



**NORTH WEST LONDON JEWISH DAY SCHOOL**

**SAFER RECRUITMENT**

**POLICY**

**Revised December 2018**

**This policy should be read in conjunction with:**

- Safeguarding and Child Protection Policy
- Equality policy
- Keeping children safe in education September 2018
- Disqualification by Association, September 2018

**Preamble:**

The school recognises safe recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in the school are suitable do to so, and do not pose any kind of risk to children. The school will follow the Keeping Children Safe in Education guidance (DfE 2018).

The school will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles and governors, in accordance with statutory requirements. No staff member, volunteer or governor will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed.

The Governing Board is committed to recruiting according to safer recruitment guidelines as well as the Keeping Children Safe in Education document September 2018. The Headteacher, all members of the Leadership Team as well as some Governors hold Safer Recruitment certification. There will always be at least one member of the selection panel that has this safer recruitment certification.

The Governing Board - the employer of staff - is keen to attract, assess, select and appoint the best candidates for the jobs that will be advertised. All appointments are made with the upholding of the Jewish ethos of the School in mind. The School operates an equal opportunities policy and appointments (besides for the Kodesh appointments) are open to people regardless of religious background as long as they can demonstrate respect for and upholding of the ethos of the school and have the necessary qualifications for the position required.

The Governing Board is also dedicated to ensuring that the school presents a fair and just working environment. Accordingly, access to employment at the school and subsequent training and promotion will be available to all applicants on an equal basis.

The Governing Board is committed to eliminating all forms of unfair discrimination and promoting equality of opportunity when recruiting staff members.

**Strategic Issues**

(i) The Governing Board sets the budget annually. When establishing the staffing structure and recruiting to the complement of the school, the Headteacher and Staffing Committee will operate within the budget prescribed by the Governing Board.

(ii) Should it be necessary to exceed the budget allocated, the Headteacher and/or Staffing Committee will seek the permission of the Finance Committee regarding the availability of funds either from another budget or from contingencies/savings. Only when permission has been granted will the Headteacher/Staffing Committee exceed the budget prescribed.

(iii) Equally, where savings are to be made on the staffing budget, the Finance Committee will be informed and it will decide how best to deploy the resources.

(iv) Both overspend and savings will be reported to the full Governing Board at its earliest meeting after decisions are made. This will also be published within the end of year accounts for the Academy.

(v) The Staffing Committee will determine the staffing structure of the school on the basis of a draft structure that will be presented by the Headteacher annually, at the summer term Staffing meeting. The staff structure will be appropriately costed. Expenditure on staffing will be contained within the staffing budget prescribed by the Governing Board unless there are special circumstances [see ii above].

(vi) The Governing Board has decided on the following scheme of responsibility for the recruitment of staff.

(a) The Governing Board will recruit to the posts of Headteacher and Deputy Headteacher. Normally, it will delegate the detail of the recruitment arrangements to a selection panel, the membership of which it will determine. For the recruitment of the Headteacher the Staffing Committee will appoint an external adviser to guide them through the process. For the appointment of another leadership position ie Deputy Headteacher, Assistant Headteacher this will be led by the Headteacher who will appoint a panel which the Staffing committee should agree and should include at least one Governor.

(b) The Headteacher, one Governor and an appropriate senior staff member will recruit to senior posts, i.e.

\_ Senior teachers with teaching and learning responsibilities; \_ the post of Bursar and the Site Manager.

(c) The Headteacher - supported by appropriate staff will recruit to all other posts within the staffing structure.

## **The Process**

(i) Identifying a vacancy

A vacancy arises when the Headteacher/Chair of Governors receives a resignation or the Governing Board creates a new post or the arrangements for extended leave (e.g. maternity, long-term sickness or secondment) are confirmed.

The Headteacher will consider whether there is a need to recruit. Before doing so, they will review whether,

\_ the purposes of the job have changed;

- \_ there is a need to alter the duties and responsibilities;
- \_ it is possible to second someone into the post or redeploy a colleague who otherwise would have been made redundant; or
- \_ it is necessary to reduce the hours of the post.

Once the need to fill the vacancy has been established and agreed (by the staffing committee / Chair of Staffing?), the budgetary provision will be checked to ensure that the necessary funding is available.

(ii) Recruiting to the vacancy

When recruiting to a vacancy, the advert, job description and person specification will be reviewed before the post is advertised. These documents provide the basis for selecting the best candidate. It is, consequently, essential that they are accurate and reflect the current circumstances of the school.

The job description clarifies the expectations of what the post-holder will be expected to achieve. The person specification sets out the qualities that are being sought in the ideal person for the job, including reference to safeguarding children in all posts.

In summary, therefore, the job description and person specification provide the essential information to assist in,

- writing the advertisement;
- deciding on arrangements for the recruiting methods, e.g. interviews, tests or practical exercises;
- determining what information is needed from the applicant; structuring the interviews and preparing the questions;
- screening fairly the applicants at the shortlisting stage; and \_ making the final decision about the candidate to appoint.

### (iii) Advertising

The media selected for advertising will depend on the job. For the posts of Headteacher and Deputy Headteacher, advertisements will be placed in the national and Jewish education press. For other posts, the local papers could be adequate and, of course, the advertising channels of the school website and other social media opportunities. Adverts will include a safeguarding statement.

### (iv) Recruitment Pack

The Headteacher/Governing Board will respond to requests for job details as promptly as possible. All enquiries will be handled with efficiency and courtesy. Applicants will be given the same information and similar opportunities to visit the workplace, if this is on offer.

The recruitment pack will contain the following information.

- \_ A covering letter thanking the applicant for her/his interest and informing the person about the next steps.
- \_ An application form, which the applicant must complete. (A CV is insufficient.)
- \_ A Rehabilitation of Offenders declaration pro forma.
- \_ The Job Description.
- \_ The Person Specification.
- \_ Relevant policies - such as Safeguarding and Child Protection
- \_ The outline and timeline for recruitment.
- \_ Any other information that may be germane to the applicant.

### (v) Disability

A job applicant who considers her/himself to have a disability should be asked to provide this information on the application form. If the applicant is unsure about what assistance might be available or who if she/he requires additional information about the school, she/he should be encouraged to contact the Headteacher. This information

should be sought prior to the completion and submission of the application form so that the applicant is best placed to describe her/his skills and abilities.

#### (vi) Managing the responses

The names of all applicants, details of the applications and all documentation concerning them will be treated in the strictest confidence. Recruitment panel members will not discuss the names or any information/views about applicants outside the formal shortlisting and interview meetings.

All applications received will be logged and kept confidentially in a "job file". Receipts of application forms will be acknowledged in the form of a return email. Late applications may be admitted beyond the closing date at the discretion of the recruitment panel members in exceptional and justifiable circumstances. The reasons will be recorded and all such applications will be considered consistently.

The school will monitor responses from the media used to assist in determining the most appropriate journal/newspaper for future advertisements. Where applications have been received electronically, the panel will ensure that the forms are signed at the interviews.

#### (vii) Shortlisting

Shortlisting will occur as soon after the closing date for receiving applications as possible. It will be based only on the information contained in the application forms which will be judged against the selection criteria. Decisions will be recorded so that complaints against failure to be shortlisted can be investigated.

Each panel member will be issued with the appropriate job description, person specification and short-listing recording sheet, which sets out the criteria for shortlisting. Where appropriate against each criterion, every panel member will mark F (for fully met), M (for mainly met), P (for partly met) and N (for not met). Panel members, who have completed copies of the form in advance, will share the information at the shortlisting meeting in making decisions about whom to invite for interviews.

Prior to interviewing, the school will take up references of those who have been shortlisted.

#### (viii) Interviews

Interviews will be arranged at a time and place which takes account of difficulties faced by candidates with child care responsibilities and people with disabilities.

Every shortlisted candidate will normally receive a letter or email inviting her/him to the interview. Where necessary due to time pressures, the school may telephone candidates. Dependant on the role, candidates may be asked to teach a class or group of children for members of the panel to observe.

Members of the panel should meet at least 15 minutes before the interviews start to determine the logistics – the order of questioning, the questions to be asked and

generally, the modus operandi of the process.

For the panel to promote good practice, members will

- \_ maintain eye contact when questioning;
- \_ interrupt only at appropriate moments;
- \_ speak clearly and at a slower pace than normal; and
- \_ show courteous and respectful interest.

At the end of each interview, the candidate will be given an opportunity to ask questions and invited to confirm that she/he is still interested in the post.

Arrangements for notifying candidates of the panel's decision will be confirmed at this point.

(ix) The selection decision

Panel members will discuss candidates' responses only when all the interviews have been completed. The assessment on each candidate will be made against the selection criteria, observations where appropriate, discussions and references.

The appointment decision is made as far as possible on the basis of consensus. If this is not possible, the panel members reach a decision on a majority vote. Where the vote is tied, the Headteacher has a second (casting) vote.

Candidates will be informed of the decision as soon as possible after the meeting.

The offer to the successful candidate is provisional and subject to:

- satisfactory references (at least 2);
- DBS / barred list / prohibited list checks (as appropriate to the post)
- medical clearance;
- Qualification certification

All applicants for positions that involve regulated activity with children will be subject to checks with the Disclosure and Barring Service (DBS). Under section 128 of the Education and Skills Act 2008, additional checks will be carried out to ensure applicants have not been barred from working with children. A person who is prohibited from teaching will under no circumstances be appointed to work at North West.

Where qualifications are required, the candidate will need to provide original documents as proof.

A letter of appointment will be sent to the selected candidate and this will be followed by a contract signed by the Chair of Staffing or a Governor who is a member of the staffing committee. The induction will be administered via an induction pack and meeting with their line manager and then usual end of that half-term with a probation meeting, again with the line manager.

All documents will then be included in the personnel file including the induction and probation pack. Information needed will be given over for the single central record.

### Recruiting via a 3<sup>rd</sup> Party

Where staff are recruited via third parties such as employment agencies, the Headteacher and/or governors will: seek written confirmation from the agency that the agency has carried out all necessary checks on the individual and request written confirmation of the outcome of all checks, such as asking to see a copy of the disclosure, prior to making any decision regarding the individual's employment, and will check the identity of agency staff when they first present for work to ensure they are the person against whom the checks were carried out.

### Disqualification by Association

Whilst new guidance for Disqualification by Association, September 2018, states that Disqualification by Association is no longer required in a school setting, as North West London Jewish Day School has a flat living, those who live in the school flat will be asked to complete a Disqualification by Association form.

*Disqualification under the Child Care Act* also still applies to all staff, volunteers and students on work placements working with children in the Early Years or with children up to the age of 8 within a before and after school arrangement.

All staff will be reminded at the start of each term that if their circumstances change, they will need to inform the Headteacher.



**APPLICATION FORM**

Post Applied For:

Please Email the Form to: [vacancies@nwljds.org.uk](mailto:vacancies@nwljds.org.uk)

Please read carefully all instructions before completing this form. Please use BLACK ink, ballpoint pen or typewritten text since it will be necessary to photocopy your application. Please complete in full. You must attach a curriculum vita for additional information if you wish, but not as a substitute for filling in all the form. Please ensure that the information you provide is correct and accurate. Providing false information is an offence and could result in

- the application being rejected, or
- summary dismissal if you are selected and possible referral to the DfE, and the appropriate consequences (where appropriate).

**1 Surname (Block capitals)** .....

Other Names .....

**2 Home address in full** .....

(Block capitals) .....

.....

Address for correspondence

if different from above .....

.....

Email: .....

Home Telephone No. ....

Work/Mobile Telephone Nos. ....

3 Date of Birth ..... Nat. Insurance No: .....

4 Date of Recognition as a qualified teacher by the  
Department for Education ..... DfE No: .....  
Do you need a Work Permit? **Yes / No**

5 a) Are you suffering or have you suffered from any major illness/industrial injury? **Yes/No.**

If yes, please specify .....

b) Please state number of days you have been absent from work due to sickness in the past 12 months  
.....

c) How many episodes of absence does this represent of sickness? .....

d) Is this your usual level of sickness? **Yes/No**

Please give details of any superannuation scheme to which you belong  
.....

## 6 SECONDARY/FURTHER EDUCATION

Name of School/College	Subject	Qualifications gained	Grade	Date
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**7 HIGHER EDUCATION/TEACHING QUALIFICATIONS**

Name of College/University and address if outside U.K.      Qualifications and Subject      Grade/Class      Date

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**8 OTHER QUALIFICATIONS RELATED TO CURRENT OR PREVIOUS EMPLOYMENT**

Name of professional board	Membership Grade	Was membership gained by examination?	Date

**9 RELEVANT INSERVICE COURSES IN THE PAST THREE YEARS**

Course	Qualifications gained (if applicable)	Dates showing duration

**10 Please give details of your Jewish Education or Experience of Jewish Education**

**11 EMPLOYMENT HISTORY.** Please give full details as this section is used for salary assessment purposes. Please explain any gaps in service.

Names and addresses of previous employers (starting with the most recent)	Position held and allowances (if applicable)	Age range taught (if applicable)	From month/yr	To month/yr	Reason for Leaving
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**12 OUTSIDE INTERESTS AND ACTIVITIES**

Voluntary/unpaid work and interests

**13 STATEMENT IN SUPPORT OF APPLICATION** (You may continue on a separate sheet if you so wish) Please ensure that you have addressed the Person Specification and Job Description

**14 REFEREES.** Please give the names of two people to whom reference may be made. One referee should be your current or most recent employer, which would be the Head Teacher in the case of a school. Relatives may not be given as referees.

**Referee 1**

**Referee 2**

Name:

Name:

Occupation/status .....

Occupation/status .....

Address .....

Address .....

.....

.....

.....

.....

Tel.No & Email:

Tel.No & Email:

**15 RELATIVES**

Are you related to any employees, Trustees or Governors of the School? If so, please give details. If not, please write 'None'.

**16 CRIMINAL HISTORY.**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you ever been convicted of a criminal offence which is not 'protected'?

YES / NO

If you have answered yes, supply details of all convictions in a sealed envelope marked 'confidential' and attach it to this form. If your application is successful this information may be discussed with you at interview and will be checked against information from the DBS before your appointment is confirmed.

**17 DECLARATION**

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1984. I have also understood and complied with the provisions concerning the disclosure of criminal convictions. I declare that all information provided by myself as a result of this form is correct and truthful to my full knowledge.

**17.1** \*Is there anything you wish to disclose?\_YES/NO\_\_\_ If the answer is yes, please state the nature and detail of the disclosure:

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**Signature of Applicant** ..... **Date**

.....

\*Please ensure that the disclosure question (paragraph 17.1) is answered.



Please ensure that the application form is signed.



# Induction

of

Employee's Name: \_\_\_\_\_

**North West London Jewish Day School  
is committed to safeguarding and promoting the welfare of  
children  
and expects all staff and volunteers to share this commitment.**

**After Induction has been completed, a copy of this pack should be made.**

One copy to be kept by the employee.

One copy to be kept by the School in the employee's Personnel File.

<b>Induction of:</b>	
<b>Job Title:</b>	
<b>Date Employment Commenced:</b>	
<b>Probation Review Meeting on:</b>	
<b>Probation Period Ends on:</b>	

<b>Section</b>	<b>Induction Item</b>	<b>Completed? (Date and Initials of Person leading Induction)</b>
-	Tour of the School	
1	Safeguarding	
2	Adhering to North West's Ethos	
3	Handing in Documentation	
4	Meeting Key members of Staff	
5	Outline of the Day	
6	Behaviour Management	
7	Staff Absence and Punctuality	
8	Staff Performance	

## Section 1: Safeguarding

Item	Tick When Shown	Additional Comments
Security – Gates and Parking		
Fire Alarm and Evacuation Procedure		
Intruder Alarm Procedure		
Safeguarding designated Teacher		
Deputy Safeguarding designated Teacher		
Child Protection – ‘Disclosure’ and Designated Teacher(s)		
Health & Safety - Risk Assessments		
On line safety lead		
E-safety policy received and read		
GDPR policy received and read		
Missing children policy received and read		
TRAINING		
TRAINING	DATE TAKEN PLACE	COMMENTS
Child Protection		
E-Safety		

## Section 2: Adhering to North West's Ethos

Item	Tick When Shown	Additional Comments
Dress Code		
Rules of Kashrut		
Showing Respect to Adults and Children		
Conduct during Prayers		

## Section 3: Handing in Documentation

Item	Tick When Shown	Additional Comments
CRB form		
Complete (yellow) 'Staff Personal Record Form'		
Remember to bring Passport, NI number, Driving License, Bank Details (for payroll)		
Choose to complete Pension Form		
Work Visa (if applicable)		
Office update SIMS		

## Section 4: Meeting Key Members of Staff

Job Title	Person's Name	Tick once met. Add any additional Comments
Headteacher		
Deputy Headteachers		
Head of Limmudei Kodesh		
<b>Non-Teaching Staff</b>		
School Administrator		
School Secretary		
School Business Manager		
Security		
Site Supervisor/ Caretaker		
Head of Kitchen		
ICT Technician		
(Welfare) First Aider		
<b>Teaching Staff</b>		
Your Line Manager		
Teachers in your team		
LSAs in your team		
Other Staff		

## Section 5: Outline of the Day

Item	Tick When Shown	Additional Comments
Staff Start Time		
Morning Briefing: Days and Times		
Marking the Register		
Assemblies		
Break and Lunch Times		
Break procedure – lining up, bells etc		
Break Duty – expectations (and wet break)		
Lunch Duty – expectations and payment details		
Timetable of the Day		
Inset times		
Term time dates and calendar		

## Section 6: Behaviour Management

Item	Tick When Shown	Additional Comments
School behaviour Policy given		
Policy read		
Rewards and Consequences		

## Section 7: Staff Attendance and Punctuality

Item	Tick When Complete	Additional Comments
What to do if you're ill...		
What to do if you wish to apply for Leave of Absence...		
What happens if you're late...?		
Have you made a note of and saved the following numbers...?		
School Telephone Number		
Your Line Manager's No.		
Headteacher's Number		
Does your Line Manager have your contact details?		
Have you got a copy of the School Term Dates?		



## Section 8: Staff Performance

Item	Tick When Shown	Additional Comments
High Expectations and Development Priorities		
Pupil Progress		
Every Lesson Counts		
Quality CPD		
Lesson Observations, Learning Walks and Feedback		
Probation Period and Performance Management		
Role Model and Conduct		





# NORTH WEST LONDON JEWISH DAY SCHOOL



## Probation Pack

Employee's Name: \_\_\_\_\_

**North West London Jewish Day School  
is committed to safeguarding and promoting the welfare of children  
and expects all staff and volunteers to share this commitment.**

**This Probation Pack should be held by the School in the employee's Personnel File.**  
 A copy should be made of each section completed and given to the employee.

<b>Probation of:</b>	
<b>Job Title:</b>	
<b>Date Employment Commenced:</b>	
<b>Probation Review Meeting on:</b>	
<b>Probation Period Ends on:</b>	

Section	Probation Item	Completed? (Date and Initials of Person leading Probation)
<b>A1</b>	Mid-Probation Period	
<b>A2</b>	End of Probation Period	
<b>B</b>	Concerns during Probation period	

<b>Section A1: Mid- Probation Period</b>							
<b>Employee's Name:</b>		<b>Probation Reviewed by:</b>					
<b>Employee's View</b>		<b>Line Manager/ Reviewer's View of Employee</b>					
<b>How do you feel you have settled in to the school?</b>		<b>Strengths</b>	<b>Areas for Development</b>				
<b>Strengths</b>	<b>Areas for Development</b>	<b>Are there any concerns about this employee's performance? (yes/no)</b>					
		<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<p>If yes, complete section B and inform the Headteacher</p>					
<b>Further Comments or employee's request(s) for additional support:</b>		<b>Further comments from Line Manager/ Reviewer:</b>					
<b>Employee Signed and Dated:</b>		<b>Reviewer Signed and Dated:</b>					

<b>Section A2: End of Probation Period</b>			
<b>Employee's Name:</b>		<b>Probation Reviewed by:</b>	
<b>Employee's Comments</b>		<b>Line Manager/ Reviewer's View of Employee</b>	
<b>Any comments to supplement Section A1</b>		<b>Any comments to supplement Section A1</b>	
<b>Probation Period Successfully Completed? (Yes/No)</b>			
<b>Employee Signed and Dated:</b>		<b>Reviewer Signed and Dated:</b>	

## Section B: Concerns during Probation Period

Meeting Held on:	to discuss concerns during Probation Period
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People present at meeting:	
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**Outline of Area(s) where Employee's Performance is causing Concern.**

**Targets should be set and agreed with the Employee. Include the time-frame for reviewing performance against the targets. Include support given by School. When reviewing, date and indicate if Employee is meeting targets or not.**

No.	Target	Success Criteria	Support	Review		
				1	2	3
1						
2						
3						
4						

**Employee's Comments:**

**I understand that I must meet the above targets in order to successfully complete my Probation Period.**

<b>Employee Signed and Dated:</b>		<b>Reviewer Signed and Dated:</b>	
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