

Recruitment and Selection Policy

ReFocus



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| Approved by: | Paula Tucker Headteacher | Date 29/04/2024 |
| Last reviewed on: | 29/04/2024 | |
| Next review due by: | 30/09/2024 | |

Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, based on their relevant merits, to support the delivery of our corporate strategy;
- In an equal and inclusive way that is consistent with employment legislation and good practice;
- Through a process that supports our values;
- In a value-for-money way.

Scope

This policy applies to all internal and external candidates who are applying to work at ReFocus.

Policy Statement

Recruiting and selecting the best people is of paramount importance to the continued success of ReFocus. We want to constantly improve our performance as an organisation, to ensure we are doing all we can to protect and promote the interests of students. To do this, we recognise we need to recruit from the widest possible talent pool and ensure we have the right balance of skills.

ReFocus' Resourcing and Recruitment team aims to ensure a flexible and student focused approach to recruitment, using a range of selection methods. Each recruitment campaign will be designed to identify the best person for the job, in the most time- and cost-efficient way, without compromising fairness, confidentiality or ReFocus' commitment to having a diverse workforce.

Recruitment Process

Identification of a Recruitment Need

Before recruitment commences, the line manager for the role, in liaison with the Senior Management team, identifies the specific recruitment need and gains the necessary approval for the role.

Job Descriptions (including Person Specifications)

A job description is prepared that will include:

- an outline of the job's main accountabilities; and
- a person specification, which details the criteria required to perform the job, against which candidates can be assessed throughout the recruitment process.

Advertising

All substantive vacancies will be sent out to all Internal employees via the work-based email system. ReFocus Ltd will advertise externally via the website www.refocusltd.co.uk and may choose to advertise through cost-effective external media in order to generate a diverse pool of potentially suitable candidates. Where appropriate, staff will be able to refer external candidates.

In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the Senior Management Team. In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. For further information about Monitor's equality objectives, please refer to the Equality and Diversity Policy. Applications are treated with due confidentiality.

Shortlists will be determined by the extent to which a candidate's experience, knowledge and skills match the role requirements as demonstrated within their application.

ReFocus makes a commitment to interview all candidates with a disability who meet the essential criteria for a job vacancy. Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of their disability.

Candidates will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at the shortlisting stage.

Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete various assessments such as presentations, a student-based assessment, a written exercise and/or other job-related exercises as appropriate for the job.

Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria.

All offers of employment will be made on merit following the selection process as outlined above.

Appointing New Employees

Before finalising an offer, ReFocus will require two satisfactory references (which may be taken at any stage of the process), completion of a work health assessment, and confirmation of the

individual's right to work in the UK. For some roles, the offer will also be subject to a check of essential qualifications.

It is essential that every new Employee will be required to complete DBS and Barring list checks in line with the ReFocus Safer Recruitment Policy.

From 01 January 2021 the TRA Teacher Services system will no longer maintain a list of those teachers who have been sanctioned in EEA member states.

Refocus will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks for overseas applicants – Home Office guidance can be found on GOV.UK; and for teaching positions
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional bod applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

Further information can be found in DfE Guidance: Recruit teachers from overseas

Download KCSIE 2021 here: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Candidate Expenses

Any travel expense incurred as a result of the selection process will be at the cost of the candidate.

Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the Data Protection Policy.

Complaints

ReFocus strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application. Where a candidate is dissatisfied with the handling of their application, external candidates can address the Senior Management team. Any complaints from internal candidates will be explored initially with a nominated person from HR.

Queries

Any queries relating to this policy should be addressed to a member of the Senior Management team.

enquiries@refocus.school