

REVISED STAFF APPOINTMENTS POLICY

AIM/PURPOSE

The aim of the policy is to ensure that, at all levels of employment, the best candidates are appointed so that Trinity continues to employ staff with outstanding professional and personal qualities.

GENERAL PRINCIPLES

Teaching staff are required to resign two months before the end of term at Christmas and Easter; 31st October and 28th/29th February, and three months before the end of the summer term; 31st May. Support staff usually have to give one months notice.

When a colleague resigns, a chain of action occurs which enables a suitable appointment to be made. What follows describes the 'ideal' resignation and appointment procedures; that is, what happens when a colleague resigns early enough for a permanent replacement to be made for the following term.

In the event of this ideal situation not occurring, or because of other factors to be taken into account, the following procedure may be amended to speed up the process. This would normally be when a temporary or supply teacher was appointed on a fixed term contract.

STAFF APPOINTMENTS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1. Pre-Planning Stage

The forward planning of the school should include a plan of a staffing structure which can best produce the intended outcomes. There may be particular strengths in the school's current staffing, or qualities and shared values which can be identified and looked for in new appointments. These strategies have been particularly important in establishing Trinity's special ethos.

2. Identification Of The Job

Reference will be made to the current job description including the purposes and tasks of the job, its value and the salary to be paid. The line manager will normally be consulted about any changes, alterations or developments to the post.

A timetable of events is agreed upon; placing the advertisement, long listing, short listing, references, the interview panel, date of interview and appointment.

3. The Preparation of Job and Person Specifications

The job specification will include:

- ◆ Title and main purposes of the post
- ◆ Responsibilities
- ◆ Relationships, eg responsible to the line manager
- ◆ Criteria for success

The person specification may include:

- ◆ Essential requirements
- ◆ Desirable attributes

4. Job Advertisement

Trinity is a popular school and has a good reputation locally and further afield. We normally attract a selection of applicants from which there have been some excellent

appointments. Advertisements are placed in the educational press, either the Times Educational Supplement or local newspapers such as the MEN or Metro and appropriate recruitment websites, inviting candidates to contact the school for application forms and further details. These are returned together with a supporting letter of application. The closing date for applications is normally two weeks after the appearance of the advertisement.

5. Long and Short Listing

A list of criteria is provided for those involved in the selection procedures. Staff involved could include Head, Deputies, Line Manager and governors, depending on the post. Confidential references are requested for short-listed candidates. The Governors have delegated to the Head responsibility for appointments up to and including the level of Subject Leader. However, a representative of the Governing Body will be invited to the appointment of leaders for “core” subjects; English, mathematics, science and RE.

6. Interview

The interview is normally arranged approximately one week after the closing date for applications. The pattern is based on the following:

- ◆ Meet at school and attend assembly.
- ◆ Tour the school.
- ◆ For non-teaching positions, a formal interview and completion of a relevant task will normally be the method of selection. For teaching positions up to and including Subject Leader, selection will be through a teaching task and a professional discussion involving at least a Leadership Team colleague. For more senior appointments, Governors will be involved.
- ◆ Time with future colleagues/Line Manager
- ◆ Final selection will be completed in discussion with those involved during the day.

7. Internally Advertised Posts

When an internal appointment needs to be made (e.g. Senior Tutor, Head of House) professional protocol will be followed: advertising, long-listing, short-listing, interview and appointment. To meet the needs of a busy school, interviews may be held during the day using non-contact time, or at the end of the working day.

8. De-briefing

The post is offered to the successful candidate and unsuccessful candidates are offered de-briefing either immediately or on a subsequent occasion. This may be a telephone conversation.

9. Review and Follow-Up

An evaluation of the process may be undertaken, for example, did the advertisement reach the right people? Which selection criteria were appropriate? A suitable induction course will be planned for the new member of staff and his/her work monitored and supported.

MONITORING AND EVALUATION

This will involve Line Manager, Head and Deputy Head (Staff Support). Any changes to the policy will be the responsibility of the Governors' Personnel Committee and ratified by the Full Governing Body.

