

## APPOINTMENT OF STAFF

### 1. Delegation of Responsibility:

The Governing Body delegates responsibility and authority for appointment of staff as follows:

Principal:	Governing Body
Senior Staff:	Community Committee or its delegated Governors
All other posts:	Principal

### 2. Principles:

- 2.1 The staff of the College is its most important and valuable resource, and the Governors therefore recognise their responsibility to recruit and appoint the very best staff.
- 2.2 All recruitment and appointment procedures are guided by the College's Equal Opportunities Policy.

### 3. Procedures

- 3.1 When a post falls vacant, or a new one is created, the job description and grading are reviewed before going to advertisement.
- 3.2 All posts are advertised internally on the staff noticeboard and College Intranet; where appropriate, the post is also advertised externally and on the College website.
- 3.3 The following are also subject to selection and appointment procedures which the Community Committee may forgo in exceptional circumstances:
  - A temporary post which becomes permanent;
  - A part time post which becomes full time;Temporary post holders are guaranteed an interview for permanent posts.
- 3.4 Wherever possible, vacancies are filled on a permanent basis, although there are often reasons for temporary appointments, e.g. to cover sick leave, maternity leave and pending curriculum changes.
- 3.5 The Governors are willing to consider the possibility of job share arrangements in line with Equal Opportunities Policy.
- 3.6 The rate of pay for all posts is in accordance with the College pay policy.
- 3.7 Long listing and short listing are carried out by the Principal, or his representative, and the appropriate team leader; Governors are also involved for senior appointments.
- 3.8 References are sought on long listed candidates using a reference matrix. Telephone references may also be sought.
- 3.9 Short-listing is conducted by the Principal and appropriate team leader; governors are also involved for senior appointments.
- 3.10 Short listed candidates are invited for interview; only those candidates who are likely to be appointed are invited. The selection procedure consists of some of the following:
  - Opportunities to tour the site, meet staff, ask questions and see classes in action
  - Individual interview
  - Panel interview
  - Presentation
  - Teaching (usually expected for all teaching posts)
  - Group exercise
  - Meeting with the line manager
  - Interview with a student panel
  - In-tray exercise
  - Job relevant tasks (eg typing test)Interview notes are retained by the Principal for six months.

Appointments are subject to satisfactory reference, Criminal Records Bureau and occupational health checks,

- 3.11 All interviewees are offered a de-brief.
- 3.12 Evidence of identity and the original certificates of qualifications above A Level are seen at interview.
- 3.13 All teachers must have qualified teacher status or come within one of the exceptions set out in the Education (Teachers) Regulations.
- 3.14 Information given about previous employment is scrutinised at interview to ensure it is consistent, and satisfactory explanations sought for any gaps.

#### 4. Review of Policy

This policy is reviewed by the Strategy & Quality Committee every three years.

**Ratified by the Strategy & Quality Committee of Governing Body  
21<sup>st</sup> May 2009**

**REFERENCE REQUEST:**

The above has applied for the post of teacher of ..... at this College and I would be grateful if you could provide me with any information about this candidate. Given the time pressure we are all under, I would ask you to complete the attached grid, allocating scores as shown. If you wish to enclose any additional information, then please do so. I would be grateful if you could fax your reply on 01548 854277 or e-mail my PA, Lis Collard, on [collard.l@kingsbridgecollege.devon.sch.uk](mailto:collard.l@kingsbridgecollege.devon.sch.uk). We are hoping to interview next week, so your early response would be very much appreciated

With many thanks for your time.

Yours sincerely

**ROGER POPE**  
**PRINCIPAL**

Score for each: 5= Ideal candidate: 4=Good: 3=Reasonable - some reservations: 2=Weak: 1=Unsuitable

QUALITY SOUGHT	SCORE	COMMENT
<b>Broad abilities:</b>		
Successful experience of teaching subject in a previous school or placement		
Ability to communicate effectively: orally and in writing		
Good organisation skills		
Ability to teach subject to GCSE and A Level		
<b>Classroom practice</b>		
Teaching: ability deliver lessons that engage all students throughout the 11-18 age and ability range		
Subject knowledge: knowledge of the NC requirements for subject area		
Lesson preparation and marking		
Management of student behaviour		
Working relationships with students		
Working relationships with colleagues		
Working relationships with parents		

<b>General Characteristics</b>		
Good ICT skills		
Adaptable, flexible, efficient		
Excellent sense of humour		
Able to take responsibility and show initiative		
Good health and attendance record		
Enthusiastic and inspiring		
Able to command respect		
A good team worker		

<b>Additional Information</b>			
	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
Has the applicant made application to cross Threshold?			
Do you know of any disciplinary action taken/outstanding in respect of this candidate			
Are you satisfied that the candidate is suitable to work with children?			
Would you be happy to (re)-employ this candidate			
Have you any reason to doubt the honesty or integrity of the applicant?			
How would you finally recommend the candidate for this position? (please select one choice) <ul style="list-style-type: none"> <li>• Recommended</li> <li>• Recommended with some reservations</li> <li>• Not recommended</li> <li>• Highly recommended/without hesitation</li> </ul>			
General Comments:			

Signed: .....

Dated:.....