



# Safer Recruitment Policy

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The English Academy (TEA) is committed to providing to its students educational opportunities and pastoral care of the highest quality and to safeguarding and promoting the welfare of children and young people. The Academy recognises that its staff are fundamental to its success and therefore needs to be able to attract and retain staff of the highest calibre and who share these commitments. In order to achieve this, a strategic and professional approach to recruitment is essential.

In order to be both clear and consistent the following policy sets out the approach the Academy will take when dealing with recruitment.

This policy and procedure document covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment.

It is the responsibility of the employee to familiarise themselves with and follow the policy and procedures as set out in this policy.

## 1. Key Principles

- The Academy will always aim to hire the best candidate for any vacant position. In doing so the Academy will apply Equal Opportunities in recruitment, selection and subsequent employment of staff, and will strive not to directly or indirectly discriminate on the basis of race, national origin, gender, sexual orientation, age, disability, religious or political beliefs.
- In all cases the Academy must satisfy to the best of its ability that all employees are deemed safe to work with, or in close proximity to, children.
- The Academy practises safer recruitment in checking the suitability of staff and volunteers.
- The minimum qualifications required when recruiting teachers are a University degree and a UK teaching qualification or recognised equivalent.
- The Academy will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the Academy. TEA will treat all candidates fairly and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- The Academy will ensure its recruitment and selection process and the subsequent outcomes are cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and they will be excluded from any involvement in the recruitment, selection and decision making process. Applicants will be asked to declare any close or familial relationship with a member of staff at the application stage.



## 2. Recruitment Procedure

### a. Preparation Stage

- The recruitment and selection process should not commence until a full evaluation of the need for the role has been made, including receipt of formal signed contract renewal or resignation letters.
- All new or modified posts must be reviewed to ensure it is clear what is required from the role. All positions must have an up to date job description.

### b. Advertising

- Teaching and Management positions will normally be advertised on the Academy's website, in the Times Educational Supplement website. The BSME website may also be utilised.
- Other than applications for internal posts, applicants will be required to submit an online application form.
- External advertising and the use of a recruitment agency should be considered only where there is a need for a wider candidate pool and is deemed to be cost effective.
- A combination of printed and web based advertising has been found to generate the most number of teacher applications.

### c. Interviewing

- Local shortlisted candidates will be invited into the Academy for an interview.
- International shortlisted candidates will be interviewed via video conferencing software.
- Interviews should normally be carried out by a minimum of two people - for EYFS/KS1 & KS2 posts the Heads of School interview the candidates - for Secondary the Head of School & the appropriate Head of Department interview the candidates.
- Key interview questions and the structure of the interview should be consistently applied to all candidates for each post.
- Interviews will be the key component of all appointment decisions; however, the use of other selection methods e.g. lesson observation, presentation should be used where appropriate.

### d. References

- In agreement with a candidate, and prior to any appointment, two references will be requested.
- Upon the receipt of references, the School Principal's PA will contact the providers to verify, confirm their role and position. The reference will be signed and dated accordingly.

### e. Appointment

- Usually a verbal offer will be made by the School Principal to ascertain whether the candidate is willing to accept.
- Once the candidate has verbally accepted the position the School Principal will email an offer of employment to the successful candidate.

## Pre-Employment

The Academy will carry out the following pre-employment checks.

### f. Identity

Applicants will be required to provide evidence of identity including date of birth. The Academy asks for proof of the date of birth of all applicants in accordance with the statutory guidance. Proof of date of birth is necessary so that the Academy may verify the identity and check for any unexplained discrepancies in the employment and education histories of applicants. However, it remains an aim of this policy that the Academy does not discriminate against applicants on the grounds of age.

### g. Address

Applicants will be required to provide evidence of current address.



h. Qualifications

Where an applicant refers to any educational, professional or other relevant qualifications, the Academy requires that scanned copies are produced by the applicant for checking by staff at the Academy. A scan of their university transcripts including both degree and, where relevant PGCE, are also required. As part of the procedures for obtaining Ministry of Education approval, originals will need to be notarised and certified by the Foreign and Commonwealth Office and the Kuwait Embassy in London.

i. Right to Work

When appointing staff from overseas the Academy will ensure that the candidate's qualifications are deemed acceptable by the Ministry of Education such that the necessary Ministry approval certificate is issued to facilitate obtaining a work permit from the Ministry of Social Affairs and Labour.

j. Employment History

During the CV review stage the employment history will be reviewed for gaps and to ascertain in which countries the candidate may have lived / worked.

k. Criminal Records Check

- Upon receipt of signed contract, the Principal's PA will apply for DBS Children's Barred List Check
- From January 2019 the Academy will require new staff (British nationals and other nationalities who have worked or lived in the UK) to provide an ICPC certificate - <https://www.acro.police.uk/icpc/>
- Staff recruited from within Kuwait must provide a copy of their residency stamp or if this is unavailable a police clearance certificate from their home country.
- Teaching staff not currently working in the UK will be required to provide a local police clearance certificate.
- As of September 2017 new staff need to provide copies of police clearances for all countries they have worked/resided in over the course of the last 10 years.
- As part of the residency procedures, the Kuwaiti government requires all foreign nationals to obtain a [police clearance certificate from their home country](#) which must be certified by the Kuwait Embassy. In the UK this is a Disclosure Scotland Certificate.

### **Medical Fitness**

As part of the requirements for processing of a Kuwaiti work permit, a Doctor's certificate stating that the candidate does not suffer from any chronic conditions - must specifically mention that the candidate does not have Malaria, Syphilis, Filariasis - must be submitted to the Kuwait Embassy.

### **Single Central Record of Recruitment Vetting Checks**

The Academy maintains a Single Central Record (SCR) of recruitment and vetting checks. The central list records all staff who are employed at the Academy, including casual staff, volunteers and those who provide additional teaching or instruction for pupils but who are not staff members, eg: ECA providers or specialist sports coaches.