


Recruitment, Retention & Induction of Staff

Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mr C Jones, Business Manager
Last reviewed on:	February 2021
Next review due by:	February 2022 or on receipt of updates from CWAC

Status

Recommended

Purpose

The purpose of this policy is to ensure a coherent and consistent approach to recruiting, retaining, and inducting staff of the highest calibre who will help to achieve the school's vision. We believe that our staff are our most important resource and that our pupils' learning should be managed by highly motivated, highly skilled staff. We also want to ensure a safe and secure learning environment for our children.

Statement

We will seek to maintain and strengthen the religious character of our school through appropriate considerations during the selection process as allowed under current legislation. The school recognises the need to recruit the best possible staff to all posts and excepting the posts of Headteacher, Deputy Headteachers and Head of Religious Education all applications will be treated equally. The posts of Headteacher, Deputy Headteachers and Head of Religious Education must be filled by a practising Catholic. If two identical candidates are interviewed for a position and there is absolutely no difference between them apart from one being a practising Catholic, the Catholic should be offered the position.

We are mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough, and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.

The school will follow procedures that comply with employment law, relevant education legislation and codes of practice, other codes of practice, other relevant national requirements and which aim to achieve best practice.

Who was consulted?

DFE Guidance – Keeping Children Safe in Education (2020) (Appendix 1, guidance from Update January 2021 (Post EU Exit) – Part three

Relationship to other policies

This policy relates to the child protection and safeguarding, equality, staff pay, appraisal and the whistle blowing policies.

Roles and responsibilities of Headteacher, other staff, governors

The **Headteacher** will:

- undertake training on safer recruitment and ensure all those involved in the recruitment process (including governors) are trained.

- ensure that appropriate checks are carried out on all applicants for positions in the school – paid and voluntary. This will include checking identity, right to work in the UK, qualifications, prohibition to teach, professional and character references, health and physical capacity, previous employment history to ensure gaps are accounted for, and criminal records.
- ensure that a single central register is kept recording the vetting information gathered.
- ensure that staff and governors involved in recruitment procedures are trained in the wider aspects of recruitment including safer recruitment.
- ensure that where any students are placed in alternative provision, the school will obtain a written statement from the provider confirming that they have completed all the necessary vetting and barring checks on their staff.
- ensure that a risk assessment will be completed for volunteers to decide whether a DBS Check will be required.
- evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of the school.
- review regularly the documentation provided for potential applicants for posts to ensure explicit reference is made to the school's commitment to safeguarding, and to enable potential applicants to make well-informed decisions about whether to apply.
- ensure the number and role of support staff are monitored to ensure that their skills and talents, and those of the teachers, are used to the full.
- use the performance management strategy to identify, share and celebrate good practice and to generate evidence for threshold applications and salary reviews.
- identify a Deputy Head to manage
 - the induction of all new staff
 - the mentoring of newly qualified teachers.

The **Senior Management Team** will:

- manage the continuing professional development of staff for staff reporting to them.

The **Deputy Headteacher** appointed (as above) will:

- take responsibility for the induction programme in place for all new staff.
- mentor newly qualified teachers to ensure professional standards are met.

The **Governors** involved in recruitment will:

- be familiar with other related policies and the DFE Guidance – Keeping Children Safe in Education (2020) Update – January 2021 (Post EU Exit) – Part three – Safer recruitment

- undertake training on safer recruitment.
- Carry out checks on the school's Safer Recruitment procedures including regular checks of the school's Single Central Record (Designated Safeguarding Governor).

Arrangements for monitoring and evaluation

This policy will be reviewed on an annual basis by the Business Manager and the Headteacher.