

Recruitment Selection Policy 2021 – 2022

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Responsibility:	Principal Gareth Chown, V.P Matthew Green

ADDICT DANCE ACADEMY

RECRUITMENT SELECTION POLICY

1. Staffing Establishment

Within the Instrument and Articles of Government the following arrangements in respect of the recruitment of staff by the College apply:

- 1.1. Responsibility is delegated to the Principal for the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the College, of the pay and conditions of service for staff.
- 1.2. Responsibility for determining the numbers, type and duties of senior post-holders lies with the Principal. Senior post-holders currently are the Programme Leaders.

2. Equal Opportunities

Addict Dance Academy recognises the potential of a diverse community and strives to be an equal opportunities employer, recognising the relevant legislation and regulations. Care shall be taken at all stages of recruitment to adhere to standards of good practice in relation to equal opportunities recruitment procedures and to avoid discrimination on grounds of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity, unrelated criminal convictions or other irrelevant criteria.

- 2.1. The College monitors each vacancy in accordance with its procedures and statistical information is reviewed by the Principal.
- 2.2. It is the responsibility of each Programme Leader to ensure that this policy is carefully followed within their area. All Programme Leaders should make members of their staff aware of the obligation to familiarise themselves with and follow this policy.
- 2.3. Training will be given to Programme Leaders on the application of this policy to the recruitment process and on best practice.

3. Appointment of Senior Post-holders

- 3.1. The Principal is responsible for the appointment of senior post holders. For all senior post holder appointments, the selection panel shall consist of three members of the College, two Programme leaders in attendance and the Principal.
- 3.2. Appointment of Other Teaching and Non-Teaching Staff The following procedures shall normally be followed:

4. Recruitment & Selection Policy

- 4.1. The occurrence of a vacancy is an opportunity to review the necessity for the post and its duties, responsibilities and salary. All appointments shall be looked upon within the context of the needs of the College as a whole. Consideration shall be given to the balance between internal and external appointments in order to offer career opportunities to staff, while at the same time allowing the introduction of new ideas from outside.
- 4.2. On the occurrence of a vacancy the Line Manager shall, in conjunction with their Line Manager, consider the organisational needs of the College and the operational requirements of the Curriculum Area/Department, to determine whether any or all of the following actions might be appropriate: (a) the vacant post remains unchanged and is advertised without delay; (b) the hours/weeks applicable to the vacant post are adjusted; (c) the job content of the vacant post is adjusted; (d) the grading of the vacant post is reviewed; (e) the post is left vacant for a specified period before being advertised; (f) the vacant post is left unfilled indefinitely; (g) the vacant post is removed from the establishment.
- 4.3. During the Business Profiling process, Managers may propose on occasion the 'conversion' from one post type to another typically freelance workers to own establishment. On these occasions, recruitment and selection arrangements will ensue using an internally advertised recruitment process. The Administrative Team will arrange for an internal advert and an informal recruitment process including the Manager meeting with the member of staff for an informal interview which will include a discussion on the implications of the change in role.

5. Job and Person Specifications

- 5.1. All documentation will contain sufficient information with regard to physical access, making reasonable adjustments and any other job constraining

factors enabling disabled applicants to make informed decisions with regard to their suitability. All information will be available in an appropriate accessible format on request wherever possible.

- 5.2. The Principal or Programme Leader of which the vacancy has occurred, will review and agree a job description and person specification prepared in conjunction with the Administrative team.
- 5.3. The Principal will then sign and date the reviewed job description and person specification as approved.
- 5.4. The job description will indicate the specific duties attached to the post. In the case of academic staff appointments, the job description will be generic and will identify teaching and administrative duties required. Any course/ curriculum development, co-ordination and other responsibilities will also be identified. All job descriptions will state to whom the member of staff will be accountable and (if applicable) the staff for whom he/she will be responsible.
- 5.5. Specific terms and conditions and additional information pertinent to the post will be provided by the Administrative Team as Directed by the Principal.
- 5.6. The person specification will clearly and specifically state details of the essential and desirable qualities the successful candidate should possess in terms of:
 - Knowledge
 - Roles and responsibilities
 - Experience
 - Aptitudes
 - Personal Qualities/Other

6. Advertising of Posts

- 6.1. Notification of all vacancies will be advertised internally via email no later than the date of any external advertisement of the post.
- 6.2. External advertising will include a range of media, to be reviewed on an annual basis.
- 6.3. Any advertisement for a vacancy will indicate any special features of a particular post and details of the application process.
- 6.4. Advertisements will clearly state the salary and/or salary range to be offered, the formal job title and the closing date for receipt of completed applications. Advertisements will also include the College's statements on DBS, Equal Opportunities and Safeguarding.
- 6.5. Where applicants are invited to obtain details of a vacant post from the College, the information which shall be sent to respondents to advertisements shall include a College application form, including Equal Opportunities Monitoring, an Equality and Diversity Statement, the job and person specification, information about the College and information about the arrangements which will be made for interviewing for the post. Information packs can be downloaded from the website, emailed, posted or collected. This information can be requested in large print, audio or in Braille.

7. Shortlisting of Candidates for Interview

- 7.1. All members of the interview panel should undertake the task of shortlisting within three working days of receiving the shortlisting pack. Where the panel has a member not employed by the College, that person should take part in the shortlisting wherever practicable. Shortlisting decisions should be based on evidence that the applicant has met the requirements of the person specification, using the scoring system marked on the shortlisting grid, where essential and desirable criteria are weighted accordingly. Please refer to the Recruitment Process Guidance Notes available for applicants. If there are any discrepancies between the shortlisting panel's scoring against essential criteria, the panel will meet to discuss before progressing. A record will be made of the justification for resulting decisions – see Appendix A. Shortlisting panel members should avoid dismissing applicants who appear to be over qualified. Assumptions should not be made about their reasons for applying for the post as they may eliminate an otherwise exemplary candidate.

- 7.2. Candidates will be asked if they have any special interview requirements or require any reasonable adjustments to be made.
- 7.3. All interview materials should be available in an appropriate accessible format on request wherever feasible.
- 7.4. Advice from the local Disability Employment Advisers from Jobcentre Plus could be utilised in recruiting disabled employees.

8. References

- 8.1. Any appointment offered will be subject to the College receiving references which are satisfactory to the College.
- 8.2. One reference will normally be from the candidate's present or most recent employer. If the candidate has no previous employment record, then this reference could be from an Educational Establishment. The second reference may be a professional or character reference. Both references will be sought directly from the referee on all shortlisted candidates, including internal applicants, with their agreement. References are reviewed after the successful candidate has been selected, but before the job is offered.

9. The Interviewing Panel

- 9.1. The selection panel for the appointment of staff other than management staff, shall normally consist of 3 panel members, at least one of whom will have specialist subject knowledge, but will include the Principal, Programme Leader and/or the lead Administrative Assistant. Other members of staff may be co-opted to the wider selection process in a specialist capacity. Equal opportunities practice will be monitored by the Principal at the interview.
- 9.2. External interviewers whose experience may be useful in the selection process may be invited to attend in an advisory capacity.

10. The Selection Process

The selection process shall be in accordance with College procedures for the selection of staff which provide that:

- 10.1. Candidates will be required to undergo identification checks, qualification checks, right to work in the UK checks, and Disclosure and Barring Service (DBS). No appointment will be confirmed until the College has carried out appropriate mandatory checks.
- 10.2. The selection process for all roles will include a second selection activity other than the interview to enable the selection panel to ascertain skills, abilities and suitability for the vacant post. Assessment scoring will be weighted according to their significance to the job role; assessments may lead to a deselection of candidates before the formal interview stage. Full selection process materials need to be with the Principal before candidates are invited to interview.
- 10.3. The interviewing panel shall meet in advance of the formal interviews to decide on the questions to be asked and the order of asking them. To ensure standard selection criteria, each candidate shall be asked common questions. Agreed questions need to be with the Principal before candidates are invited to interview. Interview questions are scored 1-5, with 3 being deemed as a satisfactory score.
- 10.4. Any gaps in employment will be identified through the shortlisting process and the Chair of the panel will address at interview.
- 10.5. Staff conducting interviews must be aware that, although questions asked may not in themselves be discriminatory, the interpretation of answers by the panel could exhibit prejudice. Information regarding personal circumstances which is offered in a CV or at interview must not be taken into consideration in reaching a selection decision.
- 10.6. In line with the Equality and Diversity policy, Addict Dance Academy aims to ensure that all actual and potential employees are treated equally, consistently and fairly regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity, unrelated criminal convictions or other irrelevant criteria.
- 10.7. The same areas of questioning should be covered with all candidates and assumptions should not be made regarding the expertise or abilities of candidates because of their employment history. Interview questions should be phrased so that they do not favour any one candidate or group of candidates. Supplementary questions should be used to probe for further information or clarification where answers are incomplete or ambiguous. Care must be taken to avoid questions that could be construed as discriminatory (e.g. questions about personal circumstances that are unrelated to the job). It is for example, legitimate to ask for confirmation of whether individuals can

comply with the working patterns of the post, but not to ask details of their domestic or child care arrangements etc.

- 10.8. The candidate should be told at the end of the interview when they may expect to be informed of the outcome.
- 10.9. The panel should ensure that the candidate is familiar with the full terms and conditions of the post.
- 10.10. The decision to appoint is ultimately that of the Chair of the interview panel, however, the decision will reflect the weighted scoring of all elements of the selection process by all panel members.

11. Post-Interview Procedures

- 11.1. If an appointment is to be made from the candidates interviewed, the preferred candidate shall be sent a written offer, which will be dependent on mandatory checks. The preferred candidate is asked, by letter, to apply for DBS. Once a satisfactory DBS has been received by the candidate and the administrative team have had sight of it, together with two satisfactory references, a start date will be confirmed, and the offer will be formalised. The formal offer will be subject to satisfactory qualifications checks as well as the satisfactory DBS and satisfactory references. The successful candidate will be required to confirm acceptance of the post and to give notice of intention to terminate his/her current contract of employment where relevant.
- 11.2. A contract of employment will usually be issued by the College by the start date of employment, which will reflect prevailing terms and conditions of service.
- 11.3. All unsuccessful candidates shall be advised in writing of the result of their application, or telephoned, as soon as possible.
- 11.4. All notes and scoring documentation made by the interviewing panel, together with scores for assessment activities and copies of application forms shall be retained on file for a period of six months from the date of the interview, after which time they may be destroyed, in accordance with the Data Protection Act, 1998.
- 11.5. Unsuccessful candidates will be given full feedback upon request.

12. Induction

- 12.1. Information gained from the selection process is likely to form the basis for a development plan for the individual's first year including any qualifications or training needs identified at interview.
 - 12.2. Early induction will be drawn up by the Principal or Programme Leader for new appointees, with regard to Health and Safety, Safeguarding Children and Adults and general induction. All new appointees will be required to undertake a Safeguarding and Prevent on-line test. Managers will be required to undertake a Safeguarding and Safer Recruitment on-line test.
 - 12.3. Any adaptation/equipment or reasonable adjustments required for a disabled employee will be discussed following offer of employment and will be available from the commencement of duties wherever possible.
 - 12.4. A more extended induction programme planned by the line manager in the first week of employment will include an assessment of development needs, supportive supervision, mentoring and regular reviews of progress.
 - 12.5. Part of the induction programme will include probationary reviews commencing from one month after employment. Please refer to the Probationary Review Policy.
13. **IMPACT ASSESSMENT:** This policy has been assessed and considered for impact upon people who share the following protected characteristics and factors: race, gender and gender identity, disability (including learning difficulty), religion and belief, sexual orientation, age, pregnancy, maternity, marital status and socio-economic factors.
14. **REVIEW AND CONSULTATION:** This policy will be reviewed annually by the Policy Advisor and Principal. As part of the review, the views of internal and external stakeholders, including learners and staff from different equalities groups, will be sought and taken into account. Any recommendations for change will be passed to the Senior Management Team.

If any essential criteria score below 3 then a discussion must take place between the members of the shortlisting panel before progressing to invite to interview.

Discussion to take place: YES/NO

DATE: _____

Discussion outcome:

PANEL Members: Names

Signature 1 _____

Signature 2 _____

Signature 3 _____

APPLICANTS TO BE INVITED TO INTERVIEW

To score QUALIFICATION section 0 = qualification not mentioned 3 = qualification not attained but working towards 5 = qualification attained

To score ALL OTHER sections 0 = Not mentioned 1 = Poor with few strengths, many weaknesses 2 = Less than satisfactory with weaknesses clearly outweighing strengths 3 = Satisfactory with strengths and weaknesses 4 = Good with strengths clearly outweighing weaknesses 5 = Outstanding with many strengths, few weaknesses

A score of 0 for a qualification marked as essential will mean the candidate will not be invited to interview.

A score of less than 3 is considered unsatisfactory for essential criteria.