The Societas Trust

Recruitment and Selection Policy

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N.B For the purposes of clarity, references to;

- Governing Board may mean Directors' Board
- Governors may mean Directors and/or Local Academy Representatives (In accordance with the relevant Scheme of Delegation of Authority)
- Trust / Organisation / Employer may refer to the Trust as a whole or any one of its settings
- Recruiting Manager may refer to the CEO, Headteacher or Principal, line manager etc.
- HR refers to SAS Daniels

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Introduction

1.1 Legislation, Regulations and Statutory Requirements

The Societas Trust ('The Trust') is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The purpose of this document is to provide a framework for the recruitment and selection of all staff. The policy has been written in line with the principles of Keeping Children Safe in Education and Safer Recruitment practices.

The development, promotion and maintenance of an effective, efficient and fair recruitment and selection policy, is a key function within the commitment to safeguard. It is also fundamental to developing a committed workforce, represented by all sections of the community, including disadvantaged and under-represented groups.

In addition to Safeguarding, Governors and key staff involved in recruitment and selection ('Recruiting Managers') must be aware of the Employment Legislation that affects Recruitment Practices. Further advice on Employment Legislation can be sought from HR.

Fair recruitment and selection should be clear, transparent and consistent, to enable scrutiny if necessary. Failure to uphold such a process could result in the Trust being subject to legal action at an Employment Tribunal.

It is unlawful to have arrangements for recruiting and selecting employees which discriminate directly or indirectly or show an intention to discriminate unlawfully against particular groups of people. There is an unlimited compensatory arrangement for any successful discrimination claims.

1.2 Disclosure and Barring Service (DBS) & Overseas Checks

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

Before beginning employment with the Trust, an individual will be asked to complete an online Enhanced DBS application. The Trust requires that no employee commences duties until an Enhanced DBS certificate has been received and reviewed. The only exception to this requirement is where there is a clear and compelling operational need. In such circumstances, prior written approval must be obtained from the Chief Executive Officer before the individual is permitted to start work. This exception is expected to be used only in exceptional circumstances and must not be relied upon as a routine response to recruitment delays and staffing shortages. Before any individual is allowed to commence duties without an Enhanced DBS certificate having been received, the following conditions must be met:

- All other recruitment and pre-employment checks must be completed.
- A standalone Children's Barred List check must be undertaken.
- A suitable risk assessment must be in place.
- Appropriate safeguards are in place, including supervision at all times.

When the DBS has been processed the Recruiting Manager will view the certificate on the DBS system and can view if there is any information regarding any cautions/convictions/bind-overs. The suitability for employment of a person with a positive DBS disclosure will vary, depending on the nature of the job and the details and circumstances of the cautions/convictions/bind-overs. If a positive DBS is received then the Recruiting Manager must decide whether the individual can be cleared for appointment or whether further investigations are needed. For

further details please contact HR who will direct you to the guidance for managers when receiving positive DBS disclosures.

It is not possible to accept a DBS that has been cleared under another authority / organisation as they are not transferable. Any employee who has had a break in service will need to complete a new DBS form.

However, if an employee has signed up to the Update Service an online check can be completed using the employee's current DBS certificate information. For further advice please contact HR.

The details of the DBS Disclosure need to be recorded on the Single Central Record.

HR are available to assist with any queries regarding DBS Disclosures.

Where an applicant has previously lived or worked outside the UK for a period of 12 months or more (whether continuous or in total) in the 10 years before the application, while aged 18 or over, further overseas checks will be undertaken where appropriate.

These checks could include a criminal record check for overseas applicants or obtaining a letter from the professional regulating authority in the country in which the applicant has worked, confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they may be unsuitable. An Individual must not be permitted to start until the overseas check has been completed unless there is prior approval from the Chief Executive Officer in exceptional circumstances.

1.3 Section 128 check

This check needs to be undertaken to establish if a person is prohibited or restricted from participating in the management of an independent school (which includes academies and free schools) by the Secretary of State. A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school. Section 128 checks are completed for all staff

2. Recruitment

The following provides details of all stages in the recruitment process and can be followed using the 'Recruitment and Selection Flow Chart' contained in **Appendix 1** of this document.

2.1 Reviewing the Need for Recruitment

Reviewing the need to recruit to a vacancy should be the collaborative role of the Governing Board and Recruiting Manager (e.g. CEO, Headteacher or Principal, Head of Department, Line Manager etc.).

When a vacancy occurs, careful consideration should be given to the need to fill the post. Adequate staffing levels need to be maintained to ensure service delivery does not suffer. However, it may be possible to use this as an opportunity to restructure or redistribute the workload to reflect the changing needs of the organisation.

In cases where it is not proposed to fill the vacancy but to restructure, it will be necessary to consult with staff and trade unions and / or professional associations via the JCNC. Ultimately, the decision to amend the staffing structure will be taken by the relevant Governing Board or its Committee based upon the recommendation of the Recruiting Manager. Advice should be sought from the CEO regarding this process.

2.2 Role of Planning

The role of planning for effective recruitment and selection is paramount, particularly in light of the additional time required to undertake the necessary checks on applications received. Therefore, it is strongly advised that the following aspects are considered, prior to advertisement;

- Who will be involved in the process and their role / responsibilities
- Decide on the requirements for the post – qualifications, skills, experience, etc (this will inform the Person Specification)
- Decide which advertising medium to utilise **(see Section 2.4 'Advertising')**
- Formulate an Action Plan;
  - Identify key dates for when advertising will be required
  - Identify who will be included on the interview panel and which interviewer is trained in safer recruitment, who is, at a minimum, cover the content of part three of KCSIE which is renewed every two years.
  - Closing date for applications
  - Shortlisting, interview and test dates

2.3 Job Descriptions and Person Specifications

Job descriptions and person specifications are vital documents within the recruitment and selection process. They identify what is required and the role and key responsibilities of the postholder for the effective running of the organisation. They also inform the wording of the advertisement and help to attract candidates. The person specification is integral to the short-listing and interview process and the job description integral to the interview questions. It is therefore imperative that they accurately reflect the duties and responsibilities and the skills and experience of the post holder. An inaccurate job description or person specification can result in poor appointments and increased recruitment costs.

The job description is an outline of the main responsibilities of the post. Many Support Staff posts will have a generic job profile available on Dropbox. Wherever appropriate, this should be utilised. However, there may be occasions where a very specific post is needed where a job description is not available within the generic selection. For this purpose, recruiting managers should would request that HR undertake a job evaluation. An appropriate grade will then be identified. Teaching colleagues do not have generic job descriptions, therefore it is important for recruiting managers to liaise closely with appropriate colleagues to ensure that the job descriptions reflect the roles and responsibilities required of the postholder. Whether the post is Teaching or Support Staff, all job descriptions should clearly state the postholder's responsibility for promoting and safeguarding the welfare of children and young people that they may be responsible for and/or come into contact with.

A person specification should be formulated from a job description (**see Recruitment Pack Appendix 3** for suggested format). This should identify appropriate qualifications, skills, abilities, experience and knowledge which the successful candidate needs to possess in order to undertake the requirements of the role. The person specification should be utilised to short-list candidates, and therefore thought should also be given as to how the factors that cannot be identified in an application form can be demonstrated through the selection methods. Specifically with regard to safeguarding, the following statement should be included:

'In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- *Motivation to work with children and young people*

- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people*
- *Emotional resilience in working with challenging behaviours;*
- *Attitudes to use of authority and maintaining discipline'*

The job description and person specification should be included in the Recruitment Information Pack (see Section 2.5).

2.4 Advertising

2.4.1 How to Advertise

All advertisements, whether internal (Trust Wide) or external, should state the organisations commitment to safeguarding and promoting the welfare of children and young people. There should also be a reference to the requirement for new appointments to undertake an Enhanced DBS Disclosure.

The advert request form **(see Appendix 2)** should be completed and sent to schoolsrecruitment@stoke.gov.uk

Recruiting Managers are encouraged, where appropriate, to initially advertise a post internally (i.e. Trust wide). In this instance, the job vacancy should be advertised on the notice boards and websites of all settings within the Trust for a minimum period of two weeks.

If, following an internal advertisement, there is either insufficient interest in the post or a lack of suitable candidates, then external advertisements may be placed in a variety of publications/websites. Further guidance and advice on advertising can be obtained from HR.

Recruitment via word of mouth, direct approach, unsolicited applications etc, is likely to be discriminatory and is contrary to the organisations policies and good employment practice. This form of recruitment could also lead to claims of indirect discrimination from potential applicants.

2.4.2 Wording of Adverts

All advertisements, whether internal or external, should state the Trust's commitment to safeguarding and promoting the welfare of children and young people for example: 'The Trust is committed to the safeguarding and welfare of children and young people and expects all its employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced check by the DBS.'

The advert needs to be attractive to suitable candidates, but also be informative enough to discourage those that may not be suitable for the post. It is advisable to prepare Recruitment Information Packs in advance of the advert's appearance.

The advert should not indicate or imply any form of discrimination, except where a Genuine Occupational Qualification or Requirement applies. When composing the advertisement, consideration should be given to all aspects of the discrimination legislation (disability, sex, race, religion or belief, sexual orientation, age). Further guidance may be sought from HR.

In very limited circumstances, discrimination on grounds of a Genuine Occupational Qualification or Requirement may be lawful. An example of a Genuine Occupational Qualification or Requirement, would be the advertisement for a practising Catholic Headteacher for a Catholic Primary School, as it would be the Headteacher who delivers and leads on religious education within the School. It would be discriminatory, however, to advertise for a

practising Catholic Office Manager in a Catholic Primary School, as the administrative staff would not deliver religious education. Further guidance can be sought from HR.

2.4.3 Time Constraints

A closing date for applications should work in line with the advert deadline and appearance date. It is preferable to allow at least two weeks between advert appearance and the closing date. Time should be planned following the closing date for the shortlisting and interviewing of candidates; it is good practice to include dates for interview within the advert.

2.5 Recruitment Information Pack

The Societas Trust Recruitment Information Pack (see Appendix 3) should be used for all vacancies and contain the following items,

- Message from the Chair and CEO of The Societas Trust setting Information
- Employee benefits
- Job Description and Person Specification
- Application Form
- Staff Privacy Notice

The pack will also contain information regarding potential interview dates and deadlines. Decisions to accept late applications will rest with the Recruiting Manager, but under no circumstances should applications be accepted after short listing has taken place.

Curriculum Vitaes (CVs) should not be accepted under any circumstances. To accept CVs would be contrary to the fair recruitment and selection and safer recruitment policy and principles.

It is the responsibility of recruiting managers to ensure that each section has been completed fully (see Secti
on 3.1 Shortlisting). In addition, the application form also informs that references will be requested for all short-listed candidates prior to interview. Further checks for teaching applicants include: DfES number and confirmation of Qualified Teacher Status (QTS) Requests; for support staff applicants: any relevant qualifications associated to the post.

3. <u>Selection</u>

3.1 Shortlisting

Once the closing date has expired and applications have been received, the short-listing process may take place.

The short-listing panel should be the same panel which is involved with the interviews and where possible consist of at least 3 people ('The Panel'), one of whom is safer recruitment trained. Each panel member should be familiar with the job requirements. They should be provided with all documentation in relation to the post, for example, the candidate application form, job description, person specification and copy of advert.

At this stage, as a safeguarding measure, the short-listing panel will explore all potential concerns. It is imperative that an individual's full employment history is scrutinised to ensure that there are no discrepancies or gaps in employment. Further investigation into repeated changes of employment or any unusual patterns or occurrences should be made and verified.

The pro-forma contained in **Appendix 4** should be used to short list candidates. Job related criteria should be numbered so that it corresponds with the numbers on the pro-forma. The

Panel can then indicate whether, based on the information within the application form, the candidate meets each criterion. This allows for clear, objective feedback to be provided to unsuccessful candidates and it also is an important part of the recording aspect of the recruitment process. Application forms from all candidates and any interview notes, should be retained for a minimum of nine months following an appointment.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- Whether they are included on the barred list.
- Whether they are barred from teaching.
- Information of any criminal offences committed.
- If they are known to the police and children's social care services.
- Whether they have been disqualified from providing childcare.
- If they are prohibited from taking part in the management of an independent school.
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in the country of origin or where they were convicted.
- Any relevant overseas information.

Applicants will need to sign a declaration which confirms that the information they have provided is true.

3.2 References

It is essential, in accordance with safeguarding and good recruitment practice, for the applicant to provide at least two referees – one of which must be the present or most recent employer (if currently unemployed). If an applicant is not currently working with children, an additional reference should be sought from the employer that has previously employed them in a role that involved working with children.

Recruiters should not accept any testimonials or open references provided by candidates or rely on candidates to obtain their reference.

By seeking references, the recruiter is able to ask the referee specific questions in line with the job description, person specification and other relevant information. The school will ensure the information confirms whether it is satisfied with the candidate's suitability to work with children. Ensure that any references are from the candidate's current employer and have been completed by a senior person with appropriate authority. Ensure any electronic references received originate from a legitimate source. Where the reference seems incomplete or other concerns arise, the school will call the referee to discuss the reference further. Ensure any concerns are resolved satisfactorily before any appointment is made. It is suggested that reference forms **(see Appendix 5)** are used to help gain as much valuable information about the candidate as possible. A covering letter template is provided for convenience **(see Appendix 6). References should only be sought if the candidate is invited to interview.**

Candidates' self-declaration forms should also be checked at this stage. Should a self-declaration form contain information regarding previous disciplinary offences or action, or any allegations made against the applicant, these should be considered contextually and further clarification sought at interview. Clearly if the issues are not concluded or repeat offences have

occurred, these should be treated with caution. Further support and guidance can be obtained from HR.

Under GDPR guidelines organisations need explicit consent from the individual in order to release disciplinary and performance records. This applies to both providing and requesting a reference. For convenience a template to request consent is provided (**see Appendix 9).**

If consent is not provided further advice must be sought from HR.

3.3 Tests and Selection Methods

The Panel should decide on which selection/testing methods will be used at an early stage. Some examples that may be considered are listed below;

- Classroom observation, presentation, data analysis, case studies, presentation, in-tray exercises, observation, computer based exercise, student panel.

If any method is to be used in addition to interview, the candidates should be advised in their invitation to interview letter. Full information should be offered to the candidates regarding which method will be used and any additional relevant information e.g. there will be a requirement to prepare a parent newsletter using Microsoft Publisher. If there is a requirement for candidates to offer a presentation, they must be informed of the context, how long they will be given to present and any equipment that is available to assist them.

Selection/testing methods should be applied fairly, consistently and transparently to all short-listed candidates.

3.4 Interview

3.4.1 The Interview Schedule and Letters of Invite

The Interview Schedule should be formulated in advance of the invitation letters.

The invite to interview should be sent in a timely manner, i.e. preferably allowing at least five working days between receipt and interview date. If this is not achievable, it is suggested that contact be made by telephone which may then be confirmed with an invitation letter. A template of the invite letter can be found at **appendix 7.**

3.4.2 Involvement of Pupils / Students

The involvement of pupils and students in the selection process should be carefully managed. Consideration needs to be given, as to how such information would inform the decision making process, when appointment is made.

3.4.3 Interview Questions

These should be formulated in line with the selection criteria. A list of generic questions should be formulated i.e. questions that will be asked of every candidate, although dependant on their answer, a different line of probing may take place so that no candidate is treated less favourably. Questions that are unrelated to the role, e.g. asking if a person is married, are inappropriate and could be discriminatory.

The style of questioning should be refined, so as to encourage a full response. Therefore, interviewers should ask ‘open’ questions for example How, Where, Why, What, Who questions. The object of questioning is to assess an individual’s suitability for the post, namely whether

they meet the selection criteria and can provide examples of this. The use of scenario style questioning can also be helpful.

3.4.4 The Test

The recruiting organisation should ensure that appropriate locations and/or equipment are available for any selection/testing methods. The candidate should be alerted to what is available to them and time restrictions. If the test involves use of IT, ensure that the equipment is fully functioning and that the candidate cannot access any part of the system that is not appropriate. Should the testing method not involve the interview panel's presence, provision must be made for a person to collect the candidates, instruct, time the test and despatch once completed.

3.4.5 The Interview Panel ('The Panel')

Consideration must be given to the size of the panel in relation to the nature of the post. In normal circumstances the interview panel should consist of no fewer than two persons where possible 3 people, one of whom is safer recruitment trained. To ensure fairness and consistency, the panel should consist of the same people throughout the recruitment process.

The panel must ensure that there is no conflict of interest and are required to declare whether they are related in any way to the applicants, or of any other conflict, at the earliest stage of the process, if this occurs the panel member will need to withdraw from the recruitment and selection process to ensure fairness.

3.4.6 The Interview

The panel should meet prior to the interview to establish roles, including deciding who will offer feedback to all candidates. It is also necessary to decide how any selection / testing will be assessed and how these results will relate to the interview outcome. Consideration of scoring thresholds and selection methodology should also be given.

The Interview Assessment Sheet (**see Appendix 8)** should list;

- Criteria against which the question (s) is being formulated
- Question resulting from each criterion
- Suggested essential factors to be included in the answer for each question

The Interview Panel Chair should welcome and introduce themselves to the candidate and explain the process/structure of the interview. Candidates should also be offered the possibility of asking their own questions.

Any online searches and self-declarations can be discussed at the interview stage for further clarification.

Each panel member should make an assessment on the interview Assessment Sheet in relation to each of the selection criteria. Listed below is a suggested marking scheme:-

6 = Excellent
5 = Good
4 = Satisfactory
3 = Less than satisfactory
2 = Poor
1 = Very poor

Marks should then be compared, and a common mark agreed by the panel, by way of discussion and reference to the interview notes. Do not average out differences in marks. Agreement must

be reached by all panel members. Selection testing assessments should also be considered at this point, which should be scored using the same marking scheme as above.

The panel should identify the successful candidate through their collective interview score and results from any relevant tests or classroom observations. If the panel conclude that there are no successful candidates in this recruitment cycle, the organisation may wish to re-advertise the post.

3.5 Appointment

3.5.1 Offers of Appointment

The Chair of the Interview Panel should offer the successful candidate the post, making it clear that the offer is conditional subject to receipt of satisfactory, DBS, Section 128 check, references and medical clearances and a successfully completed probationary period where appropriate.

Upon acceptance, the appropriate appointment form should be completed and signed by the appropriate person and uploaded onto My View so that Pay and Conditions may formally issue the offer of appointment. Verbal offers and acceptances constitute legally binding agreements.

3.5.2 Unsuccessful Candidates

It is recommended that unsuccessful candidates are contacted as soon as possible by a member of the panel. Constructive feedback should be offered, but it may be that a more convenient time needs to be arranged to allow this to happen.

3.6 Mandatory Checks

The following checks should be made prior to appointment. References should have also been sought as detailed in 3.2.

3.6.1 ID Checks

Prior to any offer of employment, the prospective employer should satisfy themselves that the person is who they claim to be. Candidates should therefore have brought with them proof of identity. Ideally, one item of evidence should be of a photographic form which details the individual's address i.e. photocard driving licence or a passport. Contact HR for a full list of which documents may be accepted and what to do if no photographic evidence is available.

If a worker is provided by a third party, e.g. a recruitment agency, the ID checks above will also apply.

Original documents only should be seen – a photocopy will not suffice and should not be accepted.

3.6.2 Qualifications

Candidates should provide evidence of their qualifications when they arrive for interview. Examples of evidence would be; certificates, diplomas or a letter from the awarding institution. If original documentation is not available, a certified copy should be obtained by the candidate. No other copies should be accepted. For Headteachers and Teachers, proof of QTS, NPQH, progression to UPS and DfES number should also be obtained.

Copies of qualifications and registrations should be kept on the employee's personal file in accordance with safeguarding recommendations. These details should not be utilised for any other purpose than that for which they have been required, in line with GDPR.

3.6.3 Qualified Teacher Status (QTS) and Qualified Teacher Learning and Skills (QTLS)

All Teachers must hold Qualified Teacher Status (QTS)

For Teachers who have obtained QTS after 7th May 1999, verification should be obtained that the statutory induction period has been successfully completed.

As part of the recruitment process the organisation should obtain verification that Teachers hold Qualified Teacher Status.

In exceptional circumstances, the organisation may consider employing an unqualified Teacher / Instructor, whilst attempting to recruit a qualified Teacher. This is not recommended and should be avoided wherever possible.

3.6.4 Asylum and Immigration Checks – Eligibility to Work in the UK

Employers must ask candidates for proof of eligibility to work within the UK. If there are any doubts regarding a person's eligibility, contact HR for further advice. Checks of eligibility to work in the UK should be recorded on the Single Central Record. For full information on what ID can be accepted to prove eligibility to work in the UK please visit https://www.gov.uk/government/publications/right-to-work-checks-employers-guide.

Applicants who have lived/worked overseas

The Trust will obtain evidence that all candidates for a position have the right to work in the UK by either conducting a manual document-based check, or by using the government's online portal. This will be done before a candidate is offered a position.

When conducting a manual, document-based check, the school will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: List A for candidates with a permanent right to work in the UK, or List B for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 19 of this policy.

The Trust will obtain proof of candidates' immigration status in the UK.

The Trust will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:

- The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
- The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
- The Trust has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
- The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question
- The Trust is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- The Trust considers that it has not been provided with any acceptable documents, but the person presents other information indicating they are a long-term resident of the UK, i.e. having arrived before 1988.

The Trust will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

Where a candidate's right to work is time-limited, the Trust will conduct a follow-up check in advance of its expiry.

3.6.5 Medical Clearance

Medical clearance must be sought in respect of all appointments. This should be carried out immediately upon offer of the position, such offer being conditional upon medical clearance. HR will issue the appropriate forms with the offer of employment.

Medical clearance through the Occupational Health Unit will be required for casual staff and therefore will need to fill in a medical questionnaire, which will be referred to Occupational Health if appropriate.

Please note: the above process does not contravene the Equality Act 2010. Those individuals whom are considered to have an illness, condition or disability that has a long term effect on their ability to carry out normal daily activities may be covered by the Equality Act 2010 and should not be treated any less favourably. Therefore, if an individual has a condition, advice should be sought from HR regarding reasonable adjustments that may need to be made to an individual's work place, e.g. Access to Work assessment, additional risk assessments, equipment requirements, consideration of working routine, etc.

3.6.7 Online Checks

As part of the shortlisting process the Trust carries out an online search as part of the due diligence process. This will help identify any incidents or issues that have happened and are publicly available online. . The school will inform shortlisted candidates that online searches will be made and aspects of this search may be explored with the applicant at interview where relevant.

3.6.8 Self-Disclosure Declaration

Shortlisted candidates will be required to complete a self-declaration of their criminal record.

3.6.9 Single Central Record of Recruitment and Vetting Checks

- Organisations should keep and maintain a Single Central Record of Recruitment and Vetting Checks in-line with the requirements in the Trust's Safeguarding Statement. This should record all staff who are employed to work at the organisation, all staff that are employed as supply staff, volunteers, governors who work as volunteers and people who are not staff members but provide teaching or instruction. Pre-Employment Vetting checks include Teacher and Management checks for all successful candidates:
- If they are prohibited from taking part in the management of an independent school.
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in the country of origin or where they were convicted.

4. <u>Final Steps and Considerations</u>

4.1 Induction

An induction programme should be provided for all staff and volunteers newly appointed to the organisation, regardless of their previous experience. At its most basic level, the programme should cover;

- Code of Conduct
- Health and Safety
- Fire Muster Points
- Domestic Information
- Union/Professional Association information
- Policies and Procedures – including, Disciplinary and Grievance, Supporting Attendance, Respect at Work, Capability, Whistleblowing and Confidential Reporting, Safeguarding Children and Safer Recruitment, Physical Intervention, Internet Usage etc.
- Safe practice and the standards of conduct and behaviour expected of staff and students/pupils within School
- Attendance at child protection training appropriate to the person's role should also be arranged.

4.2 Evaluation of recruitment and selection methods

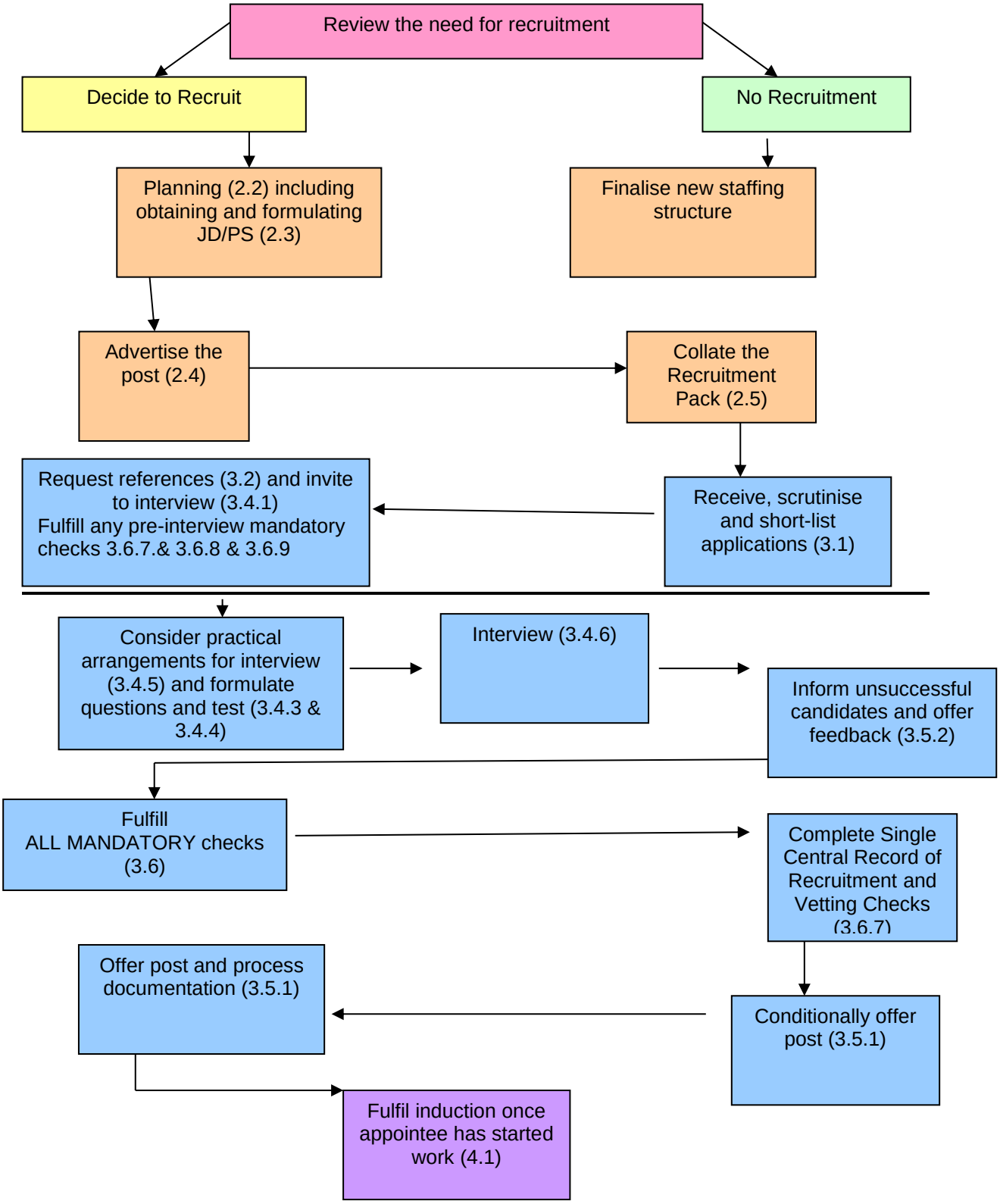
On completion those involved should review each stage of the process to identify successes and to consider constructive suggestions for the continuous improvement of the process for future recruitment.

5. Process for complaints

Any complaints about the recruitment and selection process should be sent to the recruiting organisation.

APPENDIX 1

Recruitment and Selection Flow Chart



APPENDIX 2

Advert Request Form for services within our SLA
Return to: schoolsrecruitment@stoke.gov.uk / externalbusinesspayroll@stoke.gov.uk

Job Title		**Grade**	
Subject / Key Stage		**Salary**	
School			
School Address (including email address)			

Contract Type	Permanent		Temporary	☐	Fixed Term	☐	Casual	☐

Hours of Work	Full Time Support Staff (37 hours)	☐	Full Time Teaching (32.5 hours)		Part Time		Term Time Only	
Advertise	stoke.gov.uk		WMJobs.co.uk (£35 plus VAT if applicable)					☐
Advertised Date				**Closing Date**				

****Please ensure that you allow 4 working days for your advert to be processed.**

Advert Text Please ensure all details are included in the body of the advert in word format and all attachments are less than 1 mb in size and no QR codes. (This is what will appear in the advert)

The Societas Trust

Recruitment Pack

JOB TITLE
CLOSING DATE
INTERVIEW DATE
SETTING

"Great Learning Opportunities For All"

https://www.societastrust.org.uk/

Message from the CEO of the Trust

Dear applicant

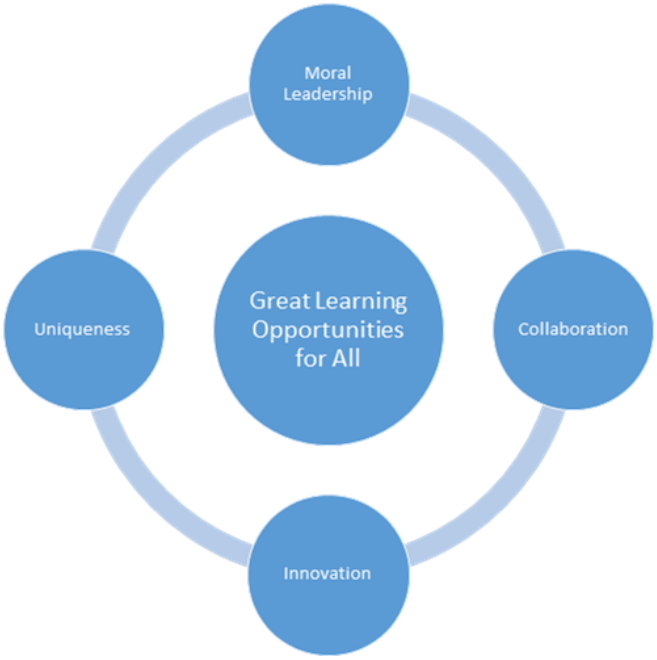
Thank you for your interest in the position of… job title at setting name, which is part of the The Societas Trust. Our Trust currently consists of:

Alsagers Bank Primary Academy
Ash Green Primary Academy
Ball Green Primary Academy
Burnwood Primary Academy
Carmoutside Primary Academy
Ellison Primary Academy
Gladstone Primary Academy
Goldenhill Primary Academy
Oaklands Nursery School (Associate member)
Sandford Hill Primary School (Associate member)
Summerbank Primary Academy
Sutherland Primary Academy (Associate member)

The Societas Trust is a successful partnership between eleven schools in North Staffordshire. We share a belief that the needs of children are best met when schools collaborate and cooperate and are able to maintain close links with the communities they serve. Whilst it is crucial for us to support the development of the unique identity of each school in the partnership, we also believe that by developing and promoting innovative and creative approaches to learning and teaching across the trust, we will ensure that our children have the very best opportunities to excel academically and develop socially. We believe that children learn best and thrive in environments that promote and foster self-belief, the love of learning and high expectations of themselves and others. I would like to extend my very best wishes to all the pupils, teachers, governors and parents/carers across The Societas Trust for their future success.
Jon Lovatt

Vision and Values of The Societas Trust.

'To create a sustainable, professional community, where all learners are valued and encouraged to achieve their potential, and all individuals are respected.'



Whilst our shared drivers and values, depicted above, underpin the ethos and culture of the Trust, each setting is also valued as an individual entity with its own special identity. So, at Societas:

All settings work collaboratively, not competitively – there is no lead setting;

Each setting retains its own senior leadership team and business manager;

Each setting retains its own local governing board.

Our shared values include:

Honesty
Transparency
Trust
Challenge
Integrity
Accountability
Respect
Moral Leadership
Professional regard
Collaboration
Physical Health and Well-Being for all

Our Settings

Alsagers Primary Academy.

Alsagers Bank Primary Academy is proud to have become part of The Societas Trust in September 2021.
Alsagers Bank Primary Academy is a small, semi-rural primary school located on the outskirts of Newcastle under Lyme with 157 pupils on role from Nursery to Year 6. (September 2024). We have 7 classes throughout the school and 28 staff. We work closely with Bee Active Childcare who provide 2 year old provision on our site and Bee Active who offer holiday club provision to the local community during all school holidays.
Our main school building, which dates back to 1836, is set within generous grounds with large school fields on which a dedicated area to Forest Schools has been developed and this theme of Forest Schools is reflected in our school corridor decoration.

Ash Green Primary Academy

Ash Green Primary Academy is a nurturing environment where all children feel valued, happy and secure. As a family, we learn together, laugh together and take care of each other in a school community which is passionate about caring for the body, heart and mind. Equality, fairness and respect are paramount as is our unshakeable belief that all children have an entitlement to world class opportunities regardless of background.
We aspire for all children to have a love of learning, be curious about the world we live in and to have the confidence to try new ideas and take risks. Children embrace unique talents as well as ensuring that we are 'achieving the best, together'. All within our school family take pride in the role they have by striving for excellence and not perfection. These core values mean that all children achieve their personal bests by having high expectations of themselves and others. A carefully designed curriculum and assessment system, bespoke to our school context, allows our children to make sense of the world and their place in it, as well as respecting and valuing other individuals and communities.
Ash Green has strong collaborative links with all settings within The Societas Trust. The team are outward facing in their pursuit of self-

Ball Green Primary Academy

Every child. Every chance. Every day.

Responsibility. Empathy. Selflessness. Positivity. Equity. Courage. Trust.

Ball Green Primary School is a welcoming, medium-sized school and nursery serving the Norton, Ball Green and nearby communities. We take pride in building strong, supportive relationships with children, families and the wider community, creating a respectful and caring environment where everyone can thrive together.

Our vision is to be a "school of smiles," where every child is happy and given the opportunity to grow and improve every day. We focus on nurturing the whole child through an inclusive, fair and consistent approach. Our goal is to prepare every child socially, emotionally and academically for success in the modern world.

We offer tailored support, including nurture groups and alternative provision for children needing extra help. From April 2026, we will expand our support with a new specialist provision for children facing social, emotional and mental health challenges.

Our curriculum is designed to deepen knowledge, skills and vocabulary through a progressive, text-based approach. We encourage cross-curricular learning and outdoor activities to inspire children, while integrating technology to prepare them for the future. At Ball Green, we aim to create confident, well-rounded learners who are ready to embrace their diverse futures.

Burnwood Primary Academy

Burnwood Community School is a fast paced, exciting and creative school that works hard to ensure that the whole school community is supported. The achievement of our children is our top priority and everyone supports our ethos and school mission statement of 'working together to achieve our best'.
At Burnwood we support and challenge every child, to be resilient, to work hard and to do their best. We work collaboratively across the Trust and beyond to promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise.
All members of the school team share the school values and have the drive to secure rapid and sustained improvement whilst also developing the culture and ethos of the school. We prioritise staff wellbeing and are deeply committed to investing in staff at every level of our organisation through clear professional development pathways and opportunities.

Carmoutside Primary Academy

Carmountside Primary Academy is a happy, warm and friendly school serving Abbey Hulton and the wider community to ensure that all children achieve more than they ever thought possible. We have a hardworking, dedicated team who provide the best for our children so they leave us having developed into confident, healthy individuals with the strength of character that enables them to achieve their full potential. We are committed to raising standards and have consistently high expectations of our children both academically and socially.
We are proud of the wide range of opportunities we offer our children. We aim to make learning enjoyable, allowing every individual to succeed in a safe, secure environment. Through our broad and balanced curriculum, we strive to create life-long learners with a hunger for knowledge whilst developing skills and values to become tolerant and respectful young people. We believe that every child has the right to quality education and that this is achieved when parents and schools work together in partnership.

Ellison Primary Academy

Ellison Primary Academy is a busy but friendly academy, where lots of exciting learning happens. We place great emphasis on children enjoying their learning experience, as well as reaching the highest possible standard of achievement. It's not just about remembering dates and facts…it's also about igniting an interest in learning that will last a lifetime. This would not be possible without our wonderful teaching and support staff. They are dedicated to making sure that all our children enjoy their time here and reach their full potential.
Our school vision is, 'Developing a caring family of creative, critical and collaborative learners'; this is achieved in our highly supportive and caring environment, where children feel safe to make mistakes, learn from those mistakes and become confident, independent learners.

Gladstone Primary Academy

Gladstone is a two-form entry Primary School situated in Longton with we currently have over 470 pupils on roll. The school was built in 2009 and we have fantastic facilities in our impressive 'state of the arts building and grounds'. Gladstone is a nurturing school where everyone's contribution is valued. We have a talented and dedicated team and a forward thinking and ambitious Governing Board. Our fantastic pupils are well mannered and polite and play an active role in the running of our school and our parents are very supportive and work well with us. We serve as a hub for our local community.

Goldenhill Primary Academy

At Goldenhill Primary Academy, we are dedicated to providing a strong foundation for every child to thrive, both academically and personally. Our mission is to help each pupil reach their full potential in a nurturing and supportive environment. Central to our ethos are values of respect, exemplary behaviour, and inclusivity, which we foster in all members of our school community, regardless of age, gender, religion, or ability. At Goldenhill, we truly believe in 'Developing the Individual.'
Our provision is designed to inspire a genuine love of learning, which we see as the cornerstone of academic success. We are committed to continuously improving outcomes for all our pupils, ensuring they are well-equipped to meet the challenges ahead. As a fully inclusive school, we warmly welcome students with special educational needs and disabilities, and are dedicated to providing the support they need to flourish.

Oaklands Nursery School

We are one of the last 2 remaining standalone Local Authority Maintained Nursery Schools in Staffordshire. We work closely with The Societas Trust as an associate partner, which is comprised of 8 primary settings in North Staffordshire, including Ellison Primary Academy. We provide education for children aged two to five years with a caring, passionate and experienced staff team.
At Oaklands, we put the children at the heart of all we do, providing a truly child centred, creative and holistic approach to early years education. Our approach nurtures and empowers children to be curious, make their own choices and become confident and resilient individuals. Through this approach, we aspire to foster a lifelong love of learning. Staff are exceptionally skilled at knowing each child's interests, needs and next steps. The partnership with the Trust makes a positive difference to leaders, staff and children due to the enhanced range of opportunities, training and support provided.

Sandford Hill Primary School

Sandford Hill Primary School is a large, two-form entry school situated in Longton, where every child is valued, nurtured and inspired to succeed.
At the heart of our school community is our motto—*Thoughtfulness, Respect and Hard Work*. These values shape daily life at Sandford Hill and can be seen in the kindness our children show one another, the strong and supportive relationships between staff and pupils, and the close partnerships we build with families and the wider community.
We pride ourselves on providing a safe, inclusive and stimulating environment where children feel happy, confident and ready to learn. Our dedicated and passionate staff team is committed to ensuring that every child receives a rich, broad and balanced curriculum. Learning at Sandford Hill is designed to be engaging, meaningful and enjoyable, encouraging curiosity and a love of learning that lasts a lifetime.
We believe that every child has unique talents and potential, and we work hard to ensure that all children are supported and challenged to achieve their very best.

Summerbank Primary Academy

Summerbank is a large, multicultural primary school situated in the north of Tunstall.
We provide children with an engaging, high quality, all round education in a vibrant, well-resourced and inclusive environment. We see our school as a family and we take pride in creating a caring and supportive ethos where each member thrives, our motto is 'together we grow'.
Children in our school are happy, polite and keen to learn and our talented and creative staff work hard to make sure every child has the opportunity to reach their full potential. Our curriculum is relevant and engaging and is taught well, this along with high expectations and a committed staff team ensures that children have good progress and attainment.
We are privileged to have a school community where a high proportion of our children and families originate from different areas across the world, bringing together a richness of culture and language which we celebrate at Summerbank. We want our children to take advantage of all the opportunities life has to offer - we plant the seed to grow their dreams.

Sutherland Primary Academy

At Sutherland Primary Academy, our children sit at the heart of everything we do.
We strive for all of our children and adults to live and thrive guided by our school values of **aspiration, compassion, integrity, curiosity and resilience**.
We are a school at the heart of the community and we encompass all that this means. Our close links with families and the local area ensure we provide a real, immersive and purposeful education with a nurturing heart but global perspective.
We strongly believe that our children deserve the best opportunities in life and education. Providing an inclusive education for all and a collaborative, aspirational, connected approach to life and learning for everyone underpins the values we hold at Sutherland.
I am privileged to lead a fantastic team where everyone from our premises staff through to our admin team, teachers and support staff have the children's best interests at heart and provide an ambitious, creative and exciting education and school for our children.
This why we believe that ***Explore. Imagine. Achieve.*** inspires us to help all of our people to be the best they can be.

Employee Benefits.

As a valued member of staff or governor at The Societas Trust, not only will you be part of an organisation that is dedicated to ensuring 'Great Learning Opportunities for All', which is embedded in our core values of Moral Leadership, Collaboration, Uniqueness and Innovation, you will also have access to a wide range of employee and governor benefits enabling you to thrive. These include:

- Automatic enrolment into guilt edged pension schemes: Teachers' Pensions Scheme for teachers; Staffordshire Local Government Pension Scheme for all other staff
- Cancer and Chronic Illness Support*
- Child Care Vouchers
- Counselling*
- Cycle To Work Scheme
- Discounted Gym Memberships
- Food Sensitivity Testing*
- Financial Wellbeing Support*
- Integrated GP Services*
- Long Service Award after 25 years' continuous service*
- Menopause Support*
- Mindfulness Support and 'Mastering Mindfulness' courses*
- Nurse Support*
- Physiotherapy*
- Private Medical Operations
- Recognition of relevant continuous service on appointment
- Staff Workshops, including Health Screening and Stress/Mindfulness Workshops
- Virtual Gym*
- Weight Management*
- Wellbeing Day - an additional day off work for your wellbeing
- Wide Range of Continuing Professional Development and Career Progression Opportunities

*These benefits are also available to our governors

(Please note that terms and conditions apply to some benefits)

Job Description

Job Title:

Setting:

Grade:

Job Purpose:

Key Duties/ Responsibilities:

Person Specification

Job Title:

Setting:

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
	✓		
	✓		✓
	✓		✓
	✓		✓

Application Guidance:

If you decide to apply for this post applicants are required to complete an application form, CVs will not be accepted. Your formal letter of application (supporting statement) should be no more than 1300 words and should include:

- Why you are attracted to the post
- How your experiences and achievements address the job description and personal specification

For further details and to request an application form please email ********** / visit the academy or The Societas Trust website.

Visits to the Academy are strongly encouraged prior to application, to arrange please call the office on **********

Deadline for applications: **********

Interviews: **********

If you have received communication from the academy inviting you for interview within *** working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.

Safeguarding:

********* Primary Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act (1974) and all shortlisted candidates will be asked to complete a criminal record self-declaration and be subject to references and online social media checks. Appointment to the post will be subject to all other necessary pre-employment checks including a satisfactory enhanced check by the Disclosure & Barring Service.

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: www.bia.homeoffice.gov.uk/employers/

For More information about The Societas Trust, please visit our website:
https://www.societastrust.org.uk/

APPENDIX 4

SHORTLISTING GRID FROM APPLICATION FORM

SETTING:	***DESIGNATION :***	***PANEL MEMBERS :***
DEPARTMENT :		***1.***
		2.
		3.

CANDIDATE	***CRITERIA TO BE MET (FULL LIST ATTACHED)***										***Tick this column if all criteria are met.***
	1	***2***	***3***	***4***	***5***	***6***	***7***	***8***	***9***	***10***	

Appendix 5

Confidential

Applicant Name:

Post:

Information for Referees
If the applicant is successful with their application, this reference will be placed in their personal file. The information you provide will normally be disclosed to the applicant, if requested, under the provisions of the Data Protection legislation. If the applicant is unsuccessful, the reference will be retained for a period of time no greater than 6 months in line with current requirements.
It may be necessary to contact you again to verify some of the below details.

Your Name:		**Organisation:**	
Address:			
Email Address:			
Telephone no. for enquiries about this reference:			

In what capacity have you known the applicant?	
How long have you known the applicant?	

Employment Details

Job Title			
Date of Commencement		**Salary (current or on leaving)**	
Leaving Date		**Number of Hours Employed**	
Reason for Leaving			
Outline of Main Duties			

Management of Staff: Was/is the candidate responsible for managing staff?	Yes ☐ No ☐
If **Yes**, how many and in what capacity?	

Competencies	**Excellent**	**Good**	**Average**	**Below Average**	**Additional Comments**
Leading and Supervising – provides others with clear direction, motivates and empowers.	☐	☐	☐	☐	
Persuading and Influencing – Gains clear agreement and commitment from others by persuading, convincing and negotiating	☐	☐	☐	☐	

Please give your opinion on the following (if applicable to the new job role):

Competencies	**Excellent**	**Good**	**Average**	**Below Average**	**N/A**	**Additional Comments**
Oral Communication - Verbal expression is well mannered, clear and easy to understand.	☐	☐	☐	☐	☐	
Written Communication - Written work is neat, concise, well expressed and easy to understand	☐	☐	☐	☐	☐	
Organisation and Planning - Has ability to think ahead and plan for problems before they happen	☐	☐	☐	☐	☐	
Acceptance of Responsibility -Willing to accept responsibility and uses initiative. Has the ability to think quickly.	☐	☐	☐	☐	☐	

Relationship with Colleagues - Respected by colleagues and works well as part of a team.	☐	☐	☐	☐	☐	
Drive and Determination - Self-motivated and persistent. Gets things done.	☐	☐	☐	☐	☐	
Analytical Skills - Has ability to analyse problems. Thinks things through logically**.**	☐	☐	☐	☐	☐	
Adapting and responding to change – Adapts to changing circumstances	☐	☐	☐	☐	☐	
Judgement - Makes good, sound decisions and knows when to act or advise.	☐	☐	☐	☐	☐	
Follows Instructions and Procedures – follows procedure and policy, complies with legal / health and safety obligations	☐	☐	☐	☐	☐	
Creative and Innovative - Produces new ideas, challenges existing practice	☐	☐	☐	☐	☐	
Customer Focused - sensitive in dealing with customers/ public.	☐	☐	☐	☐	☐	
Timekeeping and Punctuality- Good timekeeper.	☐	☐	☐	☐	☐	

Would you re-employ this applicant?	Yes ☐ No ☐
If **No**, details must be provided:	
Do you know of any specific reason why we should not employ her/him?	Yes ☐ No ☐
If **Yes**, please provide details:	

SAFEGUARDING – Disciplinary Record and Child Protection concerns		
Please tick	**Yes**	**No**
Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?		
If **yes**, please give details. (Use a separate sheet if necessary.)		
Please tick	**Yes**	**No**
Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people, not including any where the disciplinary sanction has expired, or no disciplinary sanctions were imposed?		
If **yes**, please give details. (Use a separate sheet if necessary.)		
Please tick	**Yes**	**No**

Any other comments / observations in relation to the job description / person specification (Please continue on a separate sheet of paper if necessary)

Signature:		**Date**	

For Office Use Only – Recruiting Manager Approved:

Print Name:		**Signature:**		**Date:**	

For Office Use Only - Verified by:

Print Name:		**Signature:**		**Date:**	
Comments:					

Confidential

Applicant Name:

Post:

Information for Referees – Character Reference

If the applicant is successful with their application, this reference will be placed in their personal file. The information you provide will normally be disclosed to the applicant, if requested, under the provisions of the Data Protection legislation. If the applicant is unsuccessful, the reference will be retained for a period of time no greater than 6 months in line with current requirements.

It may be necessary to contact you again to verify some of the below details.

Your Name:		**Organisation:**	
Address:			
Email Address:			
Telephone no. for enquiries about this reference:			

In what capacity have you known the applicant?	
How long have you known the applicant?	

Do you know of any reason why we should not employ her/him?	Yes ☐ No ☐ ☐
If **Yes**, please provide details:	

Conduct and Performance

Are you aware of a concerns / issues with the applicant's general performance and conduct?	Yes ☐ No ☐
If **Yes**, please provide details:	

Please give your opinion on the following (if applicable to the new job role):

Competencies	Excellent	Good	Average	Below Average	N/A	Additional Comments
Oral Communication - Verbal expression is well mannered, clear and easy to understand.	☐	☐	☐	☐	☐	
Written Communication - Written work is neat, concise, well expressed and easy to understand	☐	☐	☐	☐	☐	
Organisation and Planning - Has ability to think ahead and plan for problems before they happen	☐	☐	☐	☐	☐	
Acceptance of Responsibility -Willing to accept responsibility and uses initiative. Has the ability to think quickly.	☐	☐	☐	☐	☐	
Relationship with Colleagues - Respected by colleagues and works well as part of a team.	☐	☐	☐	☐	☐	
Drive and Determination - Self-motivated and persistent. Gets things done.	☐	☐	☐	☐	☐	
Analytical Skills - Has ability to analyse problems. Thinks things through logically**.**	☐	☐	☐	☐	☐	
Adapting and responding to change – Adapts to changing circumstances	☐	☐	☐	☐	☐	

Judgement - Makes good, sound decisions and knows when to act or advise.	☐	☐	☐	☐	☐	
Follows Instructions and Procedures – follows procedure and policy, complies with legal / health and safety obligations	☐	☐	☐	☐	☐	
Creative and Innovative - Produces new ideas, challenges existing practice	☐	☐	☐	☐	☐	
Customer Focused - sensitive in dealing with customers/ public.	☐	☐	☐	☐	☐	
Timekeeping and Punctuality- Good timekeeper.	☐	☐	☐	☐	☐	

Any other comments / observations in relation to the job description / person specification (Please continue on a separate sheet of paper if necessary)			
Signature:		**Date**	

For Office Use Only – Recruiting Manager Approved:

Print Name:		**Signature:**		**Date:**	

For Office Use Only - Verified by:

Print Name:		**Signature:**		**Date:**	
Comments:					

APPENDIX 6

Model Reference Request Covering Letter

ORGANISATION LETTERHEAD
DATE
REFEREE ADDRESS

Dear

REFERENCE REQUEST –

has applied for the post of ##### within ########## and has given your name as a referee.

I should be most grateful if you could provide a reference for ### by completing the reference request form enclosed. This form has been designed to provide some specific information, as well as enabling you to express your opinion of their suitability for the post for which they have applied.

A copy of the job description and person specification for the post is also enclosed for your reference.

I would be grateful if you would give this matter your urgent attention and forward the completed form to me at the above address as soon as possible or if you prefer, please email the completed form to xxxxxxx.

Should you have any queries regarding this letter, please do not hesitate to contact me.

Finally, thank you in advance for your help and consideration in this matter.

Yours sincerely

#####

APPENDIX 7

Ref: «Vacancy_ID»/«Applicant_ID»
Date: 22 September 2026
Direct Dial:
E.mail: «Email_Address»

«Title» «Preferred_Name» «Surname»
«Address»
«Address_2»
«Address_3»
«Town»
«County»
«Postcode»

Dear «Title» «Surname»,

Appointment of «Description1»

Further to your application for the above post, I am pleased to inform you that you have been short-listed for interview, the details of which are shown below:

Date: «Interview_Date»
Time: «Start_Time»
Location: «Location» «Address1» «Address_21» «Address_31» «Address_4» «Town1» «Postcode1»

Please report to the main reception on arrival. Please bring along your passport or original birth certificate along with a document giving your permanent National Insurance number and name i.e. a P45, P60, NI card or a letter from a government agency as proof of identification. Please also complete and return the attached Self-Disclosure Declaration form.

Please be advised that, under our legal duty to meet the safeguarding duties set out in Keeping Children Safe in Education (KCSIE), we will also conduct online searches on publicly available information for all shortlisted candidates.

Please telephone me on «Office_Number» or email me at <email address> to confirm your attendance and to advise of any special needs or requirements to enable you to attend the interview, together with any 'usernames' for any of the following online platforms that you use: Linkedin; Twitter; Facebook; Tik Tok; Instagram..

Please be assured that, if you are not offered the post, any details taken regarding your personal documentation will be destroyed.

Yours Sincerely

«Preferred_Name1» «Surname1»
«Description»

APPENDIX 8

Candidate Assessment Form

Assessor Name		**Post Applied for**	
Candidate Name		**Reference Number**	
Candidate Contact Number		**Assessment Date**	

Question	Areas to be covered Essential Requirements and Competencies	Candidate Response	Score

Sample Candidate Scoring Guide

Score	Description	Relation to Job Performance
6	Excellent	A full response which demonstrated in-depth knowledge and understanding of the subject/full possession of the requirement for superior job performance
5	Good	A good response which answered the question and showed depth of understanding and knowledge/ full possession of the requirement for effective job performance
4	Satisfactory	A response that was relevant and showed some understanding/ meets base requirements for adequate performance with scope for further development.
3	Less than Satisfactory	A response which was relevant but superficial and failed to demonstrate depth of understanding/ candidate requires significant further development to demonstrate the requirement satisfactorily.
2	Poor	A response which was inadequate but which had some relevance/ candidate falls well below the base requirement for adequate performance and is unlikely to demonstrate competency without a great deal of further development.
1	Very Poor	A response which is either not relevant or substantially lacks any depth of content

APPENDIX 9

Reference Consent

The Societas Trust obtains references as part of the pre-employment process. As part of the reference details relating to your employment, our standard form asks for details of any disciplinary records you might have on file and information on your conduct and performance.

Upon receipt of this data it would be reviewed by the appointing manager and HR will hold this information on your personal file for the duration of your employment, it would then be destroyed in line with current requirements.

In line with the new General Data Protection Regulation and Data Protection Act 2018, we require your consent to request this information from your referees.

In order to consent to the organisation requesting the information outlined above please sign and date the below to confirm that you are happy for us to proceed on this basis.

Name: …….....

Signature: …….

Date: ……..

Once completed, please return this form to:-

(insert details)

Appendix 10 – Guidance to Employers Post E.U. Transition

Changes to Teacher Regulation Agency

Since 1 January 2021 the Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions.

Since 1 January 2021 professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA) via the IMI (Internal Market Information) system. Instead, teachers will be asked to provide a letter of professional standing.

Schools must continue to carry out safer recruitment checks on all applicants.

For applicants that have lived or worked outside of the UK, schools must make any further checks they think appropriate so that relevant events that occurred outside the UK can be considered, including obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK).

Teachers will be requested to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. Such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

Read the Home Office guidance on criminal records checks for overseas applicants.

Employing EU citizens in the UK
Information for employers on employing EU, EEA and Swiss citizens in the UK, covering right to work checks, the EU Settlement Scheme and the UK's new immigration system. See link below.
https://www.gov.uk/guidance/employing-eu-citizens-in-the-uk
Changes to Right to Work
Since 1 January 2021, the UK has introduced a points-based immigration system. You will need to be a licensed sponsor to hire eligible employees from outside the UK. Anyone you want to hire from outside the UK, excluding Irish citizens, will need to apply for permission in advance. Further information is available at
https://pbisemployers.campaign.gov.uk/
Immigration
The UK has introduced a points-based immigration system.
https://www.gov.uk/guidance/new-immigration-system-what-you-need-to-know
Information about the UK's points-based immigration system can be found here;
https://www.gov.uk/guidance/the-uks-points-based-immigration-system-information-for-eu-citizens

Appendix 11 Online Search Checklist

Where possible online searches should be carried out by someone who is independent of the recruitment process so that the risk of bias or discrimination is minimised and information can be filtered with only relevant information passed on to the interview panel.

Online searches will only examine data that is publicly available. Staff will not 'follow' or submit a friend request to shortlisted candidates on social media platforms to access further details or information.

When carrying out searches for of shortlisted candidates' online presence, the academy will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language
- Discriminatory comments
- Inappropriate images
- Drug or alcohol misuse
- Anything that suggests the candidate may not be suitable to work with children
- Anything that could harm the reputation of the academy

Any information that is relevant should be raised at the interview before making any firm decisions about a candidate's fitness for the role. You should not reject them without giving them an opportunity to explain.

The Societas Trust Online Search Checklist

Name of Applicant	
Post Applied For	
Date of Interview	
Date of Online Searches	
Online Searches Carried out By	
Google Search Outcome	
LinkedIn Search Outcome	
Facebook Search Outcome (public profile only)	
Twitter Search Outcome (public profile only)	
Instagram Search Outcome (public profile only)	
TikTok Search Outcome	

Appendix 12 Employment Self-Declaration Disclosure Form

The Societas Trust Self-Declaration and Disclosure Form

for roles involving contact with children (under 18 years old)

Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee information	
Name	
Address	
Contact number(s)	
Date of birth	

Note: As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:
Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk
Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of individual		
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No ☐	Yes – please provide further information ☐
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	No ☐	Yes – please provide further information ☐

3. Are you included on the barred list?	No ☐	Yes – please provide further information ☐
4. Are you prohibited from teaching?	No ☐	Yes – please provide further information ☐
5. Are you prohibited from taking part in the management of an independent school?	No ☐	Yes – please provide further information ☐
6. Have you been disqualified from providing childcare?	No ☐	Yes – please provide further information ☐
7. Have you been formally charged with any other offence in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where you were convicted which has not yet been disposed of?	No ☐	Yes – please provide further information ☐
8. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐
9. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children?	No ☐	Yes – please provide further information ☐
10. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your	No ☐	Yes – please provide further information ☐

behaviour towards children?		
11. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐
12. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐

Please tick the boxes below and then sign this form.	
☐	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
☐	In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
☐	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
☐	I understand that the information contained on this form, the results of the DBS check* and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature	
Print name	
Today's date	