

RECRUITMENT POLICY

Recruitment Policy

Applies to all employed, volunteer and intern positions within BeyondAutism.

Recruitment decision making framework

	Part of Recruitment Team for	Approve	Other
Trustees	CEO, Heads of Schools	New posts, Management Structure, ABA Tutors or Teachers if needed for new pupils, Changes to Job Descriptions	Receives reports on replacement of leavers from CEO / Heads of Schools
Governing Body	Heads of Schools, Senior School Staff with any post of responsibility, both QTS and ABA		Receives reports on staffing changes from Heads of Schools / HR
CEO / HR	Heads of Schools, Consultants, Senior Staff, Finance, HR, Admin posts, Charity staff	Grade increases Budget implications Replacement of leavers Recruitment timescales Budget implications Grade increases	Responsible for overall HR Strategy and HR Administration Submits new staff requests
Heads of Schools / HR	Senior School Staff, Admin posts, Site Manager, Consultants		Leads all school recruitment Leads Operational HR in the School Submits New Staff Requests
Senior School Staff	Senior ABA Supervisors, Qualified Teachers, ABA Supervisors, Instructors		
HR / SLT	ABA Tutors / Trainee ABA Tutors, Cover Tutors / School interns / volunteers (or delegates)		

Recruitment teams

- Always a minimum of two staff members.
- Always the line manager of the post being recruited plus at least one other member of staff in accordance with above.
- Should never include the person vacating the post to be recruited.
- Composition of teams agreed at the appropriate level in accordance with above table and recorded in the interview records. See also, flowchart below.
- All recruitment teams must have at least one person who has passed Safer Recruitment Training. The name of this person will be recorded in the interview records.
- Recruitment for tutors takes place throughout the year and does not need to be discussed at SMT (as indicated on the flowchart below) except where a new post is being considered. Recruitment teams and timescales are decided by the Heads of Schools in consultation with HR.

The recruitment team

In accordance with the requirements of Safer Recruitment the recruitment team:

- Conducts whole process from start to finish
- Confirms Job Description, Person Specification and application pack
- Requests approval of any changes from SMT / Trustees (see flowchart below)
- Confirms Salary level for post with HR
- Decides and implements advertising strategy, budget implications agreed with HR
- Shortlists against Person Specification
- Conducts Interviews
- Selects and Appoints, subject to pre-employment checks. No start date is given until all pre-employment checks are completed.

Equal opportunities

Where there is more than one potential candidate for a vacant post it must be advertised internally. After interview, the most suitable candidate will be appointed. Implications of staff moving between sites will only be considered after a decision has been made.

The Trustees reserve the right to set the recruitment strategy that suits the posts for which they are recruiting.

Generally senior posts will be advertised externally. Heads of Schools and senior school posts must be advertised externally.

Internal promotions can be made following successful appraisal provided the post is needed by BeyondAutism. Even if an employee is performing at a level that is equivalent to a more senior post they will not be promoted unless there is a vacancy at that level.

All appointments and promotions must be made following a formal process.

Safer recruitment checklist

(Adapted from Safeguarding Children and Safer Recruitment, DfES, 2007, Appendix 4)

1. Planning – timetable, job description, person specification, application pack, application form reviewed by team.
2. If post advertised must include reference to safeguarding policy.
3. Shortlisting of applications – any discrepancies/anomalies/gaps in employment noted to explore if candidate interviewed.
4. Invitation to interview includes all relevant information and instructions.
5. References sought directly from referees on short listed candidates, at least one obtained prior to interview.
6. References checked against information on application, any discrepancy/ issues of concern noted to take up with applicant at interview.
7. Interviews conducted by at least 2 interviewers who have authority to appoint.
8. Interview explores applicants' suitability for work with children as well as for the post. If possible, identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents, copies of documents taken and placed on file.
9. Notes should be taken of the interview and the decision recorded. All interview notes (including those in respect of unsuccessful candidates) should be passed to HR who will file them for the requisite period.
10. Conditional offer of appointment is made subject to:
 - Probationary period
 - References (if not obtained and scrutinised previously)
 - Identity (if that could not be verified straight away at interview)
 - Qualifications (if not verified on the day of interview)
 - Permission to work in UK if required,
 - Overseas criminal record checks (if applicable)
 - Disclosure and Barring Service / Barred List check / Barring by Association / NCTL check (if applicable) / s.128 check (if applicable)
 - Health – the candidate is medically fit.

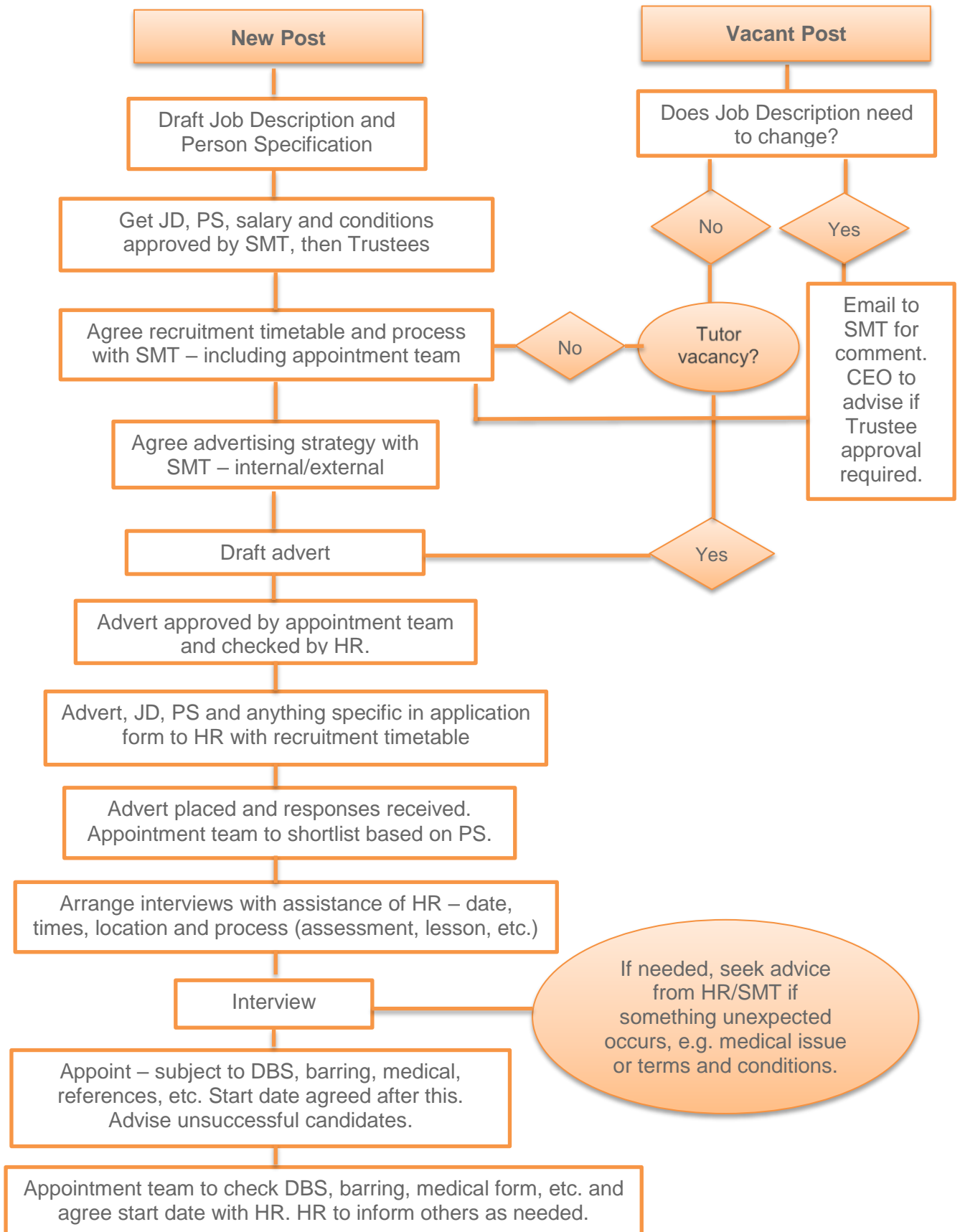
Recruitment Process Flowchart

See below.

Policy written: November 2012

Last review: May 2015, updated October 2015

Reviewed August 2017



If needed, seek advice from HR/SMT if something unexpected occurs, e.g. medical issue or terms and conditions.