



Expert teachers for bright students

Recruitment Policy and Procedure for Central Staff

Issued September 2018

Contents

1. About this policy.....	2
2. Policy.....	2
3. Procedure.....	3
3.1 Advertising.....	3
3.2 Recruitment materials.....	3
3.2 Short-listing.....	3
3.4 Interviewing stage.....	3
3.5 Employment and identity checks.....	4
3.6 Complaints Procedure.....	4

About TalentEd

TalentEd is a registered charity, committed to delivering services which address the following objectives:

1. The advancement of education; and
2. The relief of those in need by reason of financial hardship or other disadvantage

We do this by supporting high ability students from low income backgrounds to help realise their full academic potential.

TalentEd

Expert teachers for bright students

1. About this policy

This policy applies to all employees Trustees, Interns and Volunteers. Not tutors. For tutor's recruitment, please refer to the Tutor Recruitment and Retention Policy.

2. Policy

It is the charities policy that all applications will be dealt with in an efficient, courteous manner. The Directors are responsible for implementing the relevant procedures and systems for recruitment and approving all successful candidates. Trustees will appoint Directors.

The organisation aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. Existing employees are to be encouraged to apply for vacant posts if they have the right experience, qualifications and skills.

Before embarking on the process of recruitment, the Director must ensure that there is an up-to-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

The organisation is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Staff conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.

TalentEd

Expert teachers for **bright students**

It is the charities policy that the successful applicant will be asked to undergo a disclosure and a barring services (DBS) check. Any offer of employment will be conditional on the result of this check being satisfactory.

It is the organisation's practice to seek the successful candidate's consent for it to seek two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on both of these being satisfactory.

3. Procedure

3.1 Advertising

We advertise all our vacancies on our website, via social media and using external jobs boards where appropriate.

3.2 Recruitment materials

Persons enquiring about the role will be directed to a job description and person specification and provided with the detail needed to apply. Applicants must submit a covering letter and their CV.

3.2 Short-listing

We shortlist all candidates against the skills, qualifications and experience required for the role. A scoring matrix is used to shortlist applications.

All applicants should be informed of the outcome of their application in writing. This should include contact details the applicant can use to ask for more feedback or information, or to clarify any recruitment process issues.

Feedback, if requested, should be provided as soon as practicable after the recruitment process is finished and be relevant, easy to understand and related to the requirements of the position

3.4 Interviewing stage

A minimum of two people, including the line manager, will sit on the interview panel. Both will be involved in the overall decision making.

At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the job description. A scoring matrix will be used to rank candidates.

Candidates will always be required:

- to explain satisfactorily any gaps in employment or experience
- to explain satisfactorily any anomalies or discrepancies in the information available

TalentEd

Expert teachers for **bright students**

- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their commitment to safeguard and protect the welfare of children

The panellists will select the most suitable candidate for the position based on the number of scores obtained during the interview

Each candidate will receive interview feedback within ten days of the interview. As a minimum this will be the outcome of the interview process.

3.5 Employment and identity checks

Each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.

The successful candidate will be offered the position subject to at least two references from relevant sources, previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up before employment commences.

References will be sought directly from referees.

Referees will always be asked specific questions about

- the candidate's suitability for working with children if applicable to the role
- any disciplinary warnings, including time expired warnings that relate to the safeguarding of children
- the candidate's suitability for the new post

The successful candidate will be subject to an enhanced DBS check (Disclosure and Barring Service) prior to starting work. The cost to be borne by the charity.

The new employee, both volunteers and paid staff, will not have **unsupervised** access to any children before the DBS check comes back and a decision is made about that person's suitability.

All qualifications will be checked against actual certificates and copies taken for their personnel files.

3.6 Complaints Procedure

All letter of complaint or formal concern raised over the recruitment process will be taken seriously and dealt with in accordance with the customer Care Policy.