



# RECRUITMENT

Frank Wise School considers its staff to be its greatest asset. The quality of the learning experience for our pupils and our ability to evolve our exceptionally high standards are intrinsically linked with our desire to continue to build a team of staff who are dedicated and creative, with a clear focus on learning and development. We understand that knowledge, skills and understanding can be acquired and we therefore recruit on the basis that we are confident that an appropriate attitude to working with people with learning difficulties and to professional development are securely established.

Frank Wise School takes seriously its responsibilities for safeguarding our children and young people and therefore follow Safer Recruitment procedures. At least two members of the Senior Leadership Team are trained in Safer Recruitment and our systems align with current guidance. *For more information on Safeguarding and Child Protection, please see our policy.*

Frank Wise School is actively committed to promoting equality of entitlement and opportunity in all spheres of its functioning. This includes recruiting to its staff team. *For more information on Equality, please see our policy.*

## **Procedures**

- An advertisement for any vacancies will be placed on the school website and on the relevant County Council and Oxfordshire Teaching Schools Alliance websites, along with accompanying information about the role and the school. The advertisement may be repeated or signposted via other media.
- All interested candidates will be invited to visit the school and spend time in one of the classrooms. This visit forms part of the interview process and candidates will be rated against a set of criteria based on observations of the person interacting with pupils and staff within both learning situations and less formally structured aspects of the school day, such as break time.
- All interested candidates must submit a fully completed application form on the Oxfordshire County Council form which should include a full employment history and relevant education history.
- References will be sought from at least two sources given for all shortlisted candidates. One referee must be the current or most recent employer, where this is relevant.
- If it is not possible to provide professional references then the application should explain why and the school will consider if character references can be considered instead.
- Shortlisted candidates will be invited to interview. The panel will consist of at least two people, comprising members of the Senior Leadership Team and/or the Governing Body, at least one of whom will have completed Safer Recruitment training. Interviewees will be asked a set of questions consistent within each episode of recruitment, which contain scope to explore responses to the question themselves and/or elements of the written application in more detail. There will follow a standardised set of questions about specific elements of the role, Safer Recruitment and the recruitment process itself.
- If applicants are not told that they have been invited to interview they should assume that their application is not being taken forwards.
- Successful candidates will be offered the role and, if it is accepted, unsuccessful candidates who have reached the interview stage will be offered verbal feedback by telephone or email, depending on their expressed preference.
- Candidates appointed to the role will be checked with the Disclosure and Barring Service (DBS) and against the prohibition lists.
- Candidates appointed to the role will subsequently receive a contract via Hampshire County Council, who manage Oxfordshire County Council's Human Resources functions.
- Newly appointed staff are subject to a contractual review period. They will receive induction training and will meet with a member of the Senior Leadership Team at identified points within the review period.

Frank Wise School strives to ensure that all staff are carefully supported to continually develop in their role with the aims of enhancing high standards of professional practice, staff members gaining a sense of evolving fulfilment in their work and quality staff being retained for appropriate time scales. *For more information on Staff Development and Appraisal, please see our policies.*

**Reviewed by:** Heidi Dennison

**Date:** April 2018

**Approved by Governors:** 

**Date:** 14th May 2018