

NCG Recruitment and Selection Policy

1. Purpose

NCG recognises that its staff are fundamental to its success. NCG therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of NCG Equal Opportunities Policy and all other relevant employment legislation.

2. Scope

This policy and procedure covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the senior management at NCG to ensure that this is the case.

3. Core Principles

NCG has a principle of open competition in its approach to recruitment.

NCG will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the company.

NCG wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.

NCG will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation (achieved through regular contact and liaison with our external HR Advisors).

NCG will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

NCG will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

4. Recruitment & Selection Procedure

There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages.

4.1 Preparation Stage

The recruitment and selection process should not commence until a full evaluation of the need for the role has taken place.

The recruitment of staff will take into account NCG's need for new ideas and approaches and additionally should support the company's commitment to ensuring a diverse workforce.

4.2 Job Description & Person Specification

A job description and person specification must be produced or updated for any vacant post that is to be filled.

The job description should accurately reflect the elements of the post.

The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants. All job descriptions and person specifications are to be checked by HR and the Principal.

4.3 Advertising

Applicants should be provided with sufficient information to make an informed decision regarding their suitability for the role.

All vacancies will be placed with recruitment/advertising agencies.

All our adverts include a 'recruitment and selection policy statement' which gives details of our equal opportunities policy and safe recruitment procedures. For example **“New College Group is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All applicants are subject to a satisfactory enhanced check by the Disclosure and Barring Service (previously the Criminal Records Bureau) and at least two independent references”**.

5. Selection of Candidates

5.1 Shortlisting

The process of shortlisting will be completed by a recruitment panel, consisting of a minimum of 2 people to avoid any possibility of bias, one of whom would normally be the direct line manager, and should be constituted with due consideration to the promotion of Equality and Diversity.

Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the Equality Act 2010, they should also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.

All candidates should be assessed objectively against the selection criteria set out in the Person Specification, and only candidates who meet all the essential criteria should be short-listed.

5.2 Selection & Interview

At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.

Interview should normally be carried out by a minimum of two people, one of whom should be the Line Manager.

Selection is a two-way process: candidates are assessing the role and the company. Those involved in recruitment should consider how best to convey a positive image.

It is recommended that a range of selection methods, that are suitable for assessing both the essential and desirable criteria in the person specification are established, as this will enhance objective decision making which is difficult through interview alone. One possible method of achieving this is by using a scoring sheet.

Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification. All interview questions will be approved by the Principal and HR in advance.

Notes recording the salient points of the interview should be taken, ideally by the interviewers, so that they can refer back to these when assessing candidates against the person specification and making decisions. Notes of the interview and any other notes on the candidate taken during the

recruitment and selection process should be retained for review in the HR Office.

In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the Chair of the panel or the Line Manager, although he or she may delegate this to another member of the panel where appropriate.

Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

5.3 Referees, Employment & Other Checks

The successful candidate will be offered the position subject to at least two satisfactory references from previous employment.

These references will be taken up BEFORE employment commences.

Information sought from referees should be structured around the requirements of the job and the job description should be provided.

If the appointment is urgent, the company may seek to obtain a verbal/telephone reference for the successful candidate providing that standard procedures for doing so are followed.

Referees should not be contacted without the candidate's consent and the information provided should be treated as confidential by the panel members. NCG reserves the right to contact previous employers as stated in the application form should there be any issues or anomalies arising from the application process.

The successful candidate will be subject to an enhanced DBS check (Disclosure and Barring Service) previously known as a CRB check (Criminal Records Bureau) prior to starting work.

The new employee, both volunteers and paid staff, will not have **unsupervised** access to any children in any setting before the DBS check comes back and a decision is made about that person's suitability. In addition they will not take photographs of students, will not have access to any student records and learning & development information.

All qualifications will be checked against actual certificates and copies taken for their personnel files. NCG will adhere to recommended 'Safer recruitment guidelines' and information obtained will be in accordance with DfE and other relevant guidelines.

5.4 Making the Appointment

An offer of appointment can only be made if the post/pay rate has been approved by Senior Management and the Directors.

It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance the company's ability to recruit the selected candidate. In such cases the verbal offer will normally be made by the Chair of the selection panel, although he or she has the discretion to delegate this responsibility if felt appropriate.

Appointments will usually be made at the grade minimum of the advertised salary scale unless directly relevant experience would justify additional increments.

Once a selection decision has been made the company will produce a written offer of employment. Offers of employment are normally subject to satisfactory references, medical clearance (subject to Equality Act 2010 requirements), checks of qualifications and any other checks as appropriate, such as Asylum and Immigration checks, DBS checks (for posts that are exempted from the provisions of the Rehabilitation of Offenders Act), and checks which would reflect Safer recruitment guidelines and any others which may be introduced from time to time.

5.5 Induction

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the Line Manager is responsible for preparing a comprehensive induction programme for the new employee.

Where appropriate, all new staff will be allocated a buddy / mentor who will introduce them to the way in which the setting operates.

Throughout the induction period, all new staff members will have regular formal supervision 1:1 meetings with their line manager and their mentor to discuss how it's going and identify any further training and development needs.

All staff are expected to participate in all mandatory training for health and safety and safeguarding, as advised by the College policy and through instruction of the appropriate line manager.

6. Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age

of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare