeks of commencement of employment.
- 6.8 Information on the Induction Procedure will be issued to staff by the Personnel Manager on their first working day.