



The Youth Development Academy

Recruitment Policy and Procedures

Introduction

The Youth Development Academy policy is to recruit the best person for each vacancy using a fair, transparent, systematically reviewed recruitment and selection process. This policy is central to the Academy's ability to deliver a high quality learning experience to all learners. Appointment will always be on merit, and compliant with relevant legislative and statutory obligations.

It is also essential that the Academy creates and maintains a culture of safe recruitment by having in place recruitment procedures that help deter, reject or identify people who might abuse children or young people.

The Academy is committed to treating all applicants fairly, equitably and with dignity, aiming to ensure that the candidate experience is positive, irrespective of the outcome. The Academy will promote 'best practice recruitment and selection' and will continuously review and develop its practices to allow new ideas and approaches to be incorporated as well as ensuring Best Recruitment practices are in place.

The Academy values diversity and is committed to eliminating unlawful and unfair discrimination. In accordance with The Equality Act 2010, the Academy will take into account a protected characteristic when deciding to recruit where two or more candidates are equally qualified for the position, to address under-representation in the workforce.

The Human Resources team are responsible for co-ordinating and providing advice and guidance on the Academy's Recruitment and Selection processes and the systems that support this

Scope

This policy applies to all vacancies and all stages of the Recruitment and Selection process within the Academy. The policy will be made available on request to any interested party. Employees involved in any stage of the recruitment and selection of staff should be aware of and enact the principles of this policy and any related policies and procedures. In addition any external consultants or recruitment agencies who assist in the recruitment process must act in accordance with this policy. Human Resources are responsible for providing such external third parties with this policy prior to their involvement in the recruitment process.

Vacancies

When a vacancy arises, it is the responsibility of the line manager in discussion with a member of the Senior Leadership Team to ascertain whether the post is still required and whether the job description is accurate and in line with the Academy's business needs. A review may consider whether the role could be offered on a more flexible working pattern (such as job share, part-time or term time only working) or on a fixed term or open ended basis.

Prior to the commencement of recruiting to a vacant post, the role must have been job evaluated within the last two years and an accurate person specification produced which is evidence-based. When new Support Staff posts are created then these must be evaluated and the pay and grade determined by the Job Evaluation Panel.

Posts will generally be advertised on sites deemed most appropriate for the recruitment of staff. Exceptions may exist when it would be inappropriate to advertise vacancies, for example, when there is a need for internal redeployment due to a redundancy situation, due to occupational health reasons or due to the ending of a fixed term contract. Managers will

also give consideration to internal only advertising where posts may offer career advancement opportunities. Advertisements will be accurate and comply with the College's Equal Opportunities Policy.

Shortlisting

The shortlisting process will be based on the requirements of the post as defined in the person specification, assessing candidates against essential and desirable criteria. Essential criteria will be used to establish the initial shortlist and only if there are large number of applicants will the desirable criteria be used to produce a final shortlist. The shortlisting will be undertaken by more than one person and normally by those managers who are to be on the selection interview panel. The names of shortlisted people and interviews will be recorded by Human Resources but will not be visible to the shortlisting panel until after the shortlisting process. Other methods of shortlisting such as psychometric analysis may be used for posts involving senior managers.

Selection

Selection methods may vary depending upon the requirements of a post. Selection may include a panel interview, work simulation such as a written test or task, presentation, numerical and verbal reasoning exercises, etc. The selection methods used will be appropriate and relate to job requirements and all decisions will be based on objective criteria. Selection interview panels will reach agreement on the appointment decision by consensus. The chair of the panel will be responsible for the final decision in the event agreement cannot be reached. The selection of members of interview panels will aim to reflect the diversity of the sector's workforce (e.g. where practicable it should comprise of at least one member of each sex).

Appointment and Safer Recruitment Checks

Panel chairs will make verbal offers of appointment where appropriate following reference to HR. Verbal and written offers of appointment will all be made subject to serving a probationary period and satisfactory pre-employment checks, including Disclosure and Barring Service (DBS) checks, Employer Access Online checks (for teachers) and a Barred List Check (for teachers), two references, evidence of their eligibility to work and live in the UK, relevant qualifications and health, especially in respect of Fitness to Teach¹.

Right to work in the UK

All candidates are asked to complete a section on their right to work in the UK on the application form and to provide original documentary evidence of their status before employment. Any documents provided will then be photocopied and copies kept on file, including details of the date when checks were made. The evidence to be provided depends on the individual's immigration status and may include a passport, a certificate of registration or naturalisation, or a birth certificate when presented with proof of a National Insurance number.

Further information on the right to check can be accessed from UK Visas and Immigration at: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

General

Under our Code of Conduct it is the responsibility of any employee involved in a selection process to declare an interest at the early stages of the process if they have a personal or

¹ Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training DfE Circular 4/99

professional connection to any shortlisted candidate. Academy employees who are involved with the recruitment and selection of staff must undergo the appropriate recruitment and selection training. External panel members will be given written guidance on the Academy's Recruitment and Selection policy and procedure.

Feedback to unsuccessful interviewed candidates will be given when contacted by telephone. Written feedback will not be given to candidates. Unsuccessful applicants who are not called to interview will receive an electronic automated response.

Equality & Diversity

Particular care will be taken to ensure that this policy is fairly applied and there is no discrimination on the grounds of race or ethnic origin, disability, gender or gender identity, caring responsibilities, pregnancy/maternity, marriage and civil partnership status, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified. This will be aided by annual reviews of data relating to the recruitment of staff at each and every stage: advertisement, application, interview, selection phases. Anonymous statistical information on all stages of the recruitment exercise will be collated, monitored and reported to inform the Academy's Equality Diversity and Inclusion steering team, as well as the senior management.

The Academy will fulfil its legal duties, ensuring that "reasonable adjustments", are made to ensure disabled individuals are not disadvantaged as part of the recruitment and selection process.

The Two Ticks Scheme

Good practice in recruitment benefits all staff, not just those with a disability and subscribing to the Two Ticks Scheme underlines the Academy's commitment to ensuring that the potential of all candidates is not overlooked and that inadvertent bias or discrimination does not occur.

Internal Applicants

Internal candidates will be subject to the same recruitment policy and procedures as external candidates. Human Resources will send out a Academy-wide email to ensure everyone is aware of any job opportunities.

Monitoring

The VP will collate and analyse information on the recruitment process at least once a year, and will report to Senior Management. Any recommendations will be reviewed by Senior Management and the HR manager before implementation

Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business related requirement.

| Review date | Description | Reviewed by | Next Review date |
|--------------|-----------------------------------|-------------|------------------|
| 08 July 2019 | Recruitment Policy and Procedures | SMT Team | 06 July 2020 |