



RECRUITMENT AND SELECTION POLICY

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE

Policy to be reviewed following legislative/guidance changes

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1. INTRODUCTION

The SENDAT Board of Trustees recognises that recruiting and retaining high quality staff is critical to the Trust's success. Successful appointments have a direct impact on the quality of teaching and learning. This policy and procedure provides information and resources for all stages of the recruitment and selection process, including safer recruitment practices and the regulatory requirements around the appointment of SENDAT School/Alternative Provision (AP) staff.

Throughout recruitment and selection processes, SENDAT schools and other provisions should be mindful of their responsibilities under equalities legislation, ensuring their practices are not discriminatory and consider reasonable adjustments related to disability. Guidance on equal opportunities, equal pay, discrimination in employment and employment and disability is provided in the Trust's Equal Opportunities Policy and Guidance document.

1.1 Staffing Structure

The SENDAT Central Team and every individual Schools/APs should have a staffing structure agreed by the relevant Committee of the Board of Trustees. The staffing structure should be reviewed periodically to ensure that it makes effective use of staffing resources and whenever it is proposed to make significant changes. The structure should specify lines of management accountability and levels of responsibility for each post and should link explicitly to the SENDAT Pay Policy.

All recruitment should be to a post in the staffing structure, following a review of the post by the appropriate level of management and consideration as to whether it is necessary to fill the vacancy at all, or whether the post should be changed in some way.

Those managing the recruitment process should ensure there is an up-to-date job description (setting out the duties and describing the context of the post) and person specification (setting out the qualifications, experience, etc, required to carry out the duties of the post) available and that these inform every stage of the recruitment and selection process. Example job descriptions and person specifications are available from the SENDAT HR Team and can also be found in the HR policies area of SharePoint.

Local Academy Boards (LABs) should also consider arrangements for CPD, career progression and succession planning and make recommendations to the SENDAT Board. This will help to ensure effective management of the long-term recruitment and retention needs of the Schools/APs.

1.2 Safer Recruitment

SENDAT and all its schools/APs follow current statutory guidance on safer recruitment, including the current version of Keeping Children Safe in Education (KCSiE). All stages of recruitment, selection, and appointment endorse the organisation's commitment to safeguarding and promoting the welfare of children, including an explicit statement relating to this commitment detailed in job adverts, job descriptions and other documents supporting these processes.

1.3 Delegation of responsibility for Recruitment and Selection

Recruitment and selection processes are delegated to the CEO for all appointments up to Senior Leadership (SLT). Appointments for posts at SLT level is delegated to the CEO in conjunction with one or more Trustees. The CEO will not take any part in the arrangements for selecting his/her successor. Recruitment and selection may be further delegated to the relevant Head of Centre or other SENDAT unit.

1.4 Headteacher/Head of School Appointments

When a headship vacancy occurs, the Board of Trustees will:

- As necessary, appoint a member of staff to carry out the functions of the post pending the appointment of a permanent incumbent.
- Review the salary range attached to the post.
- Establish a selection panel to act on its behalf in the appointment process. The panel must consist of at least three Trustees.
- Advertise the post in an appropriate manner. Any decision not to advertise will only be taken where the Board of Trustees can demonstrate there is a good reason not to advertise. All decisions will be fully documented.

The selection panel must make a recommendation that is endorsed by a full meeting of the Board of Trustees.

The above procedures also apply to appointments of Deputy Headships, except that the Headteacher/Head of School must be consulted about the appointment and involved in the appointment procedure.

2. RECRUITMENT AND SELECTION

2.1 Information for Candidates

Full and clear information should be provided for candidates on:

- The schools/APs and its current priorities/challenges;
- Some of the benefits of living and working in the area;
- Expectations for the post, including a detailed job description;
- The likely skills and abilities of the successful candidate, usually detailed in a person specification;
- Salary arrangements, including any other allowance, payment or recruitment incentive that may be part of the rewards package;
- The SENDAT commitment to safeguarding, and the safeguarding expectations and responsibilities of the role;
- Where candidates can find more information and how to apply, with all the relevant information in an easily accessible place.

2.2 Advertising

All permanent vacancies, and temporary vacancies for longer than one year, should be advertised openly, both internally and externally.

All adverts should include SENDAT's safeguarding commitment statement (i.e., being committed to safeguarding and promoting and the welfare of children).

All vacancies are advertised on MyNewTerm, linked to the SENDAT website.

2.3 Online Application Form through MyNewTerm

All Schools/APs use the online application form through MyNewTerm. Applications will only be accepted if they are completed in full, and online, through MyNewTerm. CVs are not accepted.

Where a candidate does not have access to MyNewTerm, support will be offered to help them complete the online application; either by them visiting the Central Team Offices or providing support over the phone. If a candidate would like the online application form in another format because they have a disability, they should contact the SENDAT HR Team. Schools/APs will accept applications in other formats (e.g., audio tape), if a candidate has difficulty completing the online form because of a disability or learning difficulty.

Before completing the online application form, candidates should read the job description, person specification and any other documentation they have been sent or have accessed. Candidates should tailor their responses to the post for which they are applying.

When completing the online application form, candidates should include evidence relating to the essential and desirable criteria, detailed in the person specification of the job description, that apply to them. Candidates should include experience and achievements from any sphere of their life. Candidates could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school/college, and special interests, as well as previous paid employment. Candidates should detail unpaid work they do, or any position of responsibility they hold, for example in a club or organisation.

In the online application form, the candidate should give precise dates of employment (i.e., day and month, as well as year) so that any gaps in employment history cannot be disguised. MyNewTerm will automatically identify gaps in employment history from this information.

Additionally, candidates should provide referees in their online application form:

- I. The first referee should be their present/most recent employer; this would normally be the Headteacher, if the candidate is currently employed in a school, or their Line Manager.
- II. The second referee should be a previous employer or another person who is familiar with the candidate's professional work. Where a candidate is newly qualified, the first or second referee should be someone from their place of education.
- III. Schools/APs reserves the right and will endeavour, where possible, to approach all previous employers, during the previous five-year period, for a reference.
- IV. Schools/APs reserve the right to ensure that the information contained within the reference confirms whether they are satisfied with the applicant's suitability to work with children and provides the facts of any substantiated safeguarding concerns/allegations that meet the harm threshold.

3. SAFER RECRUITMENT AND PRE-EMPLOYMENT CHECKS

3.1 Department for Education (DfE) Guidance

All staff colleagues in Schools/APs should read, and understand, the DfE's current statutory guidance [Keeping Children Safe in Education \(2023, KCSiE\)](#), (or subsequent updates) and its detailed advice on Safer Recruitment. Staff colleagues should also ensure that they remain familiar with any earlier DfE guidance.

3.2 Safer Recruitment Training

All Schools/APs are required to ensure that at least one member of any recruitment panel holds a current Safer Recruitment training certificate.

3.3 Pre-employment Checks

When appointing new staff, every Schools/APs will work in conjunction with the SENDAT HR Team to:

- Check that an online search check, using credible sources, was completed prior to interview.
- Obtain (via the applicant) an Enhanced Disclosure and Barring Service (DBS) certificate, including a Children's Barred List Check for those who will be engaging in regulated activity (see definition below) with students under the age of 18. Schools/APs will not keep a copy of this for longer than 6 months.
- Obtain copies of documents used to verify the successful candidate's identity, Right to Work in the UK and qualifications required for the role; these should be kept on their personnel file which will, usually, be an electronic file.
- Obtain a separate Children's Barred List Check if the successful candidate starts work in regulated activity before the Enhanced DBS certificate is issued and available.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their Right to Work in the UK. SENDAT Schools and Aps will keep a copy of this verification for the duration of the member of staff's employment and for two years afterwards.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a Prohibition Order if they are employed as a teacher.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area (EEA) professional regulating authority, and criminal records checks or their equivalent.
- Check that candidates taking up a management position are not subject to a Prohibition from Management Direction (Section 128), made by the Secretary of State.
- Obtain employment references covering the five years leading up to the date of the appointment.

Appropriate checks will be carried out, where relevant, to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Schools/APs will ask for written information about previous employment history and check that the information is not contradictory or incomplete. Schools/APs will seek references on all short-listed candidates (see section 3.4 below), including internal candidates, before interview. Schools/APs will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

Regulated activity is work that a barred person must not do, as detailed by [Disclosure & Barring Service](#). It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the [Protection of Freedoms Act 2012 \(PoFA\)](#).

The SENDAT HR Team actively manages the progress of pre-employment checks to ensure that, wherever practicable, the checks have been completed before the applicant starts work. A checklist is provided in the accompanying guidance, and the SENDAT HR Team ensures that the outcomes of all pre-employment checks are on the online Single Central Record for each Schools/APs (see section 3.13). A thorough risk assessment, if necessary, with the advice of the SENDAT HR Team, should be undertaken when considering allowing an applicant to start work while any pre-employment checks remain outstanding and additional supervision may be necessary, if this is agreed.

Agency and Third-Party Staff

Schools/APs will obtain written notification from any agency or third-party organisation, to confirm that it has carried out the necessary safer recruitment checks that the schools/APs would otherwise perform. Schools/APs will also check that the person presenting themselves for work is the same person on whom the checks have been made, by checking their photographic ID.

Contractors

Schools/APs will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An Enhanced DBS check with Children's Barred List information for contractors engaging in regulated activity;
- An Enhanced DBS check, not including Children's Barred List information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

Contractors who have not had any checks will not be allowed to work unsupervised to engage in regulated activity under any circumstances.

Schools/APs will check the identity of all contractors and their staff upon arrival at the schools/APs.

Schools/APs will obtain the DBS check for self-employed contractors. Schools/APs do not keep copies of such checks for longer than 6 months.

For self-employed contractors such as music teachers or sports coaches, Schools/APs will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where Schools/APs decides that an individual falls outside of the scope of these regulations and do not carry out such checks, they will retain a record of our assessment. This will include evaluation of any risks and control measures put in place, and any advice sought.

Trainee/Student Teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary pre-employment checks are carried out.

the training provider that necessary pre-employment checks have been carried out, and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

Schools/APs will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity;
- Obtain an Enhanced DBS check with Children's Barred List information for all volunteers who are new to working in regulated activity;
- Carry out a risk assessment when deciding whether to seek an Enhanced DBS check without Children's Barred List information for any volunteers not engaging in regulated activity. Schools/APs will retain a record of this risk assessment;
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where a Schools/APs decides that an individual falls outside of the scope of these regulations and does not carry out such checks, they will retain a record of our assessment. This will include evaluation of any risks and control measures put in place, and any advice sought.

SENDAT Trustees and Local Academy Board (LAB) Members

All SENDAT Trustees will have an Enhanced DBS check without Children's Barred List information.

The Chair of the Full Trust Board will have their DBS check countersigned by the secretary of state.

All Trustees and LAB Members will also have the following checks:

- A Section 128 Check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#))
- Identity
- Right to Work in the UK
- *Other checks deemed necessary if they have lived or worked outside the UK*

Staff working in Alternative Provision Settings

Where a Schools/APs places a pupil with an alternative provision provider, they should obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that the schools/APs would otherwise perform.

Adults Who Supervise Pupils on Work Experience

When organising work experience, Schools/APs will ensure that policies and procedures are in place to protect children from harm.

Schools/APs will also consider whether it is necessary for a Children's Barred List Check to be carried out on the individuals who supervise students, under the age of 16, on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Students Staying with Host Families

Where the schools/APs makes arrangements for students to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), the school will request Enhanced DBS checks with Children's Barred List information on those people.

Where the schools/APs is organising such hosting arrangements overseas and host families cannot be checked in the same way, the schools/APs will work with partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

3.4 Employment References

References should always be sought on applicants for paid employment or volunteer posts, including, if possible, one from an applicant's current or most recent employer. The second referee should be a previous employer or another person who is familiar with the candidate's professional work; for those newly qualified, the first or second referee could be someone from the candidate's place of education.

If necessary, where there is a history of short employments, a further reference or references should be obtained from a previous employer(s), ensuring references always cover at least the five most recent years of employment. Employers' references should be provided by an authoritative source in the employer's organisation.

In the event that it is not possible to obtain a business reference for any period during the five years leading up to the date of appointment, a risk assessment will be conducted and retained on the employee's HR file (see template at Appendix 1). Character references will be sought as a 'back-up' but not to replace business references.

Referees will be requested to complete the SENDAT standard reference form, through MyNewTerm, but as a minimum should be asked to provide confirmation of employment dates, the candidate's suitability to work with children and young people, and whether there were any concerns of a safeguarding nature.

References should be sought on all short-listed candidates, including internal ones, and should be obtained before interview, if possible, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.

3.5 Identity

All SENDAT schools/APs must verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available. This check is carried out by the SENDAT HR Team, in conjunction with the school/AP.

In order to check a candidate's identity, and to be aware of the potential for individuals changing their name, the candidate's name should be checked on their birth certificate, where this is available. The SENDAT HR Team will work in conjunction with the school/AP to obtain a copy of the original birth certificate, where this is available.

ID checkers should use a UV lamp and the [PRADO website](#) to check the validity of the documents. Further identification checking guidelines are detailed by [GOV.UK](#).

3.6 Disclosure and Barring Service (DBS checks)

All SENDAT employees are required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their pre-employment checks. All offers of employment will be conditional upon a satisfactory Enhanced DBS disclosure.

A DBS certificate must be obtained from the candidate before, or as soon as practicable after, the appointment. A separate Children’s Barred List check must be made if an individual is to start work in regulated activity before the DBS certificate is available. A person may not be employed to work with children or young people if they are barred by the Disclosure and Barring Service, i.e., their name appears on DFE Barred List. In addition, information regarding convictions, cautions, reprimands, or warnings provided as part of a DBS check may suggest that the person offered an appointment is unsuitable for that post. Any criminal records or enhanced information included on a DBS check will be risk assessed in line with Local Authority Designated Officer (LADO) advice.

SENDAT schools/APs should actively follow up on progress with applications. Once received, applicants must bring their DBS certificate into the SENDAT schools/APs to be checked, both in terms of contents and authenticity.

3.7 Disqualification under the Childcare Act 2006

Under the Childcare (Disqualification) Regulations 2009, made under the Childcare Act 2006, individuals may be disqualified from providing certain early and later years childcare, or being directly concerned with the management of that provision, where they are included in the Children’s Barred List, have committed certain violent and sexual criminal offences or because of certain orders or determinations made in relation to the care of children, childcare, and private fostering.

All SENDAT schools/APs are required to ensure relevant staff (including those undertaking training in SENDAT schools/APs (both salaried and unsalaried), casual workers and volunteers, are made aware of the legislation. Schools are no longer required to establish whether a member of staff providing, or employed to work in childcare is disqualified by association.

Where the childcare disqualification legislation is relevant to the role, candidates will be required to complete a self-declaration form, as part of the *Invite to Interview Checklist*, on MyNewTerm. Candidates, when responding to questions about their cautions or convictions, should not provide details about any convictions that are not relevant to the childcare disqualification legislation. The disclosing offences sections of this [guidance](#) provides further information on which offences must be disclosed if a candidate is in scope of these regulations.

SENDAT schools/APs must ensure they do not knowingly employ a person who is disqualified. See separate guidance for further information. Advice on dealing with positive declarations is available from the SENDAT HR Team.

3.8 Teacher Prohibition Order Checks

All SENDAT schools/APs are required to check that a candidate, to be employed as a teacher, is not subject to a prohibition order issued by the Secretary of State. This check is carried out by the SENDAT HR Team.

3.9 Section 128 Checks

All SENDAT schools/APs are required to check for the existence of Directions made by the Secretary of State under Section 128 of the Education and Skills Act 2008, barring individuals from taking part in the management of an independent school. This check is carried out by the SENDAT HR Team.

3.10 Health

Once a conditional offer of employment has been made, fitness for the post should be assessed through the SENDAT Occupational Health provider, normally via the completion of a pre-placement health assessment questionnaire. This check is carried out by the SENDAT HR Team.

Subject to the employer's duties under the Equality Act 2010 (i.e., to make reasonable adjustments), a person may not be appointed as a teacher or work with young people (nor continue in that capacity) if he/she does not have the requisite health, and mental and physical capacity.

3.11 Right to Work in the UK

Under the Immigration, Asylum and Nationality Act 2006, employers are required to verify an employee's Right to Work in the UK, before employment begins, as detailed by [GOV.UK](https://www.gov.uk). This check is carried out by the SENDAT HR Team.

3.12 Further Checks if the Person has Lived or Worked Outside the UK

SENDAT schools/APs should ask any candidate who has lived outside of the UK for more than 6 months in the past 10 years, to obtain a criminal record check from the country they lived in. This is commonly referred to as a 'Certificate of Good Conduct' but has many different names including Certificate of Clearance and Certificate of No Criminal Conviction. The candidate will need to obtain a Certificate of Good Conduct in addition to a DBS check. The SENDAT HR Team usually share information and advice about the overseas criminal record check with the candidate.

SENDAT schools/APs will verify professional qualifications, for those who have lived outside of the UK for more than 6 months in the past 10 years, as appropriate. The SENDAT HR Team will carry this check out and use the Teaching Regulation Agency's (TRA) Employer Access Service to verify any award of Qualified Teacher Status (QTS), and the completion of teacher induction or probation.

3.13 Professional Qualifications

SENDAT schools/APs should ask to see original or certified copies of all relevant professional qualifications described in the candidate's application form, particularly where these have been stated as 'essential' criteria on the person specification or the post.

4. SINGLE CENTRAL RECORD (SCR)

All SENDAT schools/APs must keep a Single Central Record (SCR). SENDAT schools/APs use *Online SCR* to record these. The Central HR Team and office staff at school-level have access to, and manage, the online SCRs. The SCRs cover the following people:

- All staff who are employed to work at the schools/APs;
- All agency and third-party staff (including teacher trainees on salaried routes), even if they work for one day;
- All contractors;
- All volunteers;

- All members of the proprietor body i.e., the SENDAT Board of Trustees and members of the SENDAT Central Team.

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes, volunteers, Trustees and LAB Members), is whether the below checks have been carried out or the below certificates have been obtained. The SCR should also include the date on which each check was completed/certificate obtained and the name of the staff member who carried out the check.

- An identity check;
- A Children’s Barred List check;
- An Enhanced DBS check/certificate;
- A Prohibition from Teaching check (for those employed in a teaching capacity);
- A Section 128 check (for those taking up a management position)
- Further checks on people who have lived or worked outside the UK for more than 6 months, within the last 10 years;
- A check of professional qualifications (including Qualified Teacher Status (QTS) for those employed in a teaching capacity);
- A check to establish the person’s Right to Work in the UK
- References covering all employment, and unpaid work, within the last 5 years
- Disqualification under the Childcare Act 2006, where relevant to the role
- Pre-employment health questionnaire

For agency supply staff, all Trust SENDAT schools / centres / units should also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of agency supply staff, and the date that confirmation for received.

5. THE SELECTION PROCESS

5.1 Shortlisting

The person specification for the post should detail all of the essential and desirable criteria against which the final appointment decision will be made. Before short-listing, the recruiting manager(s) should identify those criteria that can/will be assessed from the application form and those that will be assessed during the later stages of the selection process.

5.2 Interviews

All SENDAT schools/APs should conduct a formal interview for all appointments, even if there is only one candidate. Internal applicants should be subjected to exactly the same procedure as external applicants. The interview process should be compliant with Safer Recruitment practices (see accompanying guidance).

shortlisted candidates are informed, during the application process on MyNewTerm, that online searches may be done as part of due diligence checks as pre-employment stage.

6. APPOINTMENT AND FOLLOW-UP

6.1 The Appointment Decision

The recruiting manager may make a provisional and conditional offer of appointment to the preferred candidate on behalf of the Board of Trustees. In doing so, it must be made clear that the offer is subject to satisfactory completion of a number of pre-employment checks. The preferred candidate should be asked to give a verbal acceptance of the offer.

A conditional offer of employment should be confirmed in writing by the SENDAT HR Team, ahead of completion of all necessary employment checks and the issue of full Terms and Conditions of Employment.

If no appointment is made for whatever reason the panel should decide whether a further selection process could be held on the basis of the applications already received or if the post should be re-advertised.

6.2 Feedback to Candidates

Feedback should normally be offered to all candidates, both successful and unsuccessful.

6.3 Actions Following a Conditional Offer

Unless current employment means this is not necessary, the SENDAT HR Team should provide the successful candidate with a pre-employment email to initiate various pre-employment checks and ensure appropriate payroll and pensions information is received/returned.

The SENDAT HR Team should also notify the SENDAT's HR transaction provider (currently Schools' Choice) of the appointment by updating iTrent.

SENDAT schools/APs should work in conjunction with the SENDAT HR Team to manage the completion of all pre-employment checks prior to confirmation of appointment.

6.4 Induction and Probationary Procedures

All new external appointments to SENDAT are subject to a probationary period of normally 26 working weeks (see SENDAT Induction and Probation policy). During the probationary period, the employee will be supported through a structured induction programme.

7. ADDITIONAL REQUIREMENTS

7.1 Internally Promoted Posts

There may be occasions when the SENDAT Leadership Teams wish to consider an internal promotion, without first advertising externally.

7.2 Temporary appointments

Any teaching appointment for more than four months should be made according to this policy.

Where the post is for less than four months a simpler process is available; posts do not need to be advertised, nor formal interviews arranged. However, all appointments should be subject to an interview process and the KCSiE statutory guidance should still be followed. Pre-employment checks are still required, and any offer of appointment must therefore be made subject to these requirements.

7.3 Teaching Qualifications

Newly Qualified Teachers (NQTs) must complete an induction period of three school terms in order to remain eligible for employment as a teacher in a SENDAT schools/APs. SENDAT schools / APs must provide the necessary monitoring, support, and assessment for the NQT induction period.

Employment of teachers from within the EU/EEA Member States and other overseas trained teachers should be undertaken with reference to the accompanying guidance. For further information, contact the SENDAT HR Team. A person with QTLS status and membership of the Institute for Learning (IfL) will automatically be recognised as a qualified teacher in all SENDAT schools/APs.

8. DATA PROTECTION

Applicants' personal details provided in application forms and all other documents relating to their application for employment will normally be retained for a period of three months' before being shredded (paper documents) or permanently erased (electronic files). Applicant's personal data will not be shared with any third parties without applicants' prior specific consent being given, unless there is a legal duty to do so.

This policy and procedure is non-contractual and may be updated from time-to-time following consultation through the Trust's JCNC arrangements.

APPENDIX 1

MISSING BUSINESS REFERENCES – RISK ASSESSMENT

NAME:	
EMPLOYMENT COMMENCED(date):	
ENHANCED DBS COMPLETED (date)	
PROBATION INDUCTION TRAINING COMPLETED (date)	
NOTES	
ATTENDANCE DURING PROBATION: (Number of days / occasions absent and reasons)	
CONDUCT DURING PROBATION: (Any concerns raised and outcome)	
SAFEGUARDING (Any concerns raised and outcome)	
ANY ITEMS FOR FURTHER REVIEW / INVESTIGATION (details and review dates)	

.....
Signed

.....
Date

.....
Print name

.....
Post