



**Leeds English  
Language School**  
Effective Learning

## **Policy on the Safe recruitment and Selection of Staff**

Leeds English Language School recognises its staff as being fundamental to its success. A thorough and professional approach to recruitment processes helps enable the School to attract and appoint staff with the necessary skills and attributes to fulfill its aim of providing high quality education in a supportive and professional environment.

The equal opportunity policy of the Leeds English Language School is that in the selection and recruitment of staff the only consideration must be that the individual meets, or is likely to meet the requirements of the post.

Leeds English Language School is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective, meets safeguarding principles and promotes equal opportunity.

Recruitment should be treated as a public relations exercise, as the way it is managed affects the School's image and consequently its ability to attract and appoint high calibre staff.

This policy has been designed to provide a flexible framework which promotes good practice and fully supports Leeds English Language School's core business.

### **Scope**

This policy applies to the recruitment and selection of all staff at Leeds English Language School.

All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy.

### **Aims**

To ensure that recruitment processes are fit for the purpose.

To appoint the best person for each position.

To ensure equality of opportunity for all applicants.

To promote Leeds English Language School values.

To ensure safeguarding and safer recruitment procedures are clear

Updated on 31st March 2022



**Leeds English  
Language School**  
Effective Learning

To meet Leeds English Language School operational and educational requirements.

### **General Principles**

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. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.

Documentation relating to applicants will be treated with the utmost confidentiality and in accordance with the Data Protection Act (DPA). Applicants will have the right to feedback and to access any documentation held on them in accordance with the DPA.

### **Obtaining Candidates**

As a minimum all positions will normally be advertised within Leeds English Language School. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.

Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local, national and international publications and websites.

The applications of candidates who have applied speculatively to Leeds English Language School will also be considered.

Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role. To this end relevant background information may be helpful – e.g. generic profiles of Leeds English Language School students, academic support available in the Leeds English Language School.

### **Selection Process**

The selection process should be:

- Transparent – i.e. clearly defined, easy to understand and open to scrutiny
- Timely and cost effective
- Equitable
- Free from conflict of interest

Updated on 31st March 2022



**Leeds English  
Language School**  
Effective Learning

All recruitment of staff to the Leeds English Language School will be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification.

Short-listing and final decisions for all teaching staff are made by the AMT and for other staff by the Director and SSM. Contracts are generally checked by the Director.

Interview questions must relate to the job requirements as exemplified in the job specification and the candidate's suitability for the position. The job specification should be used as the basis for determining interview questions.

Candidates are asked for identity documents, right to work documents, C.V. and original copies of qualifications at interview stage. Original documents required for DBS checks and medical fitness information may be required following induction.

### **The Employment Contract**

For teaching staff at the end of the recruitment process records are kept. Those candidates who were deemed to be unsuitable are kept in a separate file. Those who have passed this stage of the process are put onto a cover teacher list and will be observed within the first two weeks of their employment. For other posts unsuitable candidates will be rejected and suitable candidates given a formal induction and on the job training.

Employment contracts will be issued by the Student Service Manager in discussion with the Academic Team and the Director as necessary.

### **Safeguarding and safer recruitment**

At Leeds English Language School we aim to ensure safer recruitment procedures are clear in our recruitment procedure. Our aim is to deter the wrong people from applying and prevent the wrong people from being appointed.

### **Job descriptions and person specification documents:**

Safeguarding responsibilities of the particular role are clearly defined.



**Leeds English  
Language School**  
Effective Learning

### **References and DBS**

It is made clear to candidates that DBS check will be carried out, there should be no gaps in CVs and that references will be checked.

### **Shortlisting candidates:**

Shortlisting is done with the person specification in mind.

When possible, shortlisting is done by two people working independently who then compare to compile a fair and transparent shortlist of candidates.

### **Interviews:**

Applicants are invited to face-to-face interviews where possible.

All applicants are informed before their interview that we will follow up references, we require a DBS disclosure or overseas police check, all gaps in CVs are to be accounted for, and proof of identity and qualifications will be required.

As part of our safer recruitment process we supply all interviewers with [guidance for safeguarding questions](#) for all candidates who will be involved with under 18s.

The applicant's passport and original certificates are checked and copies of these are made with the candidates' permission. All copies are signed and dated by the interviewer.

The candidate will be asked if they have an existing DBS certificate or online DBS registration and details will be taken.

### **References:**

We require 2 references from each candidate.

We ask for at least 1 reference from a previous employer.

If we are not able to get 2 professional references then we will request a personal reference from a non work related contact. This should not be close friends or family members.

Updated on 31st March 2022



**Leeds English  
Language School**  
Effective Learning

Any causes for concern that arise from a reference are followed up with the applicant.

At least one reference question will ask directly about suitability to work with under-18s.

A position offered to a successful applicant is always subject to references and an enhanced DBS check from the school or a recent employer.

**Pre-appointment checks:**

All applicants are expected to have a DBS check or an overseas police check before they commence their employment.

A record of all checks is kept on a single central record of all staff.

All applicants are invited to self-disclose any criminal records they have. Two managers will be responsible for discussing and deciding whether to appoint based on the offence and records are kept of the discussion.

Staff members for all positions may be able to work but cannot supervise students under the age of 18 without the presence of a DBS-checked staff member until such time that the DBS is available.

**Referrals to the Disclosure and Barring Service (DBS)**

We make referrals based on our Safeguarding Policy and government guidance and follow the DBS referrals flowchart.

<https://www.gov.uk/guidance/making-barring-referrals-to-the-db>