

ST BEDE'S COLLEGE RECRUITMENT POLICY AND PROCEDURE.

1. St Bede's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the College follows a formal Recruitment Procedure for the employment of all staff and adheres to the College's Child Protection Policies.
2. All applicants must be able to support the Mission Statement of the College.
3. All teaching staff and teaching ancillary staff are recruited by the Headmaster. Support staff are recruited on the authority of the Bursar.
4. St Bede's policy for recruitment (teaching and non-teaching) is as follows:
 - a. Posts are normally to be advertised internally, on the Website and in local or national press as appropriate. All candidates are to receive an application form and notes about its completion, a job description and policies on Equal Opportunities, the Recruitment of ex-offenders and Child Protection. Applications are to be by letter and completed application form
 - b. The written application will be considered by appropriate senior members of staff. Any anomalies, discrepancies and gaps in employment history are to be noted and are to be thoroughly investigated at interview. A shortlist of candidates for interview will then be drawn up.
 - c. A set of questions and issues to be explored with each candidate is to be decided prior to the interview. Follow up questions will be asked at interview and these are likely to be different for each candidate.
 - d. Qualifications are to be verified when short-listed candidates visit for interview, usually by the sighting of certificates as appropriate. Identity is checked, normally against a passport or driving licence.
 - e. Applicants for all posts are to be formally interviewed by no less than two people. Interview and visit procedures will vary according to the post, but will include a tour of the College, introduction to relevant members of staff and, in the case of teachers, may include teaching a lesson.
 - f. One member of the interview panel will have undertaken Online Safe Recruitment Training
 - f. At least two and normally three written references are to be obtained direct from the referees, one of which should be from the current or most recent employer and, in the case of Roman Catholic applicants another should be the Parish priest. Practising Christians of other denominations should give the address of their priest or minister. A job description is to be sent to all referees. References are to be

requested for internal and external candidates. Whenever possible, references should be obtained prior to interview.

- g An Enhanced Disclosure from the Criminal Records Bureau is to be obtained on appointment. The procedures laid down by the CRB are followed. For appointments made from September 2010, applicants will be expected to be ISA registered.
- h All interview records are securely filed for six months after which those for unsuccessful candidates will be destroyed.

A formal job offer is made in writing, but is subject to verification of identity and the receipt of satisfactory written references and Enhanced Disclosure and, if necessary, a medical report.

A new Disclosure application will be completed for all new members of staff and for contractors who are very regularly on site during term-time. However, sight of the original copy of a recently issued Enhanced Disclosure will suffice for those joining for short periods of teacher training and the like.