



Gulf British Academy

Recruitment Policy

Whole School

Introduction

At Gulf British Academy (GBA) we incorporate safer recruitment procedures into all aspects of our recruitment procedure. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. GBA is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

Advertising

- All job advertisements state the school's commitment to safeguarding and the promotion of pupil welfare. All stakeholders are expected to share this commitment.
- It is made clear that:
 - DBS check (or appropriate / equivalent check) will be carried out.
 - There should be no gaps in CVs.
 - References will be checked.

Shortlisting candidates

- Shortlisting is done with the person specification in mind.
- When possible, shortlisting is done by two people working independently who then compare to compile a fair and transparent shortlist of candidates.

Interviews

- Applicants are invited to face-to-face interviews, or Skype video calls when overseas, after selection is made based on their **CV and covering letter** received in response to an advertisement.
- Interviewees are sent the job description and Safeguarding Policy in advance.
- All applicants are informed before their interview that we will follow-up references, we require a DBS disclosure or overseas police check, all gaps in CV s must be accounted for, and proof of identity and qualifications will be required.
- Interviews are conducted by the appropriate member/s of the Senior Leadership Team. Interviews for administration and long term teaching posts are normally conducted by two members of staff. Interviewees (where possible) are given a tour of the school by another member of staff and are introduced to as many staff as possible. *For each position, a set of interview questions is created and includes safer recruitment questions.*
- During the interview, an interview form is completed by the interviewers to assess the applicant's suitability. The completed form is filed in the successful applicant's personnel file. Copies of their passport and original certificates are checked. All new members of staff are then added to the schools single central register.

References

- References are collected from the most recent employer and/or places that are similar to the work for which the applicant has applied.
- We require one written reference or one phone reference where a written record is kept of a verbal reference. The person spoken to, position and date is noted.
- If they are not on the CV, the applicant is asked for referee contact details at the interview and the interviewer contacts the referees by telephone or email shortly after the interview.
- During the check, at least one reference question asks directly about suitability to work with under 18s.

Selection

- Applicants are informed of the results of the interview within a week.
- Confirmation of fixed-term and pay is given in writing with a contract and full terms and conditions to follow before the date of employment.
- All unsuccessful interviewees are informed by email.
- Notes and details of unsuccessful post-interview applicants are not kept on file for more than 6 months.

Pre-appointment checks

- After a position is offered, the successful applicant will undergo an enhanced DBS check or an overseas police check before they commence their employment.
- Where possible a Prohibited Teacher Check is undertaken. The school will undertake a Prohibited Teacher Check using the DfE Teaching Regulation Agency website.
- A record of all checks is kept on a single central record of all staff.

Post selection

The new employee must undergo a series of steps to gain residency in Kuwait. Please see our 'local requirements' document for more details.

Reviewed: September 2019
To be reviewed: Annually by September
Responsibility: Senior Leadership Team