

Appointments Policy

Name of School: QUEEN ELIZABETH'S COMMUNITY COLLEGE, CREDITON

Date of Next Review: March 2008

Members of staff responsible: Lynette Grimshaw, Director People

History of Policy: Ratified March 1994; Revised: January 1996: January 1997: March 2003; Feb 2004 Ratified: Revised by NC 21/4/05 amended 28/4/2005; Amended and Ratified by People Governors 12/03/2007, Amended March 2007, P28/06

Links with Aims of College

6 Investing in and developing people at every opportunity

Description of Policy Formation and Consultation Process

People involved : Working Party (Teacher Governors; Union Representatives & Director People)
Governors' People Committee
Full Governing Body

Stages/Process : Working Party → SaLT → People Committee → Full Governing Body
→ Staff

Main Issues Considered : Procedures for staff appointments.
The Initial Stage – creation of vacancy and Pages 2 - 3
Advertising for replacement.
Equal opportunities
The Selection Process
Short Listing and Long Listing Pages 3
Programme for Interview Day
The Interview Process
Interview Panel
Responsibilities during interview procedure Page 4

QUEEN ELIZABETH'S COMMUNITY COLLEGE PROCEDURES FOR STAFF APPOINTMENTS

The Governors acknowledge that the people we employ are our most important and valuable resource. The purpose of this policy is to recruit the best possible people in a reliable, fair and transparent way. The responsibility for the appointments process is that of the People Committee. In making appointments, QECC is committed to positive action in providing equality of opportunity.

- The People Committee will maintain an overview of the staffing structure of the College
- The People Committee has the delegated power to approve and advise Full Governors about any proposed changes to the staffing structure resulting in appointments being made.
- It is the policy of the College to consider job share applications where feasible. This will be at the discretion of the People Committee.

Below is current guidance about staff appointments (16 March 2005) amended to be relevant to QE. This guidance and recent changes in the law are designed to give 'head teachers the lead in making decisions on appointments outside the leadership group'

The Principal has a professional duty to participate in the selection and appointment of teaching and non-teaching staff other than his replacement. This should be done in accordance with the procedures outlined below.

Appointment of Principal and Vice Principal

The Governing Body will:

- Inform the LEA of the vacancy.
- Advertise the vacancy throughout England and Wales.
- Appoint a selection panel of at least three governors who shall select suitable applicants for interview (and, where when it is the Principal post, notify the LEA in writing of the names of the selected applicants), interview those applicants and, where appropriate, recommend for appointment one of the applicants interviewed.
- Where appropriate, approve the recommendation of the selection panel and put forward the recommended applicant to the LEA for appointment.

If the selection panel do not recommend a person to the Governing Body or the Governing Body do not approve their recommendation, the Governing Body:

- May re-advertise the vacancy.
- Whether or not they re-advertise the vacancy, may require the panel to repeat the selection procedure.
- The Governing Body must appoint an acting Principal if there is a vacancy before a new Principal is appointed. If there is a vacancy for a deputy, the Governing Body can decide to appoint an acting deputy, but are not obliged to do so.

Other Staff

The People Committee will decide on the complement of staff (in terms of how many and type) following the advice of the Principal on appropriate staffing levels.

The selection procedure of a teacher other than the Principal or deputy *will* be delegated to:

- One or more governors
- The Principal
- The Principal with one or more governors.

(Choose one)

The Principal is normally expected to have delegated responsibility for the appointment of teachers and other staff outside the leadership group.

Before seeking to fill the vacancy, the Governing Body (*or Principal under delegation*) shall:

- Determine a specification for the post
- Send a copy of the specification to the LEA.
- The Governing Body *will* advertise a teacher vacancy unless they recommend an existing staff member for appointment or accept somebody nominated by the LEA. If they decide to advertise, they must interview suitable candidates, and where appropriate, either recommend to the LEA for appointment one of the applicants interviewed by them, or notify the authority that they accept for appointment any person nominated by the LEA.

The LEA must appoint the person selected by the Governing Body unless the candidate does not meet the staff qualifications, i.e.

- Qualifications
- Registration
- Health and physical capability
- Fitness on educational or other grounds.

If the LEA declines to appoint, the Governing Body may repeat the process with or without advertising.

Advisory rights

The Chief Education Officer (CEO) and the Principal (for posts other than that of head teacher) can attend any of the selection meetings in an advisory capacity. Their advice must be considered by the Governing Body, person to whom the Governing Body have delegated their functions or panel before an appointment is made.

PROCEDURE

Initial Stage

1. In the case of a resignation, a letter of resignation should be submitted to the Principal. The Principal will acknowledge acceptance in writing and changes will be reported to the People Committee and Chair of Governors. *This will include details on the reason for the resignation.* The Personnel Team will process leavers forms and an exit form.
2. Discussion at SaLT will take place re the need for and nature of appointment. Any decision relating to a *teaching and learning responsibility post* will be ratified by People Committee. The Director People will be responsible for arranging the interview process.
3. Where possible, the interview panel should involve Governors (other than the Principal) and wherever possible three Governors should be on the Interview Panel for permanent teaching posts at *TLR1*.
4. The interview panel should be balanced and appropriate and should be chaired a Governor. Composition of the panel is open to inspection by Governors.
5. When a date for interview is set the Personnel team will check availability of panel members.
6. The Role Description, Person Specification details about the College and date for interview will be sent out with application forms.
7. Person specifications for teaching posts will include the Skills for Success

THE SELECTION PROCESS

Long and Short Listing

- a) In the case of a Leadership Appointment:
The Principal and People Committee to decide upon the composition of both panels.
- b) In the case of a TLR Appointment:
The Principal and SaLT to decide upon the composition of both panels.
- c) In all other Appointments:
Principal to liaise with the Team Leader of the relevant area

THE INTERVIEW PROCESS

1. Director People or Team Leader, as appropriate, to welcome candidates and outline the programme for the day.
2. Candidates should have access to comforts such as tea/coffee throughout
3. Candidates should be given any information they request (including visits to relevant areas with student guides) in order to come to an informed decision should they be offered any post
4. The process will involve some practical element eg for teachers a short lesson. Leadership posts may involve more than one practical element.
5. For teaching and other related posts, Students will be involved in the process of selection and their views taken into consideration.
6. For leadership posts, a staff panel will be involved in the process and their views taken into consideration

Final Interview

1. Questions should be agreed in advance by the interviewing panel and the same questions put to all candidates.
2. It is advisable for members of the interview panel to make notes throughout the interview so that comments on the performance of candidates can be more easily brought to mind during the summing up. All matters relating to references and the interview are confidential.
3. Discussion will be left until all candidates have been seen.
4. Candidates will be offered the chance to remain until a decision has been made, or to have a telephone call.
5. We would intend for a decision to appoint to be unanimous, but where this is impossible, the Principal has the casting vote.
6. Details of the appointment should be given to the Personnel Team together with the successful candidate's documentary evidence of identification. The Personnel Team to check evidence and issue CRB and Medical Forms for completion. This data is then collated and kept by Personnel.
7. Unsuccessful candidates will be offered the opportunity of a debriefing by a member of the interview panel.

8. The debrief should take place in private away from staff and other candidates, either immediately after the interview or at a later mutually convenient time. Specific details mentioned in reference should not be shared with candidates. The debrief should be objective, sympathetic and encouraging so that the entire interview process should be a positive experience.
9. The Chair should collect all notes made by the panel during the interviews and hand them over to the Personnel Team for safekeeping for 6 months.
10. The LEA should be notified of the appointment for the final approval.