

RECRUITMENT AND SELECTION POLICY AND PROCEDURE

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Director of HR
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by	Version	Issue Date	Review Date	Contact Person
Executive Group, JCC	9	June 2025	June 2028	Director of HR

POLICY NUMBER 71

POLICY AIM AND SCOPE

Tyne Coast College aims to identify, attract and recruit outstanding individuals from the widest pool of candidates possible, and is committed to offering opportunities across the College to our existing employees.

Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.

The aim of this policy is to ensure that:

- We recruit the right employees with the skills required to meet the needs of the students and the college.
- We adopt a fair, efficient and cost effective recruitment and selection process
- The safeguarding and welfare of Children and Vulnerable Adults is paramount at each stage of the process. This policy complies with government guidelines as outlined in 'Keeping Children Safe in Education' (January 2025).
- We adopt best practice and all employees involved in the process will receive the required support
- We comply with all the relevant legal requirements including the Equality Act (2010) and UK Immigration legislation.

ROLES AND RESPONSIBILITIES FOR RECRUITMENT

Managers' role in recruitment & selection activity

Recruitment is a key part of the role of all managers. This involves:

- Forward planning of their workforce to ensure the continuity of service
- Demonstrating open, fair and reasonable treatment to existing and prospective employees
- Attending in house safer recruitment training every 3 years.
- Giving consideration to alternatives and determining whether the post needs to be filled.
- Completing the Request to Fill or Business Case documentation if the post does need to be filled
- Creating the Job Description (for new posts) and Person Specification to identify the key selection criteria for the role
- Identifying time to conduct interviews and setting timescales for the recruitment exercise
- Completing and submitting all the relevant documents including the appointment form, gaps in employment, all interview notes, short listing matrix and occupational health form (where applicable).

HR team's role in recruitment & selection activity

The HR team is responsible for the provision of an effective and efficient recruitment service to facilitate the appointment of employees into post, including:

- Advising managers on recruitment & selection activity
- Recruitment advertising
- All administrative functions relating to the recruitment process (unless otherwise agreed).
- Where possible, attending interviews to maintain and monitor consistency. It is not a requirement that HR attend every interview provided that appointing officers and/or others taking part in the interview panel have received up to date safer recruitment training and 1:1 guidance on the implementation of this policy from their HR representative.
- Ensuring that all pre-employment checks are undertaken prior to the final offer of employment; undertaking Disclosure and Barring Checks in line with College policy.
- Issuing the offer letter and contract of employment
- Liaising with the college's Occupational Health provider, who will be responsible for all health screening checks (and vaccinations) prior to appointment.

REVIEWING THE VACANCY

The following considerations should be taken into account by the relevant manager when considering the need for recruitment:

- Does the post need to be filled? Could aspects of the role be absorbed into other roles?
- Could any current staff be trained or developed into a role?
- Is the existing job description still relevant? Has the role changed?
- Are there any changes anticipated that will require additional or different skills or experience?
- Can anything be learned from the last post holder about how the job is done or from the reason he/she left?
- Could the post be done on a job-share or part-time basis?
- Consider ways to increase job satisfaction in the role.

A member of the HR team will be in contact once a post has been authorised to discuss any relevant changes to the person specification or job description.

TYPES OF APPOINTMENT

Temporary/Fixed term appointments (including agency staff)

Fixed term or temporary appointments (including agency staff) should only be used if the funding for the post is non-recurring or if there is a service need to do so i.e. to cover Maternity Leave, long term sick leave, career breaks or during a period of service re-organisation.

Casual workers may be used in similar circumstances. However, the nature of casual work is more ad hoc and transient than that of temporary or fixed term employees.

Employees on fixed term, temporary or casual contracts should not be treated any less favourably than other employees.

Secondments

A secondment refers to the temporary transfer of an employee to another department or organisation. Secondments may be either internal or external to the College.

Internal secondments can often be a valuable way of providing employee development opportunities whilst retaining employees within the organisation. It is also useful for resourcing short-term assignments or projects.

External secondments may also be supported. In this case, we would continue to be the 'employer' whilst the organisation to which the employee is seconded is referred to in this document as the 'host organisation'. In this circumstance, the employee retains continuity of employment and other existing terms & conditions.

For further information regarding external secondments, please contact the HR team who will arrange the secondment with the host organisation.

Job Share

Job Share is a formal arrangement whereby the duties and responsibilities of a post which would normally be held by one individual are shared. This allows for more flexibility in working hours and patterns for employees while still meeting the needs of the College.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

All criteria specified in the job description and person specification must be relevant to the role and justifiable on objective grounds. The HR Team are available to provide advice and support to ensure this is the case.

Other job descriptions (i.e. non Lecturing Job Descriptions) will need to be amended as and when the post or requirements of the post change. Please note, changes should not be made prior to advert without undertaking a consultation process with staff who work to the current jobs description.

A job description should clearly describe:

- The main purpose of the job
- The precise tasks required as part of the role
- The scope of the role and the importance of how it fits into the organisation.

The person specification translates the role into the necessary qualifications, skills and experience required by an applicant to undertake the duties of the post.

Where possible, all members of the shortlisting and interview panel should be involved in drawing up the person specification to ensure consistency of approach. Prior to interview, all members of the interview panel should agree and understand the criteria of the person specification.

The person specification should include detail on how suitability for the role will be assessed. This will ensure transparency of the recruitment & selection process and give candidates a better understanding of the process and assess whether they should apply.

The person specification should only include criteria that will affect job performance. For example:

- Describe experience required in terms of quality, level and type rather than amount.
- Evidence of ability may be just as relevant as specific qualifications. It is therefore important that undue importance is not placed on specific formal qualifications.
- Age or experience in terms of years should not be used as a criterion or as an indicator of competence or maturity.
- Do not assume that relevant skills or experience could have been gained only in an occupational setting, for example: an individual may gain management skills from many sources such as the Territorial Army or voluntary work.

- Physical requirements should only be included if essential to the post to avoid excluding some candidates unnecessarily.
- Criteria should only be included if it is essential or desirable for a role and can be objectively assessed as part of the recruitment and selection process
- The criteria should be based solely on the genuine requirements of the job without relevance to the attributes or qualifications of the previous postholder.
- The person specification must be linked to the requirements set out in the job description including essential and desirable criteria.

Both the job description and person specification should not potentially discriminate prospective candidates in applying. For guidance and further information on person specifications please speak to a member of the HR team.

APPROVAL TO RECRUIT TO A VACANT POST

If the appropriate head, considers that a post should be filled, they should submit a completed 'Request to Fill' along with an up-to-date Job Description, Person Specification and draft advert. Once the automated form is completed and submitted it will follow the workflow attached at Appendix 1.

For new or additional roles, a Business Case should be submitted with details of the role(s) and outlining why they are required. The workflow for approval of Business Cases (Appendix 2) will then be followed.

APPLICATION PROCESS

All external posts will be available to apply via an online application form on the online recruitment -system. Electronic or paper application forms are available from the HR Department to employees applying for an internal post.

Application forms are used to ensure a consistency of approach from applicants and to aid the shortlisting process. All applicants will have access to or receive a copy of the job description, person specification and terms and conditions of the post as a minimum when applying.

Individuals who are applying for vacancies within the College will be expected to submit a separate application for each post they are applying for specific to that post. Photocopied applications will not be accepted.

CVs will not be accepted and the College reserves the right not to consider an application should someone submit an incomplete application form with a CV attachment, unless this is due to special requirements and agreed in advance of submission.

All applicants are asked to complete the Equal Opportunity section of the application form. This data is collected by the College for monitoring purposes and is detached from the application form prior to short listing and does not form part of the recruitment & selection process.

Information obtained in the course of recruitment and selection may include details of a sensitive or personal nature and must be treated as confidential by all those involved.

SHORTLISTING

Shortlisting is completed by the shortlisting panel in line with the criteria outlined in the person specification. Applications via the online recruitment system are anonymised to ensure fairness when shortlisting.

Safer Recruitment: Online Searches

Keeping Children Safe in Education (KCSIE) recommends that during the shortlisting process the College “should consider carrying out an online search as part of their due diligence on shortlisted candidates”. Checks will be made for the following evidence of criminal convictions or anything else which would make them unsuitable to work with children, such as online discriminatory or offensive comments.

REFERENCES

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. Offers of employment are subject to receiving references that are satisfactory to the College.

INTERVIEW PANEL

The size and composition of the interview panel will depend on the nature of the post to be filled. However, all interview panels will:

- Usually consist of at least 3 interviewers. Only in exceptional cases may interviews be held with 2 interviewers.
- Have the necessary authority to make decisions about appointments
- Contain at least one employee with managerial responsibility for the post.

All Managers included in an interview Panel should have completed Safer Recruitment Training.

MAKING THE DECISION

At the end of the interview each candidate's performance will be matched against the criteria on the person specification and the expected answers to the questions outlined by the recruiting manager. Any skills tests will also be scored and contribute to the final decision. All decisions will be based on evidence provided during the interview/skills test and not upon assumptions or prior knowledge of the candidate. Written references should also be considered as part of the decision making process.

Any candidate with disabilities/special needs will be considered for the post on the basis of their ability to perform the role with reasonable adjustments being made. The job offer should be conditional on establishing that reasonable adjustments can be made.

At the end of the process the successful candidate should be the one who most closely meets the skills, qualities and experience detailed on the person specification which should be reflected in the total score received at interview.

OFFER OF EMPLOYMENT

The Recruiting Manager will make a conditional offer of employment to a successful candidate detailing the proposed salary and package. Offers of employment are conditional on the candidate having provided the relevant evidence for verification purposes.

If the selected candidate does not accept the offer made by Tyne Coast College, the recruiting manager and Manager may review the other candidates to decide whether there is another candidate that would be suitable for the role or whether the position needs to be re-advertised.

If the evidence required is not provided, the offer may be withdrawn. In this situation, the HR team will write to the candidate to confirm that the offer has been withdrawn.

POST OFFER CHECKS

DBS Disclosure

The HR team will be responsible for undertaking disclosure and barring checks in line with College policy. The college will carry out enhanced DBS checks on all employees as well as the relevant barring list (Child/Adult) checks dependent on level of regulated activity in line with the DBS Code of Practice and the college DBS Policy. Where the disclosure check has not been received prior to the anticipated start date for an applicant the relevant Manager can request permission from the Director of HR for the employee to commence employment under supervision until the disclosure check is received. A DBS risk assessment should be carried out by the manager in line with the college policy and must be signed by the Director of HR, appropriate Principal and the Chief Executive. A barred list check must also be undertaken at this point if the applicant is in regulated activity. It is the responsibility of the Manager as appropriate to ensure that supervision arrangements are in place if required.

Tyne Coast College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. If a DBS discloses convictions then the Director of HR will be informed. The nature of the position applied for and the circumstances and background of the offence/s will be considered before a decision is made regarding the conditional offer of employment. If an offence is disclosed as part of a DBS check then the recruiting manager will be informed by HR. The recruiting manager must then complete a DBS risk assessment in line with the DBS Policy and Procedure which must be signed off by the Director of HR, relevant Principal and Chief Executive prior to a formal offer of employment being made. A barred list check must also be undertaken at this point if the applicant is in regulated activity.

Where applicable the appropriate prohibition, sanctions and restriction checks will be undertaken prior to commencement of employment via the teacher's services site.

Eligibility to work in the United Kingdom

In order to ensure compliance with relevant legislation in force relating to the right to remain and work in the UK, every new employee to the College will be asked about their eligibility to work in the United Kingdom and will be required to provide documentary evidence of their eligibility prior to commencing work.

If an employer is found guilty of employing a person who is subject to immigration control and who is not entitled to work legally in the United Kingdom they could be liable for a large fine or guilty of a criminal offence.

Immigration System and Certificate of Sponsorship

Following the UK's exit from the European Union, freedom of movement between the UK and the EU has now ended and an immigration system has been introduced.

Anyone recruited from outside the UK, excluding Irish citizens, needs to meet certain requirements and apply for permission first. The requirements are different for each visa.

The Certificate of sponsorships is issued by the College and acts as a confirmation that the sponsor wishes to bring the migrant into the UK and that to the best of the employer's knowledge the migrant meets the rules for the relevant visa and will comply with the conditions of their stay. Once the migrant has been issued with a certificate of sponsorship they must apply for entry clearance to the UK/Extension to their leave to remain.

It is the responsibility of the College to ensure that all employees have the required visa and passport to allow them to work at the College.

UNSUCCESSFUL CANDIDATES

All candidates who are unsuccessful at the interview will be informed of the outcome of the interview as soon as possible by the recruiting manager after the successful candidate has accepted the post.

The paperwork should then be completed and returned to the HR team for retention.

Feedback

All candidates should be offered the opportunity to receive feedback on their performance at interview by a member of the panel.

GENERAL DATA PROTECTION REGULATIONS

Information provided through the recruitment and selection process will be used in accordance with the Data Protection Act 2018 for the purpose of recording and processing your application as well as to enable the organisation to compile statistical information. The information will be kept securely and held for no longer than necessary.

POLICY REVIEW

The effectiveness of this policy will be monitored annually and reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience and/or to employment legislation may prompt a review of the policy before the end of the three year period.

On considering the effectiveness of this policy, consultation will be undertaken with the Trade Unions, Employees and Managers to assist in the policy review and monitoring of this policy.

Appendix 1

Request to fill process for direct replacement roles

- Head of School/Service completes an electronic Request to Fill (RTF) and submits to Finance

- Finance completes all financial details - submit – STAGE 1

- Thursday meeting: Finance, HR and Head of School/service to discuss the RTF's rationale/utilisation/replacement post – submit – STAGE 2

- If required, Assistant Principal/Vice Principal to gather further information before Assistant Principal/Vice Principal discusses with Principal – submit – STAGE 3 (Please note Marine RTF's do not go through stage 3)

- RTF is approved by appropriate Principal – STAGE 4

- RTF is discussed by CEO/COO approved/not approved - STAGE 5

- RTF's must only be completed by the appropriate budget holder, including Job description, person spec and draft advert.
- Curriculum plan data including hours required must be provided to support your RTF.
- Predicted number of Students and actual number of students must be included with your RTF
- If the post is a statutory/legal requirement the detail must be provided with evidence.
- If a direct replacement post is not filled and the recruiting manager needs to use agency staff to fill the vacancy a separate RTF must be completed and approved prior to commencement which shows hours required. A PO to be raised only for the hours / budget approved. Any variation needs reapproval. Agency claim forms must have confirmation of hours worked i.e. register – approval of claim must not be provided without evidence to support

Appendix 2

Business Case for new posts/additional hours process

- Head of School/Service to discuss with HR Advisor/Manager the changes they wish to make and the rationale prior to commencing this process.
- Head of School/Service complete sections 1 and 2 of the business case.
- HR Advisor/Manager complete section 3 of the business case and return to Head of School/Service.
- Head of School/Service meet with appropriate Finance contact to discuss the changes and clearly identify additional income to allow Finance to update costs/savings on receipt of the business case - Finance complete section 4 of the business case.

- Head of School/Service present the business case to the Vice/Assistant Principal – more detail may be required

- If required, further information is gathered before Vice/Assistant Principal discusses with Principal

- Business Case is presented by the appropriate Principal/Director at the Executive Group the following Monday
APPROVED/NOT APPROVED

- Business Cases must only be completed by the appropriate budget holder
- Curriculum plan data including hours required must be provided to support your Business Case.
- Predicted number of Students and actual number of students must be included with your Business Case
- If the post is a statutory/legal requirement the detail must be provided with evidence.
- An up to date job description, Person Specification and draft advert must be included with the Business Case.