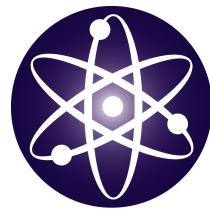




Manningtree High School

With Specialist School Status



Science

Manningtree High School

Aims

Revised in the 2006/7 school year in consultation with all sections of the school community.

To provide

- opportunities for all at MHS to enjoy and achieve at the highest possible standards according to their ability
- a broad balanced and relevant curriculum which equips all students with the essential skills to make a positive contribution to the community and achieve economic well-being
- opportunities for all to think creatively, solve problems, respond critically and evaluate
- a safe environment where everyone can be innovative and enterprising and free from discrimination, bullying and anti social behaviour
- security, stability and care for all
- opportunities for all to take responsibility for their own well being and the well being of others

To promote

- Enquiring minds and high expectations
- Physical, spiritual, moral, social, cultural and personal development
- healthy lifestyles for life
- self esteem, emotional well being and self confidence
- equal opportunities and the skills to challenge discrimination and injustice
- leadership, team building and participation in the community
- the appreciation of aspirations and achievements across the complete range of human endeavour
- positive, worthwhile working relationships based on respect
- the ability to relate well to others and work for the common good

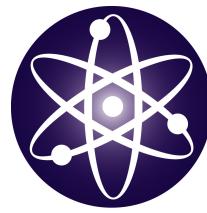
To enable

- everyone to make informed judgements, independent decisions and understand the nature of their rights and responsibilities
- all students to be well prepared for the opportunities and challenges of life
- the development of a sense of identity locally, nationally and internationally



Manningtree High School

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Science

Appointments Policy

1. Any vacancy arising will be reviewed in terms of the agreed staffing structure of the school.
2. Any newly created post will be determined by the Governors' Personnel and Pupil Welfare Committee within the context of the staffing structure. A job description will be designed to match the post.
3. The Equal Opportunities Policy of the school will be followed in all aspects of the recruitment and selection process and that all staff have a responsibility for the safe guarding and promotion of the well being of our pupils.
4. Each post will have a job description supported by a person specification. Where this is already in existence it will be updated and reviewed prior to the advertisement. This information together with details of the School and the interview process will be sent to each applicant.
5. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
6. Every post will be advertised openly either within the school via the staff room notice board or in the local/national press.
7. At least one Governor will be involved in all appointments to a post of CPS+4 or higher. Governors have an open invitation to be involved in other appointments.
8. The Headteacher, together with appropriate staff from relevant departments will long and/or short list. Written references will be requested from the three (3) previous employers – these will be considered in light of the safeguarding and promotion of the well being of pupils
9. Interviews will proceed once the short list has been agreed. Interviews will normally involve the following:
 - a tour of the school
 - a meeting with prospective colleagues
 - teaching when the post involves teaching a timetable
 - a practical task when the post has a non teaching commitment
 - a formal interview with a panel
 - the chance for candidates to ask questions

- the offer of a debrief
- 10.** Candidates will be expected to provide the interview panel with the original copies of certificates.
- 11.** The method(s) for assessing candidates and the criteria for evaluating performance will have been agreed by the interview panel prior to the first interview.
- 12.** A candidate's employment history must be ascertained and any career breaks checked if necessary by previous employers.
- 13.** Each candidate will be given the opportunity to confirm their intention to accept the post if offered. When agreement has been reached the chosen candidate will be offered the post. A verbal agreement is binding on both parties, subject to the satisfactory completion of appropriate checks. The Head Teacher will confirm the appointment by letter. The successful candidate will be invited to visit the school prior to taking up the post to familiarise themselves with their work.
- 14.** Governors' Personnel and Pupil Welfare Committee will be informed of the results of each interview and appointment.
- 15.** On occasions opportunities may arise to offer staff already in post additional responsibility on a permanent or temporary basis. The following procedures will normally be followed. The Headteacher will inform Governors of the circumstances and the post will be advertised internally. Job descriptions will be agreed and interviews held if there is more than one candidate.
- 16.** If opportunities arise for staff to take on additional responsibilities (temporary or permanent) these will be reviewed within the structure of the school. Governors will be informed of the circumstances and the post advertised. If appropriate staff are available within the school the post will be advertised internally, individual staff may be approached. Job descriptions will be agreed and interviews held if there is more than one candidate for the post. Governors will be informed of the outcomes of the process.
- 17.** The Headteacher has the delegated responsibility to deal with these matters on the agreement that:
- the outcomes are reported back to the Personnel and Pupil Welfare Committee
 - where appropriate the Personnel and Pupil Welfare Committee will present recommendations to the Finance and General purposes Committee.
 - Use of retention and recruitment allowances will be considered by the Headteacher as appropriate.
 - Details of the relocation, rent and mortgage subsidy schemes are made available to potential candidates.

- 18.** Where there is evidence of potential difficulties in recruitment it may be necessary to operate a flexible approach to the interview process. The school will however apply the appointments policy as agreed and will not compromise safeguards which ensure the appointment of appropriate personnel.

Ref Appointpol Jan06



ESSEX COUNTY COUNCIL Recruitment and Selection Policy Statement



The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Criminal Records Bureau has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it

meets the requirements of the Criminal Records Bureau in relation to the processing, handling and security of Disclosure information.

The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check (in some residential establishments a check of PoCA list may also be required)
- a satisfactory CRB disclosure.
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted)
- the production of evidence of the right to work in the UK
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

References

Two employment references will be required of all shortlisted applicants. Reference requests will specifically ask:

- about the referee's relationship with the candidate,
- whether the referee is satisfied that the candidate has the ability and is suitable to undertake the job in question,
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the concerns and the reasons why the referee believes the person might be unsuitable.
- Referees will also be asked to confirm details of:
- the applicant's current post, salary and sick record;
- performance history and conduct;
- any disciplinary procedures in which the disciplinary sanction is current;
- any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those; and,
- details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns.

A copy of the School's Recruitment Procedure is available from the school upon request.