Lincoln Christ's Hospital School

Staff Recruitment Policy

Link member of staff:	**Chris Sibley**
Date presented to SLT:	**June 2025**
Review Date:	**June 2026**

Rationale

This policy ensures that the school appoints the most qualified and suitable individuals for its posts and enforces rigorous safe recruitment practices.

Purposes

- To ensure all employees at LCHS are suitable individuals to work with children and young people.
- To ensure all staff possess the necessary qualifications, experience, and skills to contribute to student development.
- To align new appointments with the school's ethos, values, and aspirations.
- To meet safeguarding requirements and protect both students and staff.
- To comply with government recommendations for staff recruitment training.
- To ensure all employees understand their safeguarding responsibilities.
- To promote equality, diversity, and inclusion in recruitment practices.

Guidelines for Implementation

Identification of the Need for an Appointment

The need for specific posts will be assessed as appropriate (e.g. when a member of staff leaves or when reviewing the budget).

Advertisement and Post Details

Once the need for an appointment is identified, the school will advertise internally, locally, and nationally as appropriate. Advertisements will include information about the school and the specific post being advertised.

Potential candidates requesting details will receive a candidate information pack containing:

- A welcome letter from the Headteacher
- Details of the post;
- A job description and person specification; and
- An application form.

All recruitment literature, including advertisements, publicity materials, the school website, and the candidate information pack, will prominently display the following statement:

"This school and the local authority are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check is required for this post prior to commencement."

Application and Shortlisting

An appointment panel will typically consist of:

- The Headteacher or senior staff member
- The relevant line manager
- A governor (where practical)
- Other relevant staff (e.g. SENDCo, Deputy Headteacher)

Candidates must apply using the school's official application form; CVs will not be accepted. Once the closing date has passed, the appointment panel will shortlist candidates and invite them for an interview. Shortlisted candidates will be asked to provide photographic ID along with documentation to prove they have the Right to Work in the UK.

Selection Procedures

Interviews will typically take place over one day (longer for senior positions) and may include:

- **Critical incident interviews** – assessing candidates' problem-solving skills and motivations.
- **Student interview panel** – allowing students to provide feedback on candidates' interactions.
- **Teaching demonstration** – assessing lesson planning, delivery, and student engagement.
- **In-tray exercises** – evaluating organisational and written communication skills.
- **Group discussions** – assessing teamwork and negotiation abilities.

Final interviews will involve key panel members, at least one of whom will have completed safer recruitment training. The panel will consider feedback from the selection activities and ask structured interview questions.

References

References will be requested from two nominated referees, one of whom must be the candidate's current or most recent employer. The school will request:

- Suitability for the post
- Confirmation of pay threshold (where applicable)
- Information on any outstanding disciplinary issues
- Confirmation of suitability to work with children
- A recommendation for the post (with or without reservation)

References will be reviewed before the interview to address any concerns.

Appointment and Post-Selection Process

Following the selection process:

- The successful candidate will receive a verbal job offer, followed by a formal written offer
- The appointment will be subject to two references satisfactory to us, medical clearance, and DBS disclosure checks
- Unsuccessful candidates will be informed and can request feedback

Safeguarding Procedures on Interview Day

The following checks will be conducted:

- Proof of identity
- Proof of Right to Work in the UK
- Academic qualifications
- Verification of DfE reference number, Teaching Regulation Authority registration, and Qualified Teacher Status (where applicable)
- Clarification of any gaps in employment history

Induction and Staff Development

In accordance with the Keeping Children Safe in Education statutory guidance, new employees will, as part of induction, be given a copy of 'Part one' of that guidance.

The school will also provide a copy of (or provide access to) the Child Protection Policy and the Code of Conduct with the expectation being that these are read fully and thoroughly. New employees will also receive training in the systems within the school which support safeguarding, including the role of the designated safeguarding lead. A record will be made and kept on personal file of these documents having been provided and / or signposted as part of the induction.

Where applicable, the Headteacher will follow the statutory induction programme for Early Career Framework Teachers.

The school is committed to ongoing staff development to ensure all employees continue to meet high professional standards and contribute effectively to student success.

Probationary Period

The performance of new support staff will be rigorously monitored during a probationary period of six months with close attention being paid to learning needs and performance issues. New support staff will have a probationary review meeting with their line manager 3 months and 5 months after they commence employment.

Volunteers

Recruitment of volunteers will be in line with this policy and all appropriate recruitment checks should be made on volunteers as would be done for substantive, fixed-term and temporary employees.

Casual Workers

Recruitment of casual workers will be in line with this policy and all appropriate checks will be made on casual workers as would be done for substantive, fixed-term and temporary employees.

Monitoring, Evaluation, and Review

The school will evaluate recruitment procedures annually and make improvements as necessary. Feedback will be gathered from staff, students, governors, and candidates to ensure the process remains effective and in line with best practices.

By implementing these recruitment policies and improvements, LCHS ensures a fair, transparent, and effective hiring process that upholds the highest standards of safeguarding and staff excellence.