

The
Lloyd Williamson
Schools

Recruitment
Policy

2015-2016

General Statement:

The Lloyd Williamson Schools are committed to providing a safe environment for employees, visitors and children to comply with their policies for Health and Safety and Child Protection.

The Lloyd Williamson Schools are an equal opportunities employer.

Lucy Meyer, Proprietor and Co-Principal, will ensure that all staff meet the requirements of the Children Act 1989. There will be at least the number of staff required in the Children Act for the number of children present, and they will be suitably qualified and/or experienced.

The Lloyd Williamson Schools are committed to training and staff development, in order that members of staff have the skills and ability to do their job and to increase motivation.

The Senior Management Team is committed to appointing and employing the best available people for posts in the school and to ensuring that safe recruitment practices are enforced.

Aims:

1. To ensure that all members of staff employed at the Lloyd Williamson Schools are suitable individuals to work with children and young people.
2. To ensure that all members of staff employed at the Lloyd Williamson Schools have the appropriate skills needed to carry out their job successfully.
3. To secure members of staff who understand and share the schools' ethos, values, ways of working and aspirations.
4. To meet the requirements of the 'safeguarding' agenda and protect pupils, employees and employers within the school.

Guidelines for Implementation:

1. Posts required at the school will be identified by the senior management team and ratified by the proprietor. The need for new members of staff will be assessed when appropriate, e.g., when a member of staff leaves or when a new post is created.
2. The schools' advertisements will carry information about the school and the post, and will request a c.v. and covering letter. Where cost is not prohibitive, the advertisement will also state the following:

The Lloyd Williamson Schools are committed to safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment. An enhanced Criminal Records Bureau Certificate is required prior to commencement.

3. The senior management team will shortlist suitable candidates and invite them for an interview and a sessions where they will be observed with a class or group of children.
4. There will be an interview panel, typically consisting of the Proprietor, the Co-Principal and the Nursery Manager. The panel may change, depending on the nature of the post.

5. Candidates for key posts involving the teaching or supervision of children and young people will be interviewed and given a written task, typically a mock profile comment or mock report comment.
6. The senior management team will request employment references from all employers of the candidate for the previous 5 years. The post will be offered pending successful references and an enhanced CRB check. Where a candidate on a voluntary placement is filling the post from 'New Deal', a reference regarding their suitability for the post will be required by a member of the 'New Deal' team.
7. The school will request – where possible, prior to the interview, information about:
 - The candidate's suitability for the post
 - Attendance, health and punctuality
 - Whether or not there are any outstanding disciplinary issues
 - Whether there are any reasons the candidate should not work with children and young people
 - Whether the referee recommends the candidate for the post: without reservation, with reservation, or not at all
8. Unsuccessful candidates seeking a de-briefing on their performance will be offered one.
9. Safeguarding procedures on the day of any interview will include:
 - Proof of identity
 - Academic qualification, where necessary
 - A CRB check, including a list 99 check will be initiated at offer of the post and the candidate may only begin working at the school upon a successful list 99 check (usually known within 48 hours of instruction)
 - DFES number/confirmation of QTS (where necessary)
10. Following an offer of work, the candidate will be sent a letter of confirmation, which will include the title of the post and an offer of salary. The candidate must respond in writing.
11. A contract of employment, inclusive of appendices, will be issued in due course.
12. On beginning work, the candidate will be given a Health and Safety induction.
13. On accepting the position, there will be a condition of one term/three months probation period.

Fitness to Work

The Lloyd Williamson Schools will ensure, as far as reasonably practicable, that staff are fit to work. Staff must not be under the influence of alcohol or drugs when working at The Lloyd Williamson Schools. The Lloyd Williamson Schools expect staff to declare any medical condition, which may affect their ability to work with children.

The Lloyd Williamson Schools will, as far as reasonably practicable, ensure that staff, managers and volunteers are suitable for their post, and are able to apply themselves both mentally and physically to their jobs.

Monitoring and Evaluation:

The senior management team will regularly evaluate the effectiveness of this policy. Reviews will take place on a regular basis or as necessary.

The Co-Principals are committed to keeping the policy up to date with initiatives, guidelines and legislation.

Updated August 2015

Lucy Meyer
Proprietor and Co-Principal

Aaron Williams
Co-Principal