

Recruitment Policy

Candidates

The recruitment and selection decision are of the utmost importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards An Apple a Day Supply's effectiveness. It is also becoming increasingly important, as the Company evolves and changes, that new recruits show a willingness to learn, adaptability, and ability to work as part of a team. The Recruitment & Selection procedure should help Apple A Day Staff to ensure that these criteria are addressed. To ensure that we are doing our utmost to follow latest safeguarding guidelines, all office staff will complete Safer Recruitment in Education training yearly.

This policy ensures our Recruitment and Selection Policy will:

- be fair and consistent
- be non-discriminatory
- Conform to all statutory regulations and agreed best practice
- Be in line with NSPCC Safer Recruitment in Education guidelines and Keeping Children Safe in Education 2023

PROCEDURE

The Recruitment Process

The following procedure will be followed when recruiting a new teacher:

1. The teacher will be sent a Supply Teacher/ Teaching Assistant job specification, privacy notice (GDPR information) and an application form (which is in line with that used by schools). Once returned, this will be checked for experience, necessary qualifications, and good English skills. Any gaps in employment or other queries will be investigated by Apple A Day recruitment staff via a phone call (followed up in writing) or email to the candidate.

2. Their referees (at least for the last 2 years) are contacted to provide a reference to add to their file. References must be taken from professionals who can comment on the applicant's ability to teach, one of which must include their current employer. We also include a person specification so that referees can write a reference that comments on the suitability of that teacher with the job role in mind.

All references received need to be read, signed, and dated by two trained members of recruitment staff. If supplied via email, the email with the attached reference must be printed and it must be from a professional email address. Any received via post must include a company/school stamp or compliments slip. Queries that may arise from references will be followed up by Apple A Day staff during interview or with the referee. If references are not available prior to interview, any queries highlighted when they are returned will be discussed with the candidate.

3. Following this, if suitable, the teacher/ TA will be asked to scan and email their documents over to us:

- teaching certificates -including proof of TRN and induction (if applicable)
- 2 x proof of identification
- 2 x proof of address
- Proof of NI number
- DBS certificate (if on update service)
- Safeguarding certificate post the September 2018 update (can be sent in after interview)
- Prevent or WRAP certificate within 1 year (can be sent in after interview)

4. Once these have been returned and checked by two members of our team, they are then invited for an interview and sent the Prevent Case Study. They are sent details of what documentation they need to bring should they be successful, and information on how to access the online interview (usually face-to-face). Before interviews take place, we will seek permission from applicants to contact their references.

**If a teacher has trained abroad, we direct them to the government page to apply for UK QTS/ENIC and when this has been completed, they are given a UK Teacher reference number.*

***If they have worked abroad for over 6 Months, they will need to provide a 'Certificate of Good Conduct' from the country. We will inform them of this and direct them to the government website which gives more information.*

4. The Teams interview is held with two trained members of staff and at this point we will ask the Teacher a set competency-based questions about teaching, their experience and safeguarding. During the interview process we will also discuss how we work, our expectations and our rates of pay. We will ask both the applicant and the interviewers to read the interview notes and then sign and date the interview document.

5. Following this, if we are happy that the candidate possesses suitable qualifications, experience and attitude to be part of our team, we invite the candidates into office to verify original documents

(checking they are in date and have the correct name etc in line with Safer Recruitment in school's guidance).

- teaching certificates -including proof of TRN (and induction if applicable)
- 2 x proof of identification
- 2 x proof of address
- Proof of NI number
- DBS certificate (if on update service)
- Safeguarding certificate post the September 2021 update (can be sent in after interview)
- Prevent or WRAP certificate within 1 year (can be sent in after interview)

Each item is checked by both members of staff and then the copy is signed and dated by both stating that the original was seen.

We ask the Teacher to complete the following documents after interview (signed and dated by 2 members of our staff):

- Contracts x 2 signed and dated (keep one and return one)
- A Key Information Document is also provided
- Health questionnaire
- New starter form
- Disqualification under the Childcare Act 2018 update

6. The next step is to visit the DfES Secure Access website to use their Teacher reference number to check their qualifications. This is then printed, checked, signed and dated by 2 members of trained recruitment staff.

7. Complete a new DBS check or check a current DBS via the update service. Send an email to the candidate if completing a new DBS to let them know you have completed it and what their log in details are for them to confirm the information. Print DBS update confirmation page and attach to their DBS. Must be checked, signed and dated by 2 members of staff.

8. Finally, chase their referees if still outstanding to provide a reference to add to their file. It may now be appropriate to notify the candidate and ask them to get in touch with their referee to support the process.

9. When all of these steps have been taken and completed (eg DBS is back), the teacher provides us with a photograph and are given a name badge to wear when visiting a school through us (the badge must be checked by 2 members of staff before sending).

10. We create a profile of them to send to schools when confirming bookings and this is checked by 2 members of staff.

11. Our teacher is then sent a welcome email, a handbook (providing more information on their work and general) and access to our website where they have a portal to access resources, timesheets, their diary, availability and our policies.

12. All files are reviewed on an ongoing basis as required and then updated as necessary. We monitor the following documents and checks:

- Secure Access check- QTS check (updated Yearly)
- A new DBS Update check (updated every 3 months)
- DBS's not on the Update Service will be renewed every year if there is no break of over 3 months (new DBS checks are completed if the teacher has over a 3-month break)
- Updating any other relevant ID. If ID has become out of date, we will ask teachers for an updated version.
- Proof of address will also be obtained if it has changed
- Safeguarding/child protection training certification (updated Annually from their issue date or following a legal update)
- Prevent/WRAP training (updated yearly)
- Updated health declaration (when changes)
- Disqualification under the Childcare Act 2018 update

When recruiting for a long-term and permanent placement, the order may be slightly different due to start dates and whether they are joining us or gaining a direct contract with the client.

- **School enquire and we record on our CRM system**
- **Ask the school questions to ensure all necessary information is gained. This must include at least the following:**
 - Information on the school – address and basic info
 - Start and end date
 - Year group
 - A clear job description and personal spec
 - Salary or salary bracket (they may give this in terms of money or pay scale)
 - Application deadline
 - Process-eg interview dates, trial days etc
- Once we have this, we must make our terms and fees clear in an email via Panda Doc requesting confirmation of acceptance and keep read receipts or response.

- Begin to search out database for suitable candidates. Speak with them to see who is interested. Also use search sites such as CV library to source candidates and post adverts. **DO NOT NAME THE CLIENT!** This is to avoid other agencies going directly to them and/or exposing the client when they may wish to not make the vacancy public knowledge.
- If a candidate is interested, they need to sign a 'permission to represent form'. This stops multiple agencies putting forward the same candidates and includes the name of the client.
- Put forward suitable candidates in an email to the contact, highlighting why they are suitable, their availability to meet and CV's (minus their personal details)
- Call the client to discuss/ check they have received the information. Try to gain interviews for candidates by highlighting their suitability to the specifics of the role.
- Continue to liaise with both client and candidate throughout to ensure clear communication.
- Once interviews have been agreed, email client and candidate confirmation. Check if the candidate would like any further help such as help prepping.
- After interview, gain feedback from both and advise of next steps to both parties.
- Once placement is agreed, confirm all the details in writing to both parties. Each to have a long-term contract drawn up and sent over via Panda Doc.

**If you are out of office, ensure your autoresponder is on and that the staff in office are up to date with all placements and able to support/chase as needed to ensure a smooth process/experience for all involved.*

The teacher's details must be added to our CRM system from the initial enquiry and updated throughout. This also applies to long-term/perm jobs. This includes recording phone conversations, messages left or updates/feedback.

Apple A Day Supply are committed to providing an expert service to our clients, candidates, and colleagues. This document is to be used in support of training and as a reference point.

Last updated August 2023

¹ © An Apple A Day Supply August 2023 | Next review due August 2024