



# **Northampton Primary Academy Trust**

## **Recruitment & Selection Policy and Procedure**

Date approved by the NPAT Board of Trustees:	20 <sup>th</sup> May 2021
Chair of Trustees Signature:	Jeremy Stockdale
Renewal Date:	20 <sup>th</sup> May 2023

## **1. Introduction**

- 1.1. The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Trust's Equality and Diversity policy.
- 1.3. NPAT will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.5. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment privacy Statement provides specific details in accordance with the GDPR principles which can be found in our Trust GDPR policy.

## **2. Delegation of Appointment and Constitution of Appointments Panels**

- 2.1. The power to offer employment for all posts below the level of Deputy Headteacher is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or Governor.
- 2.2. The Headteacher is expected to involve at least one Governor in the appointment of all Teaching staff.
- 2.3. Selection panels will comprise a minimum of two people (usually three). In accordance with the statutory requirement, every selection panel will have at least two members who have undertaken Safer Recruitment Training within the last three years. In addition, at least one member will have undertaken general recruitment or equalities training.

## **3. Advertising**

- 3.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. While this will normally mean placing an advertisement both internally and externally, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates within the Trust, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. Internal vacancy details (advertisement text and NPAT Job Application Pack) should be emailed to the School Business Manager for addition to the MS TEAMS-NPAT ALL STAFF-Vacancies section. In these circumstances, the selection panel may decide that certain part of the recruitment process may be omitted, but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks. External vacancies should be placed on the Teach Northamptonshire website, the school's own website and added to the MS TEAMS-NPAT ALL STAFF -Vacancies section.

#### **4. Information for Applicants**

- 4.1. A job description outlining the duties of the post and an indication of where the post fits into the organisation structure of the school. A person specification may also be provided. This will include a statement on behalf of the Local Governing Body on their commitment to safeguarding and promoting welfare.
- 4.2. The latest NPAT Application Form. This is currently November 2020 and is available as Appendix A. Updated versions will be available in TEAMS. As recent updates have included legal requirements it is important that the correct version is taken from TEAMS each time rather than a locally stored version being used. C.V's will not be accepted.
- 4.3. An NPAT standard Job Application Pack should be prepared. As this pack provides an initial impression of both the school and NPAT it is important that it is presented in a professional manner with attention paid to using the most up to date version of the pack, utilising the same size and style of font for each section, selecting images that have consent and are carefully resized etc. The pack should contain:
  - a description of the school relevant to the vacant post;
  - reference to the school's policy on Equality and Diversity;
  - reference to the Child Protection/Safeguarding Policy;
  - DBS and other pre-employment requirements;
  - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification;
  - the closing date for the receipt of applications;
  - outline of terms of employment including salary;
  - reference to the Trust Recruitment and Selection Policy;
  - GDPR Recruitment Privacy notice.

#### **5. Short Listing and Reference Requests**

- 5.1. The selection panel will use an agreed shortlisting form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 5.2. The selection panel will take up at least two references on each shortlisted candidate. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3. Reference requests will ask the referee to confirm:
  - the referee's relationship with the candidate;
  - details of the applicant's current post and salary;
  - performance history and conduct;
  - all formal time-limited disciplinary warnings not relating to safeguarding concerns which have not passed the expiration date;
  - all disciplinary action where the penalty is 'time expired' and which related to safeguarding concerns;

- details of any substantiated allegations or concerns relating to the safety and welfare of children;
  - whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept reference from relatives or people writing solely in the capacity as a friend of the candidate for any post;
  - references will be verified, and any discrepancies will be discussed with the candidate at interview;
  - references will be checked against information on the application and any discrepancy issue or concern noted and taken up with the applicant at interview.
- 5.4. On receipt of the application form, the equality monitoring information must be separated from the application.
- 5.5. If the field of applicants is felt to be weak the post may be re-advertised.

## **6. Interviews**

- 6.1.1. The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any Governors or Trustees involved in the process, but the following will be adhered to:
- 6.1.2. Briefing: All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.
- 6.1.3. The formal Interview: Before the interviews, the selection panel will agree on the interview format, including any assessments methods and tasks. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirements of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.
- 6.2. The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. Information will be retained in line with the Trust retention policy based on the Information Records Management Society (IRMS) retention guidelines.

## **7. Offer of Employment by the Selection Panel**

- 7.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:
- verification of right to work in the UK;

- proof of relevant qualification;
- satisfactory DBS Enhanced Disclosure;
- a certificate of good conduct (if applicable) which may include EEA sanctions and restrictions;
- barred list check;
- teacher prohibition (if applicable);
- Section 218 check (if applicable)
- pre-employment medical screening;
- satisfactory references;
- disqualification under the Children Disqualification Act 2006, as amended.

- 7.2. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks. Unsuccessful candidates will also be notified. In line with GDPR regulations application documentation will be retained for six months and then confidentially and securely destroyed.

## **8. Personnel file and Single Central Record**

- 8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:
- application form – signed by the applicant;
  - interview notes – including explanation of any gaps in the employment history;
  - references – minimum of 2
  - proof of identity;
  - proof of right to work in the UK;
  - proof of relevant qualifications;
  - Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions;
  - evidence of medical clearance from the Occupational Health service;
  - evidence of DBS clearance and barred list check;
  - teacher prohibition checks;
  - evidence of Section 128 Direction (where applicable);
  - offer of employment letter and signed contract of employment;
  - disqualification under the Childcare disqualification Act 2006, as amended.
- 8.2. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the Trust data retention policy, which is compliant with relevant Data Protection Act and the General Data Protection Regulations 2018.
- 8.3. The school will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.
- 8.4. The school will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from

you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

- 8.5. You have the right to withdraw your consent at any time and can do so by informing the school's Data Protection Officer, with the exception of documents that are required for a statutory requirement.
- 8.6. The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

## **9. Start of Employment**

- 9.1. The pre-employment checks must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.
- 9.2. All new employees will be provided with an induction programme in line with our Trust Induction Policy, which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.

**Appendix A**

# Northampton Primary Academy Trust



## Employment Application Form

Internal Use Only			
Date Received		Interview (Y/N)	
Interview Date Confirmed		Notification Date	

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form and return by email. CVs are not accepted.

Vacancy Job Title	
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### Part 1: Information for Shortlisting and Interviewing

Surname or Family name	
First Name(s)	
Teacher Number	
Letter of Application	<b>Please attach a letter of application separately to your application email.</b>

### Current or Most Recent Employment

Name of Employer	
Address	
Postcode	
Telephone Number	

Position held	
Temporary/Permanent/Supply and whether Full or Part-time	
Date appointed to this post	
Date appointed to position	
Date Left and reason for leaving (if applicable)	
Date available to begin appointment	
Age Range of School	
Second subject offered	
Salary/Allowance Details	Current Scale: Current Point: TLR/Allowances: Leadership Scale Current Salary (for non-education employment):
Teachers' Pension	Please give details of Election to Opt Out where applicable:
Main duties of this post	

## 1.2. Previous Employment – Full Chronological History

Starting with your most recent employment, list all paid employment, voluntary work, period of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment, training or education since leaving secondary education. Teaching practise should only be included where this application is for your first teaching job.

Name of School, employer or voluntary agency (inc name of LA)	FT/PT Supply Temp /Perm	School Type (Primary, Secondary, Special, Other)	Age Range of School	Number on Roll	Position Held (Year Group if appropriate) and Salary (Point)	Dates				Reason For leaving
						From		To		
						Mth	Yr	Mth	Yr	



**We reserve the right to contact any of the previous employers/organisations listed in this section to confirm the details you have supplied.**

### 1.3. Education & Qualifications

Please give details of your education and any qualifications obtained with the most recent first. This should include any qualifications you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Institute/University/College/School	Date Awarded	Qualifications and Grades Achieved

Please tab in the bottom right cell to create extra cells if necessary.

### 1.4. Teacher Training, Other Professional Qualifications and Membership

You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list the most recent award first.

College or Department of Educations Attended (with dates)	FT/PT	Qualifications and Grades Achieved	Date Awarded

Please tab in the bottom right cell to create extra cells if necessary.

Membership of Professional Association and Level	Dates
Teachers' Pensions Reference Number (Teachers Only)	

Do you have qualified teacher status?	
Date Qualified Teacher Status Obtained	
If you successfully qualified as a teacher after 7 <sup>th</sup> May 1999, have you successfully completed an NQT induction?	

**1.5. In-Service Courses and Additional Achievements**

Title of training Course/Programme	Awarding Body	Date

**1.6. Other Relevant Experience, Interests and Skills**

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**1.7. Supporting Statement**

Supporting Statement
<p>Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. <u>No assumptions will be made about your experience.</u></p> <p>Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the job description and person specification. Make sure you address all the criteria on the person specification.</p>

## 1.8. Referees

References will only be required for candidates shortlisted for interview. Please provide the details of two people to whom reference may be made. If you have been in employment, the first referee should normally be your present or most recent employer. If you are applying for a teaching post and are not currently working with children, please provide a referee from your most recent employment involving children. References will not be accepted from relatives or from people writing solely in the capacity of friends. If the employment was within a school, the reference must be written by the Headteacher. We reserve the right to ask you for further referees or contact previous employers if necessary. **Please note we do not accept references from University placements, please include a reference from your school placements instead.**

**It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.**

### First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Name by which you were known to this referee if different from now	

### Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Name by which you were known to this referee if different from now	

May we contact your present employer if you are shortlisted?	
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If you have indicated NO above, please note that references will be required if you are the preferred candidate after interview.

### 1.9 Reference Declaration

To comply with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The relationship of the referee to you
- Details of your current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings not related to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is 'time expired' and relate to safeguarding concerns
- Details of any child protection concerns and if so, the outcome of any enquiry
- Whether the refer has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

I consent to the named referees being contacted in accordance with the above.

Signature	
Print	
Date	

You have the right to withdraw your consent at any time and can do so by informing our Data Protection Officer that you wish to withdraw your consent.

### 1.10. Declaration of Interest/Code of Conduct

Employees must not allow personal and/or private interests to influence their conduct as employees. In particular, all applicants (and existing employees) are required to inform the School if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the School/Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in an employment being terminated.

Important: Even if you have nothing to declare, please indicate this by writing 'None' in the space below

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## Part 2

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

Vacancy Job Title	
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### 2.1 Personal Information

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Email address	
11. DfE reference number	
12. National Insurance Number	
13. Do you have a current full driving licence? Only applicable for posts which require driving	
14. Are you related to or have a close personal relationship with any pupil, employee, or governor?	
15. Do you require sponsorship? (previously a work permit)	

## 2.2. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions, which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

## 2.3 Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department of Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

In accordance with the provision of The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the job you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

## 2.4 Data Protection Act 2008 and General Data Protection Regulations 2018 (GDPR)

To comply with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our GDPR Recruitment Privacy Notice and GDPR policy, which can be found at [www.npatschools.org](http://www.npatschools.org).

We have a Trust Data Protection Officer whom you can contact with any questions relating to the handling of your data. You make contact by emailing: [dpo@npatschools.org](mailto:dpo@npatschools.org)

The information collected on this form will be retained in accordance with our GDPR policy. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. **This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.**

## Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position". The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974).
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organization is under a duty to protect the public funds it administers and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

## 2.5 Declaration

I certify that, to the best of my knowledge, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signature (please type name)	
Date	



**Part 3**

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in accessing and or scoring your application or during the interview process. This information is kept confidentially, and access is strictly limited in accordance with the General Data Protection Regulations 2018 (GDPR).

Ethnicity	Workforce census code		Please tick
<b>White</b>	<b>WBRI</b>	<b>British English Welsh Northern Irish Scottish</b>	
	<b>WIRI</b>	<b>Irish</b>	
	<b>OOTH</b>	<b>Irish Traveller</b>	
	<b>OOTH</b>	<b>Gypsy</b>	
	<b>WOTH</b>	<b>Other White background</b>	
<b>Mixed</b>	<b>MWBC</b>	<b>White and Black Caribbean</b>	
	<b>MWBA</b>	<b>White and Black African</b>	
	<b>MWAS</b>	<b>White and Asian</b>	
	<b>MOTH</b>	<b>Other Mixed background</b>	
<b>Asian or Asian British</b>	<b>AIND</b>	<b>Indian</b>	
	<b>APKN</b>	<b>Pakistani</b>	
	<b>ABAN</b>	<b>Bangladeshi</b>	
	<b>CHNE</b>	<b>Chinese</b>	
	<b>AOTH</b>	<b>Other Asian background</b>	
<b>Black or Black British</b>	<b>BCRB</b>	<b>Caribbean</b>	
	<b>BAFR</b>	<b>African</b>	
	<b>BOTH</b>	<b>Other Black background</b>	
<b>Other ethnic group</b>	<b>OOTH</b>	<b>Arab</b>	
		<b>Write in:</b>	

Prefer not to say	REFU		

Sexual Orientation	Please tick
Bi-sexual	
Gay man	
Gay woman	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Religion or belief	Please tick
No religion	
Christian	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (write in	

Disability Do you consider that you have a disability?	Please tick
Yes: please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning disability/difficulty	
Long standing illness	
Other	
Prefer not to say	