



# RECRUITMENT AND SELECTION POLICY

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## Belfast High School

***Date:*** November 2024

***Date Ratified:*** 27 November 2024

***Ratified by:*** Board of Governors

***Responsibility:*** Board of Governors

***Author:*** Principal/Bursar

***Review Date:*** November 2027

The Board of Governors is an equal opportunities employer which means that we are committed to providing equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates including those with criminal records. When recruiting or affording opportunities to existing employees for promotion we will follow good practice recommendations including the Code of Practice issued by the Department of Justice, under Part V of the Police Act 1997, other relevant codes of practice and other guidance issued by the Equality Commission and by the Teachers' Negotiating Committee. We will not discriminate unlawfully or unfairly against any person and will select the best person for the role in terms of qualifications and abilities. The Recruitment and Selection Policy will be followed for all recruitment and promotion exercises and will be applied fairly and consistently to all applications. Reasonable adjustments will be made as appropriate to these procedures to ensure that disabled applicants are not placed at any disadvantage.

### **Board of Governors Appointments Sub-Committee**

1. The Board of Governors delegates responsibility for the selection, appointment, promotion and remuneration of all staff in the school to the Human Resources Committee (HRC). The HRC will report to the Board of Governors on staffing issues for which the HRC has direct responsibility.
2. A minimum of 3 members of the Board of Governors, 2 of whom should be voting members, shall form part of the selection and appointment panel for all permanent posts in the school of one year's duration or longer, including posts that attract Teaching Allowances except in exceptional circumstances where it is not possible at short notice to convene a meeting of 3 members of the Board of Governors- each occurrence and the exceptional circumstances to be reported within 1 working day to the Chair of the Board of Governors and to the Convenor of the HRC. At least one of these members should preferably have undertaken selection training. Those involved in the interview process will also have been trained to identify and assess the relevance and circumstances of Disclosure information, including on relevant legislation relating to the rehabilitation of ex-offenders.
3. The Principal shall be responsible for the selection and appointment process for teaching posts of less than one year's duration and the Bursar shall be responsible for the selection and appointment process of non-teaching posts of less than one year's duration. In both cases, an appropriate interview panel will be organised. These appointments shall be reported at the next meeting of the HRC.

### **Appointments and Promotions**

The Principal will be responsible for ensuring that all teaching appointments and promotions follow accepted practice and the Bursar will be responsible for ensuring all non-teaching appointments and promotions are in line with this Policy.

1. Having identified a vacancy, the position will be categorised as full-time or part-time, temporary or permanent. All applicants will be required to complete a standard application form and will be notified at the recruitment stage of the requirement for an Enhanced AccessNI Disclosure certificate to be completed as well as of the existence of the Code of Practice issued by the Department of Justice.
2. A detailed job description and personnel specification will be drawn up, including the essential and desirable criteria relevant to the post and conditions of service, along with the relevant pay scale in the case of non-teaching appointments. Applicants will then be assessed against the relevant criteria to determine the best person for the role.
3. Recruitment for permanent posts will generally be advertised externally using an on-line recruitment website, the school website and/or the school's social media platforms.

The advertisement will include the fact that the Board of Governors is an equal opportunities employer. The exception to arranging an external advertisement will be in the case of a promotion to some posts of responsibility, where an internal advertisement will be placed.

4. Information will be collected in compliance with annual monitoring requirements for appointments. This information will be separately collated by the Monitoring Officer who will not be involved in the interview process and will be retained separately from other recruitment information.
5. After the application process closes, an interview panel involving Governors as appropriate (in compliance with the requirements above) will be organised, with balanced male and female representation where possible.
6. Shortlisting of applications will then be carried out, using the criteria in the personnel specification, with the shortlist of applicants agreed by those involved in the interview panel.
7. Having identified a shortlist of applicants, the nature of the selection may include, in the case of teaching posts, teaching observations and presentations, and in the case of non-teaching posts, some form of assessment where considered appropriate, of which the applicants will be notified in advance. This will be followed by interviews.
8. There will be a standardisation of questions at interview (as far as possible) and interview assessment sheets will be used for scoring each candidate.
9. Individuals will be appointed and promoted solely based on merit and ability, appropriate to the position.
10. References will be sought including from the current or most recent employer, following consent being obtained from the applicant.
11. A record will be retained of the panel's selection decision.
12. In the case of appointments, a written offer will be made to the preferred candidate subject to a satisfactory outcome of the criminal records check, the pre-employment health assessment, written references and other relevant documentation eg qualifications. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014) applicants will only be asked about convictions which are defined as "not protected" for the purposes of obtaining an Enhanced disclosure. Having a criminal record will not necessarily debar an applicant from working at Belfast High School. This will depend on the nature of the position, together with the circumstances and background of the offences or other information contained on a Disclosure Certificate. No formal appointment will be made prior to receipt of clearance on all of these issues.
13. If any issues are identified following receipt of the above documentation, the panel will make the decision as to whether or not the conditional offer should be confirmed. We undertake to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be relevant for the position concerned, including on any matter revealed in a Disclosure certificate.
14. The information from the AccessNI check will be destroyed for reasons of confidentiality but a register will be retained, indicating that a criminal records check was carried out and that the outcome was satisfactory.
15. In the case of promotions, successful applicants will be notified in writing.

16. Unsuccessful applicants will be notified in person for promoted posts, if appropriate. In all other circumstances unsuccessful applicants will receive written notification following receipt of written confirmation of acceptance by the successful candidate.
17. The appointment/promotion will be reported at the next meeting of the HRC/Board of Governors.
18. On taking up a post, the appointee will be provided with induction training which will incorporate child protection and safeguarding training.
19. The documentation relative to the selection process will be kept in line with the School's Record Retention and Management Schedule.

# BELFAST HIGH SCHOOL PRE-EMPLOYMENT CHECKLIST

## REQUIRED DOCUMENTS AND PROCEDURES BEFORE CONFIRMATION OF APPOINTMENT

Name: \_\_\_\_\_

		<b>Checked</b>
<b>1.</b>	A pre-employment health assessment (if applicable).	
<b>2.</b>	Copy of degree certificate and verification of any post-graduate qualifications (if appropriate) or other qualifications required for the post.	
<b>3.</b>	Photographic identification eg passport or driving licence.	
<b>4.</b>	Copy of birth certificate.	
<b>5.</b>	AccessNI Check.	
<b>6.</b>	References, one of which should be from the most recent/current employer.	