



RESOURCING POLICY

THIS POLICY WAS APPROVED:	OCTOBER 2024
POLICY VERSION:	V0.1
THIS POLICY WILL BE REVIEWED:	EVERY 3 YEARS
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF PEOPLE
THIS POLICY WAS CONSULTED WITH:	ELT
THIS POLICY WAS DISTRIBUTED TO:	UPLOADED TO CONNECT AND TRUST WEBSITE

Contents

1. Introduction.....	3
1.1 About this policy.....	3
1.2 Who does the policy apply to?	3
1.3 Key Principles	4
1.4 Data protection and retention	4
1.1 Feedback on the Trust’s recruitment practices	4
2. Roles and Responsibilities.....	4
2.1 Senior Leaders and Recruiting Managers	4
2.2 Human Resources	5
2.3 Candidates.....	5
3. Identifying Resourcing Needs and Salary Benchmarking.....	5
4. Advertising.....	6
5. Shortlisting and Assessment.....	6
5.1 Overview.....	6
5.2 Shortlisting Panel	6
5.3 Interview and Assessment	6
6. Offers of Employment.....	7
6.1 Making an Offer.....	7
6.2 Withdrawing an Offer.....	7
7. Pre-Employment Checks	7
8. Contract Type and Tenure	8
9. Recruitment of Ex-Offenders	9
10. Secondments.....	9

1 Introduction

1.1 [About this policy](#)

The purpose of this policy is to:

- Support the Trust in recruiting high-caliber staff based on merit and suitability for the post.
- Outline the approach and principles the Trust will adhere to in its engagement with agencies and contractors.
- Outline the approach and principles the Trust will adhere to in its recruitment and selection practices. Ensure fair, effective, consistent and transparent recruitment practices across the Trust.
- Ensure Anglian Learning's recruitment practices support the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Provide a clear framework for recruiting managers to follow to ensure the best candidates are selected for the job.
- Provide a clear framework for applicants and candidates to understand what they can reasonably expect from their Anglian Learning recruitment experience.

This version of the policy replaces all previous versions of the Recruitment & Selection Policy and the Recruitment of Ex-Offenders Policy prior to 21st October 2024. The content of this policy also replaces any other references to recruitment that may appear in other Trust policy or guidance documentation. 'Live' recruitment, including the engagement of agency staff and contractors, as of the date this policy is launched should be managed in line with this policy moving forwards.

The policy does not form part of any contract of employment or workers terms of engagement and may be amended at any time.

As a minimum this policy will be reviewed on a three-yearly basis, or sooner considering any legislative changes, by the Central HR Team.

The Director of People has overall responsibility for the effective operation of this policy. The Central HR Team has delegated responsibility for advising senior leaders, managers and School HR contacts on its implementation.

For detailed guidance (internal use only) on the Trust's approach to resourcing, please refer to the Resourcing Guide available on Connect.

Questions about the application of this policy should be raised with the Central HR Team.

1.2 [Who does the policy apply to?](#)

This policy applies to all vacancies within the Trust, regardless of whether the position is permanent, temporary, full-time, part-time, a secondment, or on a casual worker basis.

Section 12 specifically applies to contractors. Section 11 specifically applies to agency staff. No other sections of this policy apply to these two groups.

This policy does not apply to:

- Trustees and Governors – refer to the Trustees and Trust Governors Recruitment policy available on Connect.
- Volunteering opportunities within the Trust.
- Visitors of the Trust.

1.3 Key principles

The recruitment policy will be applied fairly in accordance with employment legislation, Keeping Children Safe In Education (KCSIE), the Trust's Equality & Diversity policy and the Trust's Public Sector Equality Statement.

The Trust is committed to providing equal opportunities in employment in accordance with the Equality Act 2010 and will ensure that applicants and candidates are assessed solely on the basis of their abilities and potential. Our mission is to recruit a diverse workforce, advance equality of opportunity by removing potential barriers in the workplace and create inclusive teams. We do this in part by ensuring recruitment best practice across the Trust and regularly reviewing our recruitment and selection process to ensure it reflects this commitment. As part of our commitment to equal opportunities we are proud to be a member of the Disability Confident Employer Scheme.

The recruitment and selection process will be transparent and open. The Trust will ensure all applicants and candidates are kept informed of their applications status throughout the recruitment process and at a frequency determined by the Recruiting Manager. Additional updates can be provided upon agreement.

1.4 Data protection and retention

Data obtained during the course of a recruitment exercise will be handled in accordance with Anglian Learning's Data Retention Policy, which is compliant with the relevant Data Protection Act.

Anglian Learning will collect personal information from you only where we have a legal basis for doing so. Further information on the information that we hold, the reasons why and your rights, can be found in the Trust's Privacy Notice for Job Applicants; <https://anglianlearning.org/information/data-protection-policies/>.

1.5 Feedback on the Trust's recruitment practices

In the event that a prospective applicant or candidate is unhappy with their recruitment experience they may express their concerns to the Recruiting Manager in the first instance. If, after discussing their concerns with the Recruiting Manager, the individual is not satisfied with the outcome they may escalate the matter to the school HR contact or Central HR Team as appropriate. Based on the information available at the time, the Trust will determine the appropriate course of action to be taken.

2 Roles and Responsibilities

2.1 Senior Leaders and Recruiting Managers

- Familiarise themselves with Keeping Children Safe In Education (KCSIE), the

Trust's Equality & Diversity policy and the Trust's Public Sector Equality Statement.

- Complete Safer Recruitment training.
- Lead on recruitment and selection within their respective areas.
- Ensure their recruitment and selection practices are effective, consistent and transparent.
- Assess candidate suitability based on skill set, experience, and qualifications.
- Seek advice from the school HR contact, or the Central HR Team when applicable, as required to ensure this policy is applied correctly.

2.2 Human Resources

- Complete Safer Recruitment training
- Provide specialist advice in relation to legislation, policy, and HR best practice.
- Periodically review recruitment and selection practices across the Trust and amend processes where required to ensure the Trust's vision as an equal opportunities employer is being met.
- Participate in shortlisting, interviews, and assessments, and offer negotiations as required.

2.3 Candidates

- Provide accurate information accompanied by supporting documentation where evidence is required.
- Be open and transparent with any information that may inform their suitability for a role e.g., declare any convictions or restriction, reason for leaving previous and current employment.
- Where applicable, work with the Trust to identify reasonable adjustments to the recruitment and selection process, to ensure they have sufficient opportunity to demonstrate their suitability for the job.

3 Identifying Resourcing Needs and Salary Benchmarking

The Headteacher or Head of Central Department is responsible for identifying resourcing needs and working with Trust members e.g., finance and HR to determine the appropriate course of action and necessary approvals.

Before a vacancy is advertised a job analysis will be conducted to identify the key responsibilities, skills and qualifications required for the job. This will be set out in the job description. The job description coupled with internal and external benchmarking will inform which salary scale the job is aligned to.

Teacher pay scales – The Trust's requires teaching staff to have obtained the QTS qualification to be considered a 'qualified teacher' and therefore eligible to be paid on

the main, upper, leading practitioner and headteacher pay scales. Unqualified teachers, including those with the professional status of QTLS, can only be paid on the unqualified teacher pay scale until such time that they have gained QTS.

4 Advertising

Anglian Learning recognises the mutual value in being a flexible employer. As standard, all roles will be advertised with the option to request part-time hours or a job share, providing the recruiting department can reasonably accommodate this.

It is recommended that adverts are live for 4 weeks and a minimum of 1 week.

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are suitably qualified internal candidates i.e. through succession planning, a need to fill the vacancy as a matter of priority due to growth, or staff are at risk of redundancy, vacancies may be advertised internally across the Trust. In the event that the Recruiting Manager is unable to fill the post internally, an external recruitment campaign will commence. In exceptional circumstances a temporary role may be advertised internally within an academy or department.

Irrespective of how a vacancy is advertised, all successfully shortlisted candidates will be subject to an interview and the appointee subject to satisfactory pre-employment checks.

5 Shortlisting and Assessment

5.1 Overview

The Trust is committed to ensuring that its recruitment practices are fair and transparent, with the sole goal of appointing the best candidate for the job. The criteria for selection will be objective and consistently applied to all applicants for the same job. Selection will be based on the essential and desirable criteria as detailed in the person specification.

Under no circumstances will applicants be rejected during any part of the shortlisting or assessment process on the grounds of protected characteristics. Neither will they be rejected at this stage on the basis of their right to work in the UK.

5.2 Shortlisting Panel

Shortlisting and selection panels will comprise a minimum of two people. One member of the panel will take the lead and act as final decision maker.

In accordance with KCSIE, every selection panel will have at least one member who has undertaken Safer Recruitment training. In addition, at least one member will have undertaken Equality & Diversity training.

5.3 Interview and assessment

As a minimum all candidates that meet the essential criteria should be interviewed.

Interviews are structured and focus on exploring the candidate's skills, qualifications and experience.

The Recruiting Manager, in conjunction with School or Central-based HR, will determine whether any other form of assessment e.g., a presentation or skills-based test, is required to assess candidate suitability for the job. Consistency will be applied across all candidates per vacancy with the exception of where reasonable adjustments would be appropriate.

Reasonable adjustments – the Trust welcomes applications from applicants that require adjustments to the recruitment and selection process or long-term in their everyday work. There is a legal duty to consider requests for reasonable adjustments from individuals with a disability. Such requests are considered on their own individual merit with advice sought from the Central HR Team if required.

6 Offers of Employment

6.1 Making an offer

Offers of employment are made in accordance with the Trust's Scheme of Delegation:

- The Trust Board is responsible for CEO, Deputy CEO, CFO appointments.
- The CEO is responsible for Central Leadership Team, Headteacher and Deputy Headteacher* appointments.
- The Central Leadership Team is responsible for central post appointments within their respective disciplines e.g., Director of ICT would typically appoint to all ICT posts.
- Headteachers are responsible for school-based appointments.

**The Trust Board should be informed and the Local Governing Body should be consulted with on any Headteacher and Deputy Headteacher appointments.*

Offers of employment are typically made verbally in the first instance followed by in writing. All offers of employment are subject to meeting certain conditions as set out in the formal offer letter.

6.2 Withdrawing an offer

All offers of employment are conditional upon meeting the requirements set out in the offer letter. The Trust reserves the right to withdraw an offer at any stage prior to the first day of employment providing it has sufficient justification for doing so. Where an employee commences employment and it is subsequently found that they have not met all of the employment conditions, action up to and including dismissal may be taken.

7 Pre-Employment Checks

7.1 7.1 Overview

Appropriate level of checks will be identified prior to the role being advertised. The level of checks is based on the duties and the environment in which the post holder will be working.

Where a check flags up an initial cause for concern e.g., an unsatisfactory reference or disclosure of a criminal conviction, the Recruiting Manager will seek advice from the School HR Contact or Central HR Team, as applicable, before any decision or subsequent action is taken. Consideration should be given as to whether a risk assessment should be put in place if the Trust proceeds with the appointment.

For further information about the recruitment of ex-offenders please refer to section 9.

In accordance with KCSIE, details of a new starters pre-employment checks will be recorded on the Single Central Record (SCR).

7.2 References

Two references must be obtained and where possible prior to interview. A reference should always be obtained from the candidate's current employer.

The Trust cannot accept open references e.g., to whom it may concern, and the referee must be an individual with appropriate authority for providing a reference. Where the reference is linked to employment in the education sector, the Trust asks that the referee is either the Headteacher/Principal or as a minimum a statement is included in the reference confirming that the Headteacher/Principal accepts that the reference is an accurate account.

Requests from individuals for access to a reference about themselves should be made to the source of the reference i.e., the organisation which provided the reference.

Further guidance on references can be found in the Trust's internal SCR Guide and Resourcing Guide.

8 Contract Type and Tenure

The Trust is committed to providing stable long-term employment for its staff. However, there are certain scenarios where fixed-term employment contracts or casual worker agreements are considered more appropriate and mutually beneficial.

Fixed term contracts are issued where there is a requirement for regular work for a time-limited period with the end date linked to a specific event e.g., the end of a specific project or the return of the substantive post holder following a period of absence. Where an employee has been engaged on a single fixed-term contract or a series of fixed-term contracts for four continuous years, a review will take place to determine whether a permanent contract should be issued, or there is sufficient justification for the ongoing use of a fixed-term contract.

Casual worker agreements are a legitimate means of engagement where the work is irregular, there is no guarantee that work will be offered, and the worker is not obligated to accept any work offered. Casual worker agreements often work well for individuals that require flexibility to book work in around their other commitments. In the event that casual work is deemed to have become regular and with a reliance for a worker to accept the work offering, this will trigger a review as to whether an employment arrangement would be more appropriate.

9 Recruitment of Ex-Offenders

Candidates are assessed on their skills, experience and qualifications for the job role and criminal convictions will not be relied on as immediate grounds for refusal of employment.

Anglian Learning meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires applicants to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020).

As an organisation which uses the Disclosure and Barring service, Anglian Learning complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a disclosure based on conviction or other information revealed. Anglian Learning is committed to the fair treatment of applicants and candidates on all protected grounds and in relation to all history of offending.

Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found on the Ministry of Justice website; <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> .

If, after carefully considering the evidence, the Trust no longer considers the candidate suitable for the job it reserves the right to withdraw their application at any stage in the recruitment process. Furthermore, it reserves the right to withdraw an offer of employment as set out in section 6.2.

10 Secondments

The Trust supports the development and careers aspirations of all its staff.

Secondments are a valuable way for staff to gain experience either internally or externally with the goal of supporting development and ideally bringing new ideas, experience and perspectives into the organisation.

Secondments must be discussed and approved with the Headteacher or central department head in advance. Consideration should be given in relation to what, if any, impact the secondment will have on the individual's contractual terms and conditions including pension. Advice should be sought from the Central HR Team on this.

Secondments typically last no more than 12 months, however in exceptional circumstances they may be extended up to a further 12 months.

11 Agency Staff (including Supply Teachers)

It is the agency's responsibility to carry out all relevant checks e.g., right to work and DBS, and provide evidence of these prior to the first day of placement.

On the first day of placement, the academy or central department will check that the person presenting themselves for work is the same person detailed in the agency's correspondence and checks.

Agency staff should be paid directly by the agency. At no point does the offer of agency work constitute an employment relationship between the worker and the Trust.

12 Contractors

Where applicable the Trust's service tender process must be completed prior to any work being awarded.

12.1 Self-employed

A service agreement must be signed by both parties prior to any work commencing and include key information such as the work to be carried out, the fee, notice period for ending the arrangement, and intellectual property rights.

Prior to any work being carried out an assessment of their employment status and the off payroll working rules (IR35) must be completed.

Self-employed workers must provide evidence of their right to work in the UK and proof of other applicable checks e.g., a DBS check.

At no point does the offer of work to a contractor constitute an employment relationship between the worker and the Trust.

12.2 Employed by another organisation

It is the organisations responsibility to carry out all relevant checks and provide evidence in the form of a Letter of Assurance prior to any work being carried out.

At no point does the offer of work to a contractor constitute an employment relationship between the worker and the Trust.

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