



Northern College

Policy Title	Recruitment and Selection Policy
Who does the policy apply to?	Candidates and employees except agency staff and those working under self-employed arrangements who are not employees of the college.
Aims	<ul style="list-style-type: none">To ensure the best possible staff are recruited based solely on their merits, abilities and suitability for the position.To ensure a fair and consistent approach to recruitment and selection.
To be read in conjunction with	Recruitment of Ex-Offenders Policy DBS Policy Data Protection Policy
Further advice may be sought from	Human Resources
Review arrangements	<p>This policy will be reviewed every three years to ensure its continuing relevance and effectiveness.</p> <p>The College may review the policy prior to this date should operational and/or legislative/guidance matters require it.</p> <p>Further details regarding revisions, the consultation and approval process and review cycle can be found at paragraph 19 below.</p>

1. Introduction

- 1.1 Northern college recognises that people are fundamental to our success. A strategic approach to recruitment enables the college to attract and appoint staff with the required skills and attributes to fulfil its strategic priorities and support the college's mission.
- 1.2 As an employer the college is committed to appointing the best possible staff based solely on their merits, abilities and suitability for the position and in doing so it is crucial that the college adopts recruitment and selection procedures which are straightforward, fair, systematic and consistent.

2. Principles

- 2.1 Documentation relating to applicants will be treated confidentially and in accordance with the Data Protection Act 1998 and the General Data Protection Regulations as set out in the college's Data Protection Policy. Records will normally be destroyed within 6 months of the recruitment exercise. If the interview panel has decided that an unsuccessful candidate could be a strong candidate for other roles, these details will be kept in HR and form part of the college's talent pool. These candidates will be informed of this and agree to retention of their details for this purpose.
- 2.2 Posts with the designation of senior postholder (or Board appointments) will be appointed to as set out in the Standing Orders.
- 2.3 If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant, they must declare this as soon as they are aware of the individual's application to HR.

3. Equality

- 3.1 In line with our strategic values the college strives to celebrate diversity and promote equality of opportunity for all who learn and work at the college, creating a culture of inclusion where equality and diversity are embraced and where all staff are treated with fairness, dignity and respect. The college seeks to appoint a workforce that represents its community at all levels and across all areas.
- 3.2 Applicants will not be treated less favourably than others on the grounds of their protected characteristic under the Equality Act 2010 or for any other reason which cannot be shown to be justified. The college may however, take positive action to redress any imbalance in the composition of the workforce and where appropriate take measures to encourage applications from under-represented groups. Any action should be agreed with HR.

4. Safer Recruitment

- 4.1 Safeguarding and promoting the welfare of young people and vulnerable adults in the college community is a priority and an integral part of the recruitment and selection process. All managers are trained in Safer Recruitment in Education which ensures that every recruitment panel has a Safer Recruitment trained member of staff.
- 4.2 The college has a rigorous and robust approach to pre-employment screening to ensure that only suitable candidates are appointed to work at the college.

5. Identification of Vacancy

- 5.1 When a vacancy occurs the line manager should refer the matter to the Head of HR who will consider in conjunction with the executive leadership team:
- whether it is necessary to fill the vacancy;
 - whether there should be any changes of duty;
 - whether changes to work patterns or technology suggest the work can be distributed in a different way or replaced by an alternative post;
 - whether the replacement should be a permanent, temporary, full-time or part-time;
 - whether the role could be filled by an Apprentice.
- 5.2 Where new posts are to be created, a business case to support additional expenditure must be presented for consideration by the executive leadership team. All permanent staffing should be approved by the executive leadership team.
- 5.3 Once permanent core curriculum staff have been deployed, sessional tutors may be appointed/utilised to fill any gaps in the curriculum plan.

6. Job Description and Person Specification

- 6.1 The line manager (with the guidance of the HR team) will prepare a job description in the standard college format provided by Human Resources. Standard college job descriptions should not be changed without discussion with Human Resources.
- 6.2 The person specification should identify the essential and desirable qualifications, skills, knowledge and experience required for the post and should be prepared with guidance from the HR team. There are agreed minimum requirements for college curriculum posts.
- 6.3 It is important that thorough preparation of recruitment documentation takes place to enable the college to attract appropriately qualified candidates. This documentation will also provide the basis for objective, and fair assessment and selection. Where it is thought essential that the post holder is required to have a 'Genuine Occupational Qualification' advice should be sought from HR.

7. Information for candidates

- 7.1 Candidates will apply through the college's online recruitment site (accessed via the college's website) where they can complete an online application form. Candidates will be able to view the documents for the role including the job description, person specification and information about the college. In addition, applicants will be able to access information relating to the college's mission

statement, background information and current activities via the college website, or where requested, this information will be provided in an alternative format.

8. Advertising

- 8.1 Existing college staff will be made aware of vacancies via email or other digital channels including Microsoft Teams. Vacancies will be advertised internally and normally externally in an appropriate cost effective medium for the role including via social media.
- 8.2 Adverts will be based on the requirements of the job and agreed selection criteria. They will identify the type of appointment, length of contract, location, salary package and application procedure.
- 8.3 Adverts will be accurate and comply with the college's Equality and Diversity and Safeguarding policies including providing a statement relating to the college's commitment to safeguarding, and where relevant, the requirement for a DBS check.

9. Applications

- 9.1 The application process will be co-ordinated by the HR department via the appropriate application form. The college reserves the right not to accept incomplete application forms. A curriculum vitae will not be accepted in place of a completed application form. In line with safer recruitment guidance applicants will be expected to provide a full employment history. Applicants will be notified of the outcome of their application.

10. Short Listing

- 10.1 Normally, applications received after the closing date will not be considered. Late applications may be considered under particular circumstances at the Head of HR's discretion.
- 10.2 Short listing will be carried out by a minimum of two people including the chair of the interviewing panel and/or line manager.
- 10.4 Short listing will be based on the requirements of the post as defined in the person specification, assessing candidates against essential and desirable criteria.
- 10.5 Any anomalies or gaps in employment should be noted so they can be considered as part of the shortlisting process. In line with safer recruitment practice, reasons for gaps in employment and/or repeated changes of employment will need to be explored and verified either at the shortlisting stage or during the selection process.
- 10.6 The college is a Disability Confident employer and as such committed to ensuring that all disabled applicants who meet the essential criteria for the job as set out in the person specification will be guaranteed an interview.
- 10.8 Please refer to the college's Social Media Policy for guidance on the use of social media in the recruitment process (Section 7.4).

11. Interviews

- 11.1 The HR department will invite short listed applicants for interview. The invitation will give details of interview times, procedures and other information relating to interview arrangements.
- 11.2 The interviewing panel will normally consist of at least two panel members and will normally include a member of the leadership team and/or the line manager, and a member of the HR team. The interviewing panel will have undertaken general training in relation to the safeguarding of vulnerable adults and children and at least one member of each interviewing panel will have received training in safer recruitment practices.
- 11.3 Selection methods may vary depending on the requirements of a post. As a minimum, all selection processes will involve a panel interview. For teaching posts this will involve a micro teach of session involving students. Other selection methods adopted may include written tests,

presentations, assessments or group discussions. Reasonable adjustments will be made to the selection process where candidates notify the college of this requirement.

- 11.4 All interview questions will be related to the job requirements or performance based on objective criteria and will be in line with the college's Equality and Diversity and Safeguarding policies.
- 11.5 The interview panel should consider how the interview will be structured and the chair is responsible for coordinating the process. Each interview should follow the same format, but supplementary questions may be asked as a result of candidates' responses. Panel members should make a written assessment of each applicant, as they are interviewed, on the standard form provided by HR. Assessment should be factual and based on the evidence presented by the candidate against the selection criteria.
- 11.6 Candidates will be informed during the interview when they may expect to be informed of the outcome. Unsuccessful candidates will be given feedback upon request. HR will be responsible for co-ordinating and providing administrative support to the recruitment and selection process.
- 11.7 All applicants who are invited to interview will be required to show evidence of identity, right to work in the UK.

12. Appointment

- 12.1 The Head of HR or the chair of the interviewing panel will contact the successful candidate to make a conditional offer of employment subject to pre-employment checks as outlined below. When the candidate has verbally accepted the post, the HR team will issue a conditional offer of appointment.
- 12.2 The successful candidate will be issued with a full contract or written statement of particulars before commencing in post.

13. Pre-Employment Checks

- 13.1 The College carries out a number of pre-employment checks in respect of all prospective employees, further details of these checks are set out in Appendix A. All agency staff or contractors will be subject to pre-appointment screening.

14. Induction

- 14.1 All newly appointed staff will participate in an induction programme which will include (but is not limited to) Health & Safety, college and departmental induction, and training in relation to Safeguarding and Prevent.

15 Job Share

- 15.1 The college will consider applications for job share. In each case the operational issues will be considered and a judgement on each case made on its merits. For vacancies which have been advertised appointments will only be made on a Job Share basis where there is another suitable candidate who is willing to accept the appointment on a Job Share basis.
- 15.2 For existing postholders requests for Job Share will be considered in line with the Flexible Working policy. If a request for an internal jobshare is approved in principle, the share will be advertised internally and appointed to if a suitable partner is found.
- 15.3 Applications, interviews and appointment procedures will follow the standard college procedures.
- 15.4 Should one of the sharers leave their post:
 - the College will advertise internally to attempt to fill the vacancy.
 - the remaining partner will have no automatic right to the full-time post.
 - consideration will be given as to whether the post should remain a job share
 - if the vacancy cannot be filled internally, it will be advertised externally.

16. Sessional Teaching Staff

16.1 The college has a number of sessional tutors who provide teaching cover on a variable hours basis for the college's curriculum. Additional sessional staff will be identified through the normal recruitment process as outlined above, and through existing networks of the college. Sessional staff should be interviewed by at least two members of college staff and the normal recruitment process should be followed and co-ordinated through the HR team.

17. Monitoring and Review

17.1 Information provided by candidates in relation to equality and diversity will not be divulged to the selection panel and will be used for monitoring purposes only. The College will undertake an analysis of the composition of the workforce on an annual basis. The results will be reported to the Equality & Diversity Committee with a view to reviewing the effectiveness of current procedures and to develop programmes for improvement.

18. Complaints

18.1 Any concerns about the selection process identified by candidates should be forwarded to the Head of HR to investigate. The applicant will be informed of any action taken.

19. Policy sign off and ownership details

Document Name:	Recruitment and Selection Policy
Version Number:	V4
Effective from:	1 September 2021
Next scheduled review date:	August 2024
Policy owner:	Head of HR

20. Revision history

Version No	Effective date	Revision description/summary of changes	Author
V1	March 2011	Policy setting out the Recruitment & Selection process for college employees.	Sara le Roux – Personnel Manager
V2	October 2013	Minor revisions in line with Policy Review cycle.	Momina Ahmed – Personnel Manager
V3	May 2018	Minor revisions made in line with the Policy Review cycle.	Elin Longley – Head of HR
V4	September 2021	Refreshed policy – with focused sections on Equality & Safer Recruitment	Elin Longley – Head of HR

Appendix A Pre-employment checks

1. Verification of Identity and Address

- All applicants will be required to show evidence of identity, right to work in the UK, and provide original qualification certificates. For DBS checks, proof of address will also be required. For candidates who have lived or worked outside the UK the college may undertake further checks as appropriate.
- Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

2. References

- All offers of employment with the college will be subject to the receipt of satisfactory references. The college will seek two references for all successful candidates; ideally both will be employment references. One of the references must be from the applicant's current or most recent employer. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied for and whether they have any reason to believe that the applicant is unsuitable to work with vulnerable adults or children. All referees will be sent a copy of the job description for the role which the applicant has applied for.
- The college will also seek to confirm further details about the applicant including: dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record. The college will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The college will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

3. Disclosure and Barring Service (DBS) Check & Policy Statement on the Recruitment of Ex-Offenders

- The college approach to Disclosure and Barring Service (DBS) checks is set out in our Recruitment of Ex-Offenders policy and our DBS policy. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Northern College complies fully with DBS codes of Practice and undertakes to treat all applicants for paid and voluntary positions fairly. It undertakes not to discriminate unfairly against any individuals subject to a disclosure on the basis of a conviction or other information revealed.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- Where an Enhanced DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Head of HR at Northern College and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Northern College to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

- In a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteer engagement.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or volunteering.

4. Occupational Health Clearance

- All prospective employees are required to complete a medical questionnaire and undergo (where required) further investigations by the college's Occupational Health provider (OH). Occupational Health will only disclose such information as is relevant for a decision about fitness for the role. The college will not withdraw any job offer without first consulting with the applicant; considering medical evidence, and where appropriate, considering reasonable adjustments.