



Recruitment Policy

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Rationale

The safe recruitment of staff in Schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School is also committed to providing a supportive and flexible working environment for all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The School recognises the value of, and seeks to achieve a diverse workforce. The School is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. This document provides a good practice framework to comply with the principles set down in the School's Equal Opportunities Policy.

Aims

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability of the person
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any ground including age, disability, gender reassignment, race, religion or belief, sex or sexual orientation as outlined in the Equality Act 2010;
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To ensure that all employment checks are recorded clearly

Pre-Employment Checks

If it is decided to make an offer of employment following a formal interview, employment with the School will be conditional on the following;

- An identity check;
- An enhanced DBS check;
- A prohibition from teaching check;

(Must be made for anyone undertaking 'teaching work' (with or without Qualified Teaching Status)

- A check of professional qualifications and QTS where appropriate;
- A check to establish the person's right to work in Switzerland
- Receipt of at least two references which are satisfactory to the School, one of which will be from the applicant's more recent employer;

Roles and responsibilities

- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- It is the responsibility of the Headteacher and other senior managers involved in the recruitment process to ensure that the school operates safe recruitment procedures and carries out all appropriate checks on all staff, work experience students and volunteers who work at the School.
- Monitor contractors' and agencies' compliance with this policy; and promote the welfare of children and young people at every stage of the procedure.
- It is the responsibility of all contractors and agencies who provide services to the School to comply with safer recruitment practices.
- It is the responsibility of the School's office (Head of Admissions), in conjunction with the Headteacher, to ensure all pre-employment checks are complete before employment begins and that they are recorded on the Single Central Register.

Verification of identification

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the Switzerland, current address and qualifications:

- Passport or photo-card driving licence providing photographic identity;
- Original documents confirming any educational and professional qualifications referred to in their application form.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

The Procedure

Advertising

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Application

Applicants will receive a job description and person specification for the role applied for. All applicants for employment will be required to complete a confidential application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. The school does not accept a curriculum vitae in place of an application form.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experiences will be discussed in more detail.

Interview

The selection process will always include the following;

- A tour of the School
- The candidate will be observed teaching a lesson
- A face to face professional interview including questions relating to safeguarding children
- Verification of Qualifications and/or professional Status

Short listed applicants will be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The School will verify that applicants have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the School will require sight of a properly certified copy. Where applicants have obtained qualifications abroad, a certified comparability check by BARIC will be required. Proof of identity and other documentation will be verified by the chair of the panel/headteacher.

The School requires applicants to account for any gaps or discrepancies in employment history on the application form. Where any applicant is shortlisted, any gaps will also be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at the School, the School is required to report the matter to the Disclosure and Barring Service, the Police and other relevant professional bodies.

References

References for shortlisted applicants will be requested immediately after short-listing. The only exception to this is where applicants have indicated on the application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied. All referees will be sent a copy of the job description and person specification relevant to the role for which the applicant had applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record
- Their relationship to the applicant
- Whether they have any reason to believe that the applicant is unsuitable to work with children

- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children including any in which the disciplinary sanction has expired
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people

The school will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references of testimonials. The School will not accept references from relatives of the applicant or people writing solely in the capacity as a friend.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and/or the referee before any appointment can be confirmed. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.