



Our Vision
RESPONSIBILITY
RESPECT
RESILIENCE

You are a shining light in our community

You are the light of the world. A city on a hill cannot be hidden. - Matthew 5:14b

Recruitment and Selection Policy

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Related Documents		
Guidance		
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RECRUITMENT & SELECTION POLICY

1.0 General Scope

1.1

This policy will apply to all teaching and associate staff appointments. Adherence to this policy will ensure that appointments to Bradford Academy's Workforce are conducted fairly and meet statutory obligations and good practice. The Policy also highlights areas that are relevant to other individuals who regularly work in the Academy such as volunteers and contractors.

2.0 Aims

2.1

To ensure that we maintain the highest standards of safeguarding in order to ensure the safety and wellbeing of all learners at Bradford Academy.

2.2

To ensure that the recruitment and selection policy complies with relevant and up to date employment and education legislation and national guidance.

2.3

To recruit and retain high quality individuals who will work to maintain the highest standards in the Academy.

2.4

That in the application of the Policy the Academy ensures that no employee receives less favourable treatment on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origins, ethnic origin, disability, part-time status or trade union activities.

3.0 Legislation

3.1

This policy is reviewed regularly to take into account relevant legislation.

4.0 Standards

4.1

All members of the selection panel have the necessary authority to make decisions about appointments;

4.2

Internal appointments

A minimum of two members of the governing body form the selection panel for the Executive Principal, Principal, Vice Principal and Assistant Vice Principal appointments, and a minimum of two individuals form the selection panel for other appointments;

External appointments

A minimum of three members of the governing body form the selection panel for the Executive Principal, Principal, Vice Principal and Assistant Vice Principal appointments, and a minimum of three individuals form the selection panel for other appointments;

4.2

At least one member of each of the selection panels are suitably trained in safer recruitment to deter, identify and reject applicants who might abuse students, or are otherwise unsuited to work with them;

4.3

Reasonable adjustments are made to accommodate requests by applicants with a disability or applicants with special needs;

- 4.4 All panel members must declare to the Executive Principal whether they have a personal or pecuniary interest in the appointment of a particular candidate. Where a personal or pecuniary interest is declared, the panel member may be asked to withdraw from the proceedings; where the Executive Principal has a personal or pecuniary interest, he should declare this in writing to the Chair of Governors.
- 4.5 All candidates will be provided with appropriate and high quality information about the Academy to include the role that interests them, and an opportunity to visit the Academy before they apply.
- 4.6 Safer recruitment processes in relation to shortlisting will be followed for all colleagues involved in the shortlisting process with guidance from Bradford Academy HR department;
- 4.7. The Recruitment and Selection Policy complements other Academy policies and procedures, such as equal opportunities, DBS policy, safeguarding policies, induction, volunteer policy and whistle-blowing policies and procedures;
- 4.9 All staff, volunteers and contractors are properly vetted to screen out unsuitable individuals, ensuring that the Academy operates safer recruitment and selection procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with students;
- 4.10 Student Voice is a key part of our recruitment process. Students involved in the process receive training, and where appropriate, will be involved in the recruitment and selection process, through student voice panel and providing feedback following an observed lesson.

5.0 Key roles and responsibilities

- 5.1 The Governing Body is responsible for overseeing recruitment and selection at the Academy. The Governing Body shall determine the Academy's staffing structure and the number of staff at the Academy.

- 5.2 The Governing Body will delegate responsibility for overseeing the appointment of all staff (except Executive Principal, Principal, Vice Principals and Assistant Vice Principals) to the Executive Principal;

5.3 Internal appointments

The Governing Body shall set up a selection panel of at least two governors for Executive Principal, Principal, Vice Principal and Assistant Vice Principal appointments. Where a vacancy exists for an Executive Principal position, the Chair of Governors, shall undertake the role assigned to the Executive Principal in this policy.

External appointments

The Governing Body shall set up a selection panel of at least three governors for Executive Principal, Principal, Vice Principal and Assistant Vice Principal appointments. Where a vacancy exists for an Executive Principal position, the Chair of Governors, shall undertake the role assigned to the Executive Principal in this policy.

- 5.4 Where the Executive Principal or Principal is absent, the Governing Body may appoint an acting replacement within the Academy or make alternative arrangements to engage the services of an acting replacement.

6.0 Recruitment Advertising

- 6.1 Wherever possible, all vacant posts will be advertised concurrently internally and externally unless the Governing Body has good reason not to advertise in this way.
- 6.2 The recruitment advertisement will communicate comprehensive details regarding the vacant post, including the salary and the qualifications required. The advertisement will include a statement illustrating the Academy's commitment to safeguarding and promoting the welfare of students and will emphasise that the Governing Body expects all staff and volunteers to share this commitment, including an enhanced DBS check for the successful candidate.
- 6.3 The advertising media used may be targeted to encourage applications from sections of the community that are under-represented.

7.0 Job Application Form

- 7.1 The Governing Body will use a standard Bradford Academy application form to obtain a common set of core data from all applicants.
- 7.2 The job application form (or explanatory cover letter) will also indicate that:
- a) The post is exempt from the Rehabilitation of Offenders Act 1974, thus requiring the applicant to declare all convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes);
 - b) A signed statement is required that the person has not been barred from teaching, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership and either has no cautions, convictions and bind-overs, or has outlined details of their record on Bradford Academy's Criminal Record declaration form;
 - c) Enhanced DBS check will be sought for the successful candidate;
 - d) Applicants should provide a statement of their academic and/or vocational qualifications that are relevant to the position for which they are applying with details of the awarding body and date of award; copies of these must be available at interview.
 - e) Applicants should provide explanations for periods not in employment, education or training, and reasons for leaving employment;
 - f) Applicants should declare any family or close relationship to existing employees or employers (including governors);
 - g) Applicants will be expected to comply with the Academy's policy and practice for obtaining employment references; at least one reference must be from their most recent employer;
 - h) Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education/National College for Teaching and Leadership

8.0 Selection

8.1 Shortlisting

- 8.1.1 The Selection Panel will be representative in terms of equal opportunities and is responsible for drawing up the shortlist of candidates for interview. This will be based on an equal assessment against the criteria contained in the person specification.
- 8.1.2 In accordance with KCSIE Bradford Academy Trust will undertake reasonable online searches, as part of the due diligence on the shortlisted

candidates, where we identify any incidents or issues that have happened, and are publicly available online; these will be discussed with the candidate at interview. If there is sufficient concern that there is an immediate unsuitability to work with children and/or as part of our organisation, the recruitment process will be terminated and relevant referrals considered, in line with Bradford Academy's Policy on managing allegations and safeguarding concerns about adults.

- 8.1.3 The shortlisting process will be used to identify any anomalies, discrepancies or gaps in employment which will be explored at interview, should the candidate be shortlisted. Only fully and properly completed applications will be considered for shortlisting.

8.2 Employment References

Bradford Academy will always ask for written information about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be obtained, scrutinised by the responsible line manager and any concerns resolved satisfactorily, before the appointment is confirmed. They will always be requested directly from the Referee and we will not rely on open references, for example in the form of 'to whom it may concern' testimonials.

Ideally, references will be sought on all shortlisted candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. Two references will be sought before interview for all shortlisted candidates.

- 8.2.1 References will be obtained before the successful candidate starts work at the Academy and before their appointment is confirmed.
- 8.2.2 References will always be sought from the person's current or most recent employer, plus another previous employer, and will request objective verifiable information using the Bradford Academy reference form. Personal references will not be accepted in place of this minimum requirement.
- 8.2.3 At least one reference will normally be sought with regard to a candidate's previous employment involving working with students. Where this is not possible, Referees will still be required to comment on whether they are completely satisfied that the candidate is suitable to work with students.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The Referee will be contacted to provide further clarification as appropriate. Any concerns highlighted by a reference will be taken up with the referee by telephone and then followed up in writing, and may be raised with the Candidate for clarification.

They will also be compared for consistency with the information provided by the Candidate on their application form. Any discrepancies should be taken up with the Candidate. 'Open references' and testimonials, i.e. 'To Whom It May Concern' will not be accepted.

Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks)

8.3 Selection Interview process

8.3.1 The selection process at Bradford Academy must be robust and designed to ensure that candidates are suitable for the role they have applied for. The design of the process is bespoke to the position and may include:

- A written and/or technical task
- Student/staff voice panel
- Lesson observation where appropriate
- Assessment/marking task where appropriate
- A presentation where appropriate
- Formal interview
- Senior Leadership appointments may also include a number of further panels consummate to the role.
- Candidates to meet with a panel of governors where appropriate

Candidates will be informed of the process and any preparation needed in their interview invitation letter.

8.4 Other pre-employment checks

8.4.1 The Academy recognises that shortlisting, interviewing and testing are just part of what needs to be a holistic, co-ordinated and systematic process of selecting the best candidate for each job.

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks.

When appointing new staff, we will:

- a) Obtain two satisfactory references that meet Academy recruitment criteria
- b) verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
- c) obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity
- d) obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available (see 8.4.3).
- e) check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.
- f) verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- g) verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website

- h) **if the person has lived or worked outside the UK, the Academy will request proof of their past conduct as a teacher. This will take the form of a letter of professional standing issued by the professional regulating authority in the country worked**
- i) verify professional qualifications, as appropriate including QTS for new to profession colleagues from the UK

8.4.2 Notwithstanding Section 8.4.3 no person will be allowed to commence employment with the Academy without being in receipt of an enhanced DBS check.

8.4.3 There may be a situation where a particular role is vital for the performance of a particular task (e.g. exam invigilation) or a function that is central to the safety and welfare of learners (e.g. Catering Manager). In these exceptional circumstances where a role is pivotal to ensure a key activity or service is provided and the person's DBS clearance has not been obtained before their proposed start date, the Executive Principal (with advice from the HR Director) will conduct a risk assessment to determine whether the person should be allowed to commence working. If agreed, the additional supervision/systems/monitoring required will be specified. A record of the decision made will be held in the personnel file. The level of additional supervision required in such circumstances will take into account factors such as what is known of the person, their experience and the nature of their duties. It will be made clear to the person that they are subject to this additional supervision. The nature of the supervision will be specified and the roles of staff in undertaking the supervision spelt out. Such arrangements will be reviewed by the Executive Principal at least every two weeks until DBS clearance is received.

8.4.4 We do not keep copies of DBS certificates in order to fulfil the duty of maintaining the Single Central Record. The unique reference number is available on the Single Central Register (see DBS policy) In order to comply with the requirements of the Data Protection Act, where we choose to retain a copy, we will not retain it for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept in the personnel file.

8.5 Re-employment of Former Employees

8.5.1 Former staff who leave Bradford Academy for any reason may not be considered for re-employment for a period of 12 months from their leaving date. Applications submitted within this period will not be shortlisted other than in extenuating circumstances.

8.5.2 Individuals dismissed from Bradford Academy for misconduct, capability, breach of policy or unsatisfactory probation will not be eligible to re-apply for any role within the Academy.

8.5.3 This clause will not supersede statutory protections (e.g., whistleblowing, discrimination, maternity rights).

8.6 Volunteers and Contractors

8.6.1 The Executive Principal should ensure that the terms of any contract the Academy has with a third party that requires them to employ staff to work with, or provide services for, students requires the contractor to adopt and implement the approved Recruitment and Selection Policy. The Executive Principal should also monitor the contractor's compliance.

8.6.2 The Governing Body will, in the letting of contracts, ensure that the terms require contractors employing staff to work with, or provide services for, the Academy's students to adopt and implement the recruitment and vetting measures described in this policy.

- 8.6.3 The Governing Body will ensure that contractors' compliance with this requirement is monitored on an on-going basis.
- 8.6.4 When recruiting volunteers, the Governing Body will ensure that those of whom the Academy has little or no recent knowledge will be subject to the same recruitment and vetting measures as set out for paid staff in this policy. Where a volunteer is well known to the Academy, the Executive Principal (in conjunction with the Chair of Governors) may apply a streamlined recruitment and vetting process which will normally include seeking references, conducting an informal interview, checking that the community knows of no concerns regarding the individual, and conducting barred list/DBS checks. Where voluntary work is to be undertaken as a 'one off' and the person will not be left unsupervised in charge of students, we will use the guidance provided by 'Keeping Children Safe in Education' (see DBS policy flowchart and Volunteers policy)
- 8.6.5 The Governing Body will ensure that assurance is obtained from other organisations recruiting volunteers to work in the Academy that such people have been properly vetted.
- 8.6.6 In the case of extended services, the Governing Body will ensure that written agreements are in place with third party providers or groups using the Academy's site which set out the respective responsibilities of each party in terms of ensuring suitability of those working with students, and that the appropriate induction, supervision and monitoring takes place.

8.7 Record Keeping

- 8.7.1 The Academy will retain a Single Central Record detailing the recruitment and vetting checks carried out on individuals working at the Academy to ensure the necessary vetting has been undertaken to assess their suitability to work in the Academy.
- 8.7.2 This Single Central Record will include all staff employed to work at the Academy, supply staff (including those employed by agencies) working at the Academy, and others such as volunteers who work at the Academy and are involved in a regulated activity with students.
- 8.7.3 All information relating to the Single Central Record will be kept in accordance with Data Protection principles and – in the case of DBS checks - latest DBS guidance.
- 8.7.4 Copies of all recruitment and selection documents will be kept on the individual's personnel file for successful candidates. A written record of all selection interviews will be kept for a minimum of 6 months and stored in accordance with Data Protection principles.

9.0 Induction

- 9.1 Bradford Academy recognises the importance of high quality induction for new colleagues joining the school. The induction policy and checklist is designed to ensure that staff receive appropriate guidance and training, including safeguarding so that they make a smooth transition to their new role (see Induction Policy).

10.0 Monitoring

- 10.1.1 The Governing Body, through the Resource Management Committee, will monitor and assess the impact of the recruitment and selection policy to complement the Academy's statutory duties and good practice. Where impact assessments suggest that the Academy's recruitment and selection policy and practice have an adverse impact on particular groups or sectors of the community, the

Executive Principal and governing body will work to minimise the negative consequences that might be experienced. The Academy will take appropriate action to address any concerns and seek advice where necessary.

- 9.2.2 Bradford Academy will undertake a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.
- 9.2.3 Bradford Academy will collate and act on equal opportunities monitoring information obtained through the recruitment and selection process. Information will also be obtained on staff turnover and reasons for leaving, ensuring that exit interviews are undertaken and monitor the attendance of new recruits at child protection training.
- 9.2.4 The Academy's Single Central Record will be regularly monitored to ensure that all individuals have undergone the necessary vetting procedures.
- 9.2.5 The Governing Body will monitor and ensure that safe environments are created for students through complementary policies and procedures e.g. Child Protection Policy, impact of induction policy etc.