

The St Michael Steiner School

Teaching Staff Recruitment Policy

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.

The St Michael Steiner School Recruitment Policy will:

- be fair and consistent;
- be non-discriminatory on the grounds of sex, race, religion, age, and/or disability;
- conform to statutory regulations and agreed best practice.

To ensure that these policies are achieved, all appointing College members/trustees will receive training in effective recruitment and selection.

Teaching Staff Applications Procedure

1. Advertisements for staff vacancies should have a **closing date** for applications.
2. **Salaries** currently offered for teaching positions should have been published in the budget statement for the appropriate period.
3. All teaching staff applications should be passed to the College of teachers and followed up by the **designated teacher**.
4. The **designated teacher** will then:
 - A. **Read** the application, decide whether the applicant has the necessary **qualifications** and ensure that a C.V. and the names and contact details of **two referees** are provided. If they are not, the designated teacher will contact the applicant and request them.
 - B. If the applicant is not qualified for the position, contact him/her in writing.
5. If the applicant is qualified and a C.V. and referees have been provided, the designated teacher will then:
 - A. Contact the referees.
 - B. Contact the application to invite him/her to **visit** the school and observe class(es) prior to the interview. (*This may not be possible if the applicant is abroad.*)
 - C. Be prepared to give all relevant **information** (including financial) about the position applied for and answer questions when the applicant visits the school. If the applicant is unable to visit, the designated teacher should give this information by phone, email, or in writing before the interview.

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- D.** Consult the College chair and anyone else who may need to be on the interviewing panel (e.g. a representative from the Trustees) about a convenient time for interview.
 - E.** Arrange with applicant an **interview** with the College and confirm with the College chair/interviewing panel members.
- 6.** The College or Interviewing panel will interview the applicant and tell him/her when s/he can expect to hear from the school (after the closing date for applications). **Minutes** of all interviews should be made and filed.
- 7.** When the closing date for applications for the post has passed, and all interviews have taken place, all candidates should be considered by the College at the next meeting. Responses from referees must be considered.
- 8.** If a decision cannot be reached at the meeting, another should be planned and candidates advised of the delay. *This stage can be repeated until a decision is made, but it should be reached within a reasonable period of time.*
- 9.** When a **decision** had been made, all candidates should be informed in writing immediately.
- 10.** The successful candidates should be asked to **confirm** acceptance of the position and start date within one week.
- 11.** When confirmation has been received, the designated teacher should inform the College, the Administrator, and the Bursar, of the **appointment** and **start date**.
- 12.** The Administrator should then run all necessary checks (incl. DBS and overseas).
- 13.** When the checks have been returned clear, the Administrator should issue a **contract** of employment, which must be signed and returned.
- 14.** The College should appoint a **mentor**. The mentor will be responsible for ensuring that the new teacher has all the information s/he needs, answering questions and generally helping him/her to settle into the school, as well as providing ongoing support and advice.