

APPENDIX 1

Staff Recruitment Form

Department:

Post title:

Grade: Proposed start date:

Is this a new post? Yes/No

If no, name of previous post holder:

Details of post

Temporary/permanent:

if temporary, please state end date:

Full-time/part-time:

if part-time, number of hours/days per week:

Full-year/term-time:

if term-time, how many weeks per year?

Reason for the appointment:

.....

Any changes to the previous post?

.....

Job description updated?: Yes/No

Person specification prepared?: Yes/No

Advert agreed including closing date?: Yes/No

Where advert is to be placed:

Proposed interview date:

APPENDIX 3

Safer Recruitment Statement:

Our school is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

APPENDIX 4

Person Specification Form

Posttitle:.....

| | |
|---|------------|
| Education/qualifications or relevant experience | Essential: |
| | Desirable: |
| Experience/training | Essential: |
| | Desirable: |
| Skills/ability/knowledge | Essential: |
| | Desirable: |
| Other requirements | Essential: |
| | Desirable: |

APPENDIX 5

Shortlisting Criteria Form

Posttitle:.....

Education/qualifications
or relevant experience: **A Essential** **B Desirable**

Experience/training: **C Essential** **D Desirable**

Skills: **E Essential** **F Desirable**

Other: **G**

H

I

Criteria A, C and E must be ticked for an applicant to be selected for interview.

| Applicant | A | B | C | D | E | F | G | H | I | Total | Shortlist? Y/N |
|-----------|---|---|---|---|---|---|---|---|---|-------|-------------------|
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Date:

APPENDIX 6

Reference Request Form

Candidate: Post:

How long and in what capacity have you known the candidate?

.....

Please confirm the candidate's dates of employment:

.....

Please confirm the number of days and reasons for sickness the candidate has had in the past year:

.....

Why did the candidate leave/or is leaving your employment?

.....

Are there any past or pending disciplinary/capability procedures relating to the candidate? Yes/No

If yes, please clarify:

Are there concerns about the candidate's suitability to work with children? Yes/No

If yes, please clarify:

Would you re-employ the candidate? Yes/No

In your opinion, is the candidate suitable to undertake this post? Yes/No

To your knowledge, does the candidate have a criminal record? Yes/No

| Job description criteria | Strongly agree | Agree | Disagree | Strongly disagree |
|--|-----------------------|--------------|-----------------|--------------------------|
| The candidate has excellent professional knowledge | | | | |
| The candidate has undertaken a broad range of professional development and can work positively within a team | | | | |
| The candidate has established excellent and appropriate working relationships with pupils | | | | |
| The candidate has excellent working relationships with colleagues | | | | |
| The candidate has developed good working relationships with parents | | | | |
| The candidate is able to exercise appropriate classroom control and management of pupil behaviour | | | | |
| The candidate has taken part in a range of extracurricular activities | | | | |
| The candidate's health, attendance and punctuality are excellent | | | | |
| The candidate has the ability to work under pressure | | | | |
| The candidate can be relied on to reinforce the school ethos and has a positive approach to situations | | | | |
| The candidate is enthusiastic and has emotional and personal stability | | | | |
| I would recommend the candidate for this post without reservation | | | | |

Please record any additional comments that you would like to make about this candidate on the reverse of this form.

Signed: Position: Date:

APPENDIX 7

Internal Appointments/staff reference

Name of applicant:

Post applied for:

Number of years in present post:

| |
|--|
| Professional competence: |
| Administrative and organisational experience: |
| Relationships and co-operation with colleagues: |
| Relationships and work with pupils: |
| Attitude and application to work: |
| Record of health, attendance and punctuality: |
| Any disciplinary action currently pending? |
| Comments on the suitability of the applicant against the job description and person specification: |

APPENDIX 8

Example of forms used by interview panels

(these can be modified according to the candidate):

Assistant headteacher: INTERVIEW PANEL 1

Duration: 20 minutes

Panel: headteacher, chair, governor, head of maths

Subject: leadership and management

Suggestions for areas to be covered:

- management of transition;
- data analysis;
- professional development;
- leading an initiative;
- leadership and management style and qualities;
- areas of strength regarding job description; and
- line management.

These suggestions should form the main part of the interview. If there is time, ask supplementary questions.

Assistant headteacher: INTERVIEW PANEL 2

Duration: 20 minutes

Panel: deputy headteacher, chair, governor, head of year

Subject: personal characteristics

Areas to be covered:

- work/life balance;
- time management;
- coping with pressure;
- dealing with confrontation;
- team dynamics; and
- delegation.

These suggestions should form the main part of the interview. If there is time, ask supplementary questions.

Assistant headteacher: INTERVIEW PANEL 3

Duration: 20 minutes

Panel: deputy headteacher, chair, governor, finance officer

Subject: behaviour management

Areas to be covered:

- inclusion/exclusion;
- rights and responsibilities – pupils and staff;
- leading training in classroom management;
- tracking pupil progress;
- behavioural strategies; and
- assertive/positive discipline.

These suggestions should form the main part of the interview. If there is time, ask supplementary questions.

Assistant headteacher: INTERVIEW PANEL 4

Duration: 20 minutes

Panel: deputy headteacher, chair, governor, senior administration officer

Subject: teaching and learning

Areas to be covered:

- pupils with special needs;
- 14-19 curriculum;
- individualised/personalised learning;
- accelerated learning/gifted and talented pupils;
- educational pathways;
- monitoring and reporting progress; and
- performance management.

These suggestions should form the main part of the interview. If there is time, ask supplementary questions.

Presentation

Candidate: Panel member:

Scoring: 4 = criteria exceeded; 3 = criteria met; 2 = criteria partially met;
1 = criteria not met

10 minutes, without use of visual aids.

| Topic | Comments | Score |
|---|----------|-------|
| Introduction: Did they introduce self; topic? Could I ask questions? | | |
| Main body: Did it cover the topic asked for? Was it logical? Understandable? Interesting? | | |
| Conclusion: Summarised main points? End on a positive note? | | |
| General points: Keep to time? Vary the pace to keep me interested? Engage with the audience? Clear, concise communication? | | |

Total overall mark for the presentation

Overall comments:

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