



THE PORTSMOUTH GRAMMAR SCHOOL

Candidate Recruitment Process

It is the policy of the School to recruit the most suitable candidate for the post regardless of sex, age, ethnic origin, sexual orientation, belief, religion, disability or membership of a professional or trade union.

All posts will be appropriately advertised. An application form will be sent to all applicants for completion along with a request for a current CV in the case of teaching posts.

The Portsmouth Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the School, the appointments procedure follows a similar pattern to that for external recruitment but minor internal appointments may be made without recourse to the interview procedure.

Pre-Interview

On receipt of the recruitment pack, candidates should complete the application form and equal opportunities monitoring form and return to: The Headmaster's PA for Teaching Posts; Bursary for non-teaching posts, before the closing date.

Candidates who have been shortlisted will be contacted and invited for interview. The letter of invitation will detail the format for the interview and any documentation the candidate will be required to bring with them on the day.

References for candidates that have been shortlisted will be requested before interview unless the candidate states otherwise on the application form. This is so that any issues of concern can be explored further with the referee and taken up with the candidate at interview.

Unsuccessful candidates will be informed in writing.

Interview

The selection process and interview questions will be structured around the job description. In general, we will look for:

- Relevant qualifications at degree level from a reputable university or college
- The ability to teach at all levels appropriate to the post
- A willingness to contribute to co-curricular activities and, where appropriate, relevant experience and qualifications
- A willingness to participate in the pastoral system.

Teaching posts: For a senior post (Deputy Head or above), the panel will include the Headmaster, Bursar and at least one member of the Board of Governors. An academic specialist from outside the School may also be included. For all academic staff it would be usual for the Headmaster, Bursar and at least two other senior members of staff to be involved in the selection process. The Head of the relevant department or faculty will normally be included. In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place.

Non-teaching posts: The interview panel will comprise the Bursar and at least one other management representative. Dependent on the post, there may be a separate assessment of ability/skills required for the role.

Those invited to interview will be asked to bring with them a passport or photo driving license and at least two documents from the following list which confirm their current address:

- Recent bank statement – this cannot be an internet statement
- Recent mortgage statement – issued within the last 12 months
- Recent credit card statement – less than 3 months old
- Current Council Tax bill – issued within the last 12 months
- Recent utility bill (not mobile phone) – less than 3 months old.

The purpose of the interview is to assess the candidate's suitability for the above post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children. A written record of the outcome will be kept.

A check will be completed of 'Barred List Check' (Independent Safeguarding Authority). The Barred List database, contains details of people whose employment has been barred or restricted by the Secretary of State for Education and Skills under the terms of the Education (Restriction of Employment) Regulations 2000, and previous regulations.

Candidates applying from outside the UK will be asked to provide evidence of permission to work in the UK. Similarly checks will be sought from other countries in accordance with DBS Guidelines (<https://www.gov.uk/disclosure-barring-service-check>) to ensure suitability to work at the school.

Post Interview

The successful candidate will be informed by telephone. After verbal acceptance of the post, a formal letter of appointment is sent to the chosen candidate, along with a statement of the terms and conditions of employment. The applicant will be required to sign and date a copy of the letter of appointment showing acceptance of the post and the related conditions within a specified time.

The offer of appointment will be conditional upon the following pre appointment checks.

- The receipt of at least two satisfactory references (if those have not already been received)
- Verification of the candidate's identity (if that could not be verified straight after the interview)
- Verification of the candidate's medical fitness
- Verification of qualifications (if not verified at the interview)
- Verification of professional status where required
- A check of ISA Barred Lists and a satisfactory Enhanced DBS
- Verification of eligibility to be employed in the UK
- Satisfactory completion of the probationary period.

Unsuccessful candidates are informed in writing. Employment will not commence until the school is satisfied that all checks have been completed.

All reasonable travel expenses will be refunded within the UK unless the candidate refuses the post, if offered, without adequate reason. The School will not pay for travel to and from an interview from outside the UK unless express permission has been granted by the Headmaster/Bursar.

Induction

All new staff will be expected to attend an induction programme organised for them by the school and their line manager.

Date Revised September 2013