

## **Armthorpe Southfield & Bessacarr Primary Schools Federation**

### **Recruitment Procedure 2015**

#### **1. Introduction**

- 1.1 The Governing Body of Armthorpe Southfield & Bessacarr Primary Schools Federation is committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work. It is the policy of the Governing Body to ensure a robust supply of suitably qualified and experienced staff to meet the Federation's human resource requirements and to embrace the Federation ethos, vision and mission statement and deliver the Development and Improvement Plan of both Schools.
- 1.2 The appointment of all employees in the Federation will comply with statutory employment legislation in force at that time and will be in accordance with Safer Recruitment in Education and the Federation's policies and procedures.
- 1.3 The Governing Body will ensure that candidates 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, socioeconomic background, or any other inappropriate distinction.

#### **2. Delegation of Appointments**

- 2.1 The Governing Body delegates all support staff appointments to the Executive Headteacher.
- 2.2 The Governing Body delegates all teaching appointments to the Recruitment Panel.
- 2.3 The Recruitment Panel will be responsible, across the Federation, for supporting the Executive Headteacher in the short-listing of candidates, the interviewing of candidates and in the decision-making process for making offers of employment to candidates.
- 2.4 In the absence of a majority decision by the Recruitment Panel, the Executive Headteacher will be responsible for making final decisions regarding the making of offers of employment to candidates.

- 2.5 The Recruitment Panel membership shall consist of:-
- Executive Headteacher
  - One suitable member of the SLT selected by the Executive Headteacher
  - Two Governors (who are not members of the SLT) nominated by the full Governing Body for a term of no longer than 12 months (who have preferably completed Safer Recruitment Training, or agree to do so at the next available opportunity)
  - Any suitable person who the Executive Headteacher may be required to temporarily appoint to maintain the integrity of the recruitment process in an urgent situation
  - Chair (or Vice-Chair(s) in the absence of the Chair) **only** in the recruitment process for the post of Executive Headteacher if not already a member of the Panel.
- 2.6 Those members drawn from the Panel to be actively involved in each individual recruitment process will be determined by the Executive Headteacher who will aim to achieve a ratio of two members of the SLT and two Governors who are not members of the SLT.
- 2.7 The Executive Headteacher will report on any recruitment activity which has taken place since the previous full Governing Body meeting at the next full Governing Body meeting, limited to reporting that which could not potentially constitute any breach of confidentiality or employment law against any party.