

Recruitment, Selection and Promotion

The Governors acknowledge that the school's staff is its most important and valuable resource. To this end the Governors recognise their responsibility to take great care in recruiting staff.

The aim of Governors and School Management Team will be to ensure at all times that the recruitment and selection procedures adhere to the Equal Opportunities legislation, Devon County Council Equal Opportunities Policy and Child protection, safeguarding children legislation. Please also see the safer school recruitment policy.

The responsibility for selection will be that of the personnel committee whose terms of reference will be clearly defined.

Governors will ensure that:

- 1) Selection criteria relate to job requirements and are not discriminatory by asking for inappropriate qualifications or experience.
- 2) Job descriptions and personnel specifications are produced for all posts and are not discriminatory.
- 3) Full consideration will be given to the possibility of Job Share arrangements.
- 4) The rate of pay for any post will be in accordance with the School's Pay Policy.
- 5) Job advertisements are not without proper reason confined to certain publications or worded in such a way as to exclude applicants either individually or of a particular group.
- 6) Every job is equally open to all applicants with the required experience and qualifications except where considerations of privacy or decency apply, or in cases where the job involves the provision of personal services.
- 7) Any promotional posts within the school will always be subject to an advertisement and selection procedure.
- 8) For the appointment of Headteachers and Deputies, Governors will consider the advice of the Authority.

- 9) Wherever possible, vacancies for all posts are filled on a permanent basis and are subject to a national/local advertisement and full interview procedure. However, in certain circumstances there may be a legitimate reason to appoint on a temporary basis, e.g. to cover sick leave, maternity leave etc.
- 10) Where the LEA brings a candidate for redeployment to the attention of the Governing Body, he/she will receive full consideration.

This policy was last updated in March 2009