



ST. JOSEPH'S
CATHOLIC COLLEGE

Recruitment Policy 2013



Recruitment Policy

1. Purpose, Scope and Principles

- 1.1 The Governing Body has the overall responsibility for all staff appointments. With the exception of the appointment of the Principal and deputies, where different arrangements apply, it may delegate these responsibilities to the Principal, an individual Governor or a group of Governors.
- 1.2 The Principal will normally be expected to lead in determining staff appointments outside the leadership group.
- 1.3 The time limits referred to in the document may be varied provided that all parties agree.
- 1.4 Care should be taken at meeting of the governing body (or its committee or selection panel) where the dismissal, promotion, retirement, suspension or transfer from one post to another of an employee at the College requires consideration. If a person present at such a meeting has a direct interest in the matter in question she/he should take no part in its consideration or discussion and should not vote on any question about it.
- 1.5 All persons selected for appointment should satisfy basic employment checks on identity, academic qualifications, professional and character references, CRB clearances and appropriate medical fitness. In the case of teachers checks should be made to ensure registration with the GTC, qualified teacher status and induction.
- 1.6 All appointments will be made in accordance with the Equality Act 2010 in order to prevent discrimination.
- 1.7 The College may use positive action as part of the selection process in order to fulfil the current equality objective of raising the number of staff who come from ethnic minority groups.
- 1.8 The College is committed to safeguarding it's children and any appointments made will be in accordance with Safer Recruitment guidelines
- 1.9 All appointments (teaching and non teaching) are subject to a minimum 6 month probationary period from when they take up their appointment. A review will be held after this time which confirms whether their appointment is permanent.

2. Appointment of Principal

- 2.1. Review the College's requirements and vision and appoint selection panel (minimum 3 Governors).
- 2.2. Agree schedule for filling vacancy (when/where to advertise, when to shortlist/interview, when to report back to governing body).

- 2.3. Advertise vacancy and prepare supplementary information including job description, person specification, proposed contract of employment including terms and conditions of employment.
- 2.4. Determine length of probationary period after appointment, up to a maximum of 12 months, and the review process to be followed.
- 2.5. Shortlist after closing date, send for references and invite short listed candidates for interview.
- 2.6. Interview and arrange for selected candidates to complete relevant documentation regarding pre employment clearances and equalities.
- 2.7. Request that the full governing body endorses the recommendation of the selection panel and confirm recommendation in order that a contract of employment may be issued (subject to satisfactory pre employment checks).
- 2.8. Where the post will not be filled before the date on which it falls vacant the governing body may appoint an acting Principal.

3. Appointment of Deputy Principal

- 3.1 As for above, except that the governing body must also consider the advice of the Principal.

4. Appointment of Other Teaching and Support Staff

- 4.1 Review College requirements, prepare specification and job description
- 4.2 Appoint selection panel
- 4.3 Advertise the vacancy to ensure that it is brought to the attention of persons qualified to fill the post giving due attention to good employment practice and the requirements of equal opportunities.
- 4.4 In making recommendations on pay and grading the Governing body should have regard to the responsibilities of the post and the teachers and Support Staff Pay Policies

5. Complaints Procedure

- 5.1 Candidates who feel that they have not been treated fairly should be able to complain to the Chair of Governors within 14 working days of being advised of the outcome of the selection process.