



Warrington Collegiate

## **QUALITY ASSURANCE**

## **RECRUITMENT & SELECTION**

**Policy Ref: S/4/15**

**This procedure relates to above policy.**

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### **Procedure**

When a vacancy arises the line manager should consider reassessing the requirements of the job or restructuring.

The following questions should be asked:

- has the job changed?
- have work patterns, new technology or new products altered the job?
- are there any changes anticipated which will require different, more flexible skills from the jobholder?

Exit interviews or consultation with the current job holder and colleagues may well produce good ideas about change.

### **On-line Staff Requisition**

Managers are required to complete an on line Staff Requisition for all new or fixed term posts. The requisition must receive Director approval.

### **Job Description**

A job description must be produced or updated for any vacant post that is to be filled and can also be used for induction and training.

The job description should include:

- main purpose of the job
- main tasks of the job
- job activities
- responsibilities
- safeguarding responsibilities

## **Person specification**

A person specification allows the line manager to profile the ideal person to fill the job. It should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience all relating precisely to the needs of the job. Care should be taken when drawing up the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

Factors to be considered:

- skills, knowledge, aptitudes directly related to the job
- type of experience necessary
- competences necessary
- education and training
- personal qualities in relation to the job

## **Advertising**

All vacancies will be advertised internally and where appropriate externally. Recruitment advertising must be effective, give value for money and present a positive and realistic image of the College. All advertisements will indicate the College's commitment to safeguarding and equal opportunities and diversity.

An online application/application form will be required in every case, although the submission of CVs in support of an application is acceptable.

## **Shortlisting**

The applications will be shortlisted by the recruiting manager/panel.

Only candidates who meet the essential requirements for the post will be considered for shortlisting. Any gaps in employment history will be identified and discussed at interview.

New selection criteria will not be introduced at this stage.

Under the Two Ticks System, which clearly demonstrates our continued commitment to and implementation of the College's policy of equal opportunity and commitment to diversity, we guarantee an interview for candidates with disabilities who fulfil the minimum essential criteria detailed in the Person Specification.

## **References**

References can be taken up prior to the interview or following the interview by telephone by the recruiting manager. The reference form should be completed and returned to Human Resources. Human Resources will then take up outstanding written references ensuring two satisfactory references for each successful candidate.

## **Selection**

Selection methods may include, presentations, in tray exercises, aptitude tests, structured interviews, psychometric tests etc dependent upon the role and must be applied consistently to every candidate.

All academic posts will include a structured interview and micro teach.

All candidates must be asked the standard safeguarding questions. Notes recording evidence against selection criteria should be made in all selection activities. This should then be used to assess candidates against the person specification, make selection and for the provision of feedback to candidates.

## **Appointments**

Once a selection decision has been taken a written offer of employment will be made. Offers of employment are subject to satisfactory references, Criminal Record Bureau clearance, medical clearance and other checks such as Asylum & Immigration checks.

Unsuccessful candidates will be notified and feedback provided if requested.

## **Recruitment targets and monitoring**

The Human Resources Team reviews the recruitment and selection process, monitoring diversity and equality of opportunity and undertaking advertising response analysis. Data is summarised and supplied to the Equality & Diversity Committee.

## **Safeguarding**

The College's commitment to safeguarding is included in job adverts. Individual responsibilities for safeguarding are included in job descriptions. Candidates invited for interview are required to complete a CRB form. Standard safeguarding questions are asked at interview. The successful candidates form is sent for CRB clearance. CRB clearance must be received before an individual commences employment. Employment offers are subject to satisfactory references.

## RECRUITMENT AND SELECTION PROCESS

### On-line Requisition

- Completed by recruiting manager (automatic notification e-mail sent to Finance).
  - Approved/Declined by Director.
  - If approved automatic e-mail sent to recruiting manager and HR for progression.
- (Nb. All requests will be responded to within 48 hours).



### Advertisement/Deadline and Closing Dates

- HR advertise vacancy.
- Deadlines for media: TES, MEN, Warrington Guardian - Friday of previous week to placement.
- Closing dates - Internal Advertisement: 1 – 2 weeks after placement date. External Advertisement: 2 weeks after placement date.



### Shortlisting

- Deadline for all applications will be close of business on the closing date.
- Short-listing is carried out by the recruiting manager/panel against the selection criteria.



### References

- References taken up by the recruiting manager prior to the interview (where the candidate has indicated their consent on the application form).
- Alternatively, following the interview the recruiting manager to telephone for references, completing and returning the reference form to HR or if references have not been sought HR to write to the two nominated referees.



### Interviews

- HR to arrange interviews sending CRB form to candidates and giving them at least one week's notice.
- HR to see candidates prior to interview to check CRB form and the requested documents, eg eligibility to work in UK, qualifications, IFL membership, Teaching and Learning Observation etc.
- All selection to include a structured interview and micro teach (for all roles with teaching & learning responsibilities) to a group of learners of at least 45 minutes. The candidate should be notified in advance of the topic, number and level of students and the resources available including ILT to be utilised. The micro-teach will be evaluated on the basis of the Ofsted criteria (at which a member of the Quality team to be present to provide advice to the recruiting manager and identify any future development needs that the candidate may have).
- Interview panel to complete interview notes and Member of Quality to sign to confirm the micro-teach meets the required standard (minimum Grade 2).



### Contacting Candidates

- Recruiting manager to contact the successful candidate and HR to contact unsuccessful candidates.
- Candidates will be contacted with the outcome of interviews, within 1 week.



### CRB Check

- CRB documentation sent to Criminal Records Bureau.



### Contracts of Employment

- An offer letter will be sent out within one week.
- A contract of employment and appointment letter will follow when CRB clearance has been received and the start date is confirmed.



### CRB Checks

- CRB clearance must be received before an individual starts work. HR will notify the recruiting manager when clearance has been received.