



IBSB Recruitment and Contract Renewal Policy

Purpose

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people

Overview

This policy acknowledges that there are UK statutory requirements that should be followed where possible, in accordance with Romanian Legislation, for the appointment of staff in schools and that these requirements change from time-to-time and must be met. In accordance with this, it is important to review this policy on an annual basis.

Identification of Recruiters

Subject to the availability of training, the school will ensure that all staff involved in recruitment complete and online safer recruitment certification.

Inviting applicants

Advertisements for posts – whether in newspapers, journals, or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure or a Police Check Record”

Prospective applicants

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The school’s *Child Safeguarding Policy*
- The school’s *Recruitment Policy* (this document)
- The selection procedure and timeline for the post
- An application form and a medical fitness declaration form

All prospective applicants must submit a curriculum vitae and application letter, supply the details of 3 referees with a valid school email address (not personal email address), complete a medical declaration form, and provide an recent DBS or cazier (a police check from their country of residence), as is appropriate.

Short-listing and references

Short-listing of candidates will be against the personal specifications for the post.



Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

Three references will be sought directly from the referee - preferably a previous line manager. References or testimonials provided by the candidate can be accepted directly from the referee and must be from a valid school email address (references sent from personal emails will not be accepted).

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about the candidate's:

- ability to teach to a high standard
- ability to work as a member of a team
- level of professional conduct
- attitude to work and whether they were a positive influence on others
- suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, and warnings that relate to the safeguarding of children
- the candidate's general suitability for this post.

Refer to referee form attached: Appedix 1

The school maintains referee confidentiality at all times. No feedback on references will be provided to applicants and interviewees.

In situations where the teacher is not currently teaching, IBSB will contact the last school for a direct reference and where appropriate previous schools. IBSB will also contact the principal directly in situations where an oral reference may be required.

The Selection Process

The selection process will be determined by the nature and duties of the vacant post; however, all vacancies will require an application, followed by an initial interview of short-listed candidates with a member of the SLT, and, where necessary, a second interview of a reduced short list of candidates with a panel of staff including an additional member of the SLT and Head of Department where appropriate. For Senior Leadership Team appointments, the Executive Director will join the final interview panel.

Interviews will always be by Skype in the first stage. If candidates are in the country, they will be invited for a face to face interview in the first stage.

Candidates will always be required:



- to provide evidence of an ability to teach to a high standard
- to provide evidence of an ability to work as a member of a team
- to demonstrate a high level of professional conduct and a positive attitude
- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

All checks must be completed before an appointment is made. Where a check has not been completed, staff will be supervised until such time as all check have been completed.

Applicant Checks

All successful applicants are required:

- to provide proof of identity
- to supply a Curriculum Vitae that covers all periods of employment
- to supply the necessary documents to enable the school to carry out a DBS check and receive satisfactory clearance (for UK based staff)
- to supply a recent police check (dated within 3 months of application) if coming from a country outside the UK
- to provide written references if possible
- to provide the contact details of three referees
- to provide evidence of qualifications (the original certificates, degrees, and undergraduate transcript)
- to complete a declaration of medical fitness

Where the DBS/police check has not been completed before the first day of teaching, a clearance check will be carried out against the *Children's Barred List* (Formerly List 99) through the services of www.criminalrecordchecks.co.uk [APCS are able to carry out same day checks and are also able to check QTS validity and University Degree checks] .

Where a DBS check has not been completed before the start of teaching, the Head of Primary/Secondary must be informed to ensure that procedures are followed regarding child safeguarding until the DBS check has been completed.

Upon arrival, the school will apply for a work permit for all staff from outside Romania.

Who is involved in the interviewing and selection process?

Depending on the post advertised, the following members of staff will be involved in the selection and interviewing process: Head of School, Deputy Head of School, Head of Primary/Secondary School and Head of Department.

At the time that candidates are shortlisted, referees will be contacted. Candidates will be informed of this procedure at their first interview.



The Head of School and Executive Director will have the final decision on the appointment of any candidate after the consultation of all other members of staff involved in the interviewing process.

Probation Period

All appointed members of staff will have to pass a three month (1 term) probation period. An interim review will be held before the end of the probation period with a member of the SLT and evidence will be collected through classroom observations within the first 4 weeks of teaching. If there are any concerns raised, a professional dialogue will start to give clear targets to help a teacher successfully pass probation. The interim review will determine if the probation period has been passed or not. Where concerns have been identified, the probationary period may be extended for an additional 3 months with the teacher offered clear and valid reasons for the extension. The probation period will extend for middle management and senior management positions depending on the role, for up to one year.

Internal Regulations and Staff Code of Conduct

In addition to signing your work contract you will also be asked to sign the internal regulations when you arrive at IBSB, before the school year begins, as part of the work regulations in Romanian. The internal regulations stipulate all the expectations in regard to work conditions and should be referred to at any point when you are unsure of the expectations in regard to work. The Internal Regulations will be updated each year and you will be required to sign them at the start of each year.

The Staff Code of Conduct Policy, which outlines appropriate professional behaviour in regard to working at IBSB and Child Safeguarding Procedures and Practice has been incorporated into the Internal Regulations.

Induction

All members of staff who are new to the school will receive induction training that will include reviewing the school's Child Safeguarding related policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s) and mentors.

Contract Renewal

Your initial contract will generally be a two year contract for general teaching staff, and a three year contract for Senior Leadership. When you are in the final year of your contract you will be invited to reply to an email sent in December to confirm whether you intend to return for an additional year. You will be required to reply stating your intention before you leave for the Christmas break.

In January you will be asked to sign a contract for the following year. For general staff, contracts will be renewed annually. For senior staff, contracts will be renewed for a period of three years unless otherwise agreed. This will take place in the Second week of Term 2a. Once you sign this contract the school will not actively recruit for your position. If you change your decision at any point after



signing your contract you will automatically forfeit one month of your summer pay to cover the cost of placing an ad in TES or using a recruitment agency.

If a member of staff breaks a contract and leaves before the contract's termination, the 1000 Euro relocation payment will be debited from their final salary.

In situations where contracts are not renewed, staff, as a part of the *Capability Procedure* within the *Staff Performance Review and Capability Policy*, will have been informed in writing prior to the renewal period of any situation leading to the possible nonrenewal of contract and will have been offered support in order to correct any problems identified through the Performance Review process.

Where a member of staff has been removed from their position as a result of breaches of standard child safeguarding practice, the school maintains the right to inform the appropriate authorities (Refer Child Safeguarding Policy) of the circumstances relating to their dismissal and will take action to do this within a maximum period of one month from the time of dismissal.

Related Policies and Documents

Internal Regulations
Staff Disclosures and Disclosure Information Handling Policy
Staff Grievance Policy
Staff Induction of NQT Policy
Staff Induction of QTS Policy
Staff Performance Review and Capability Policy
WS Child Safeguarding Policy
WS Health and Safety Policy
WS Recruitment of Ex-Offenders Policy

Updated August 2017, KP

Appendix 1

EMPLOYMENT REFERENCE FORM

Name of applicant	
Position applied for	

The above named person has applied for a position at IBSB and has given your name as a referee. We would like to assure you that the information you provide will be held in strict confidence with no feedback offered to the applicant.

Applicant's Current Job Title	
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Period Covered by Reference	
Name of Referee	
Title	

1. Is the candidate well-suited to working with children? **YES / NO**

2. Please indicate the candidate’s influence on school morale and “climate” (Circle as appropriate)

Positive 10 9 8 7 6 5 4 3 2 1 **Negative**

3. Would you wish your school to retain or re-employ this candidate?

- | | |
|---|--|
| <p>a) with great enthusiasm</p> <p>b) with enthusiasm</p> <p>c) with neutrality</p> | <p>d) with slight hesitation</p> <p>e) would not retain or re-employ</p> |
|---|--|

4. Compared to all teachers you have observed or known during your career, where do you believe this candidate ranks? In the:

- | | |
|---|---|
| <p>a) top 2 percent</p> <p>b) top 10 percent</p> <p>c) top 25 percent</p> | <p>d) top 50 percent</p> <p>e) lower 50 percent</p> <p>f) bottom 25 percent</p> |
|---|---|

5. How do you think parents would react if their child was timetabled to be taught by this teacher?

- | | |
|---|--|
| <p>a) With great enthusiasm</p> <p>b) With enthusiasm</p> <p>c) With neutrality</p> | <p>d) With slight hesitation</p> <p>e) With apprehension</p> |
|---|--|

6. What subjects and/or year levels does this person teach best?

7. What are this candidate’s strengths?

8. In what areas would you like to see the candidate improve?

9. How would this person react to a decision he or she did not like?



10. How would this person react to constructive criticism?

11. What are the first three words that come to mind when considering this candidate?

Please rate the following	Outstanding	Very Good	Good	Average	Poor
I. Personal					
12. Emotional stability					
13. Leadership qualities					
14. Personal integrity					
15. Initiative					
16. Innovation					
17. General health					
18. Suitability for working overseas					
19. Genuine interest in children					
20. Ability to communicate effectively					
21. Tolerance of frustration					
22. Sense of organisation and order					
23. Energy and stamina					
24. Enthusiasm					
25. Sense of humour					
26. Works beyond the school day					
27. Willingness to work hard					
28. Attendance / punctuality					
29. Ability to inspire students					



Please rate the following	Outstanding	Very Good	Good	Average	Poor
II. Professional Relationships					
30. Relationship with students					
31. Relationship with parents					
32. Relationship with colleagues					
33. Relationship with management					
34. Contributes positively to staff morale					
35. Communicates openly with others even when not in agreement					
36. Works as a team player					
III. Teaching					
37. Teaching ability					
38. Class control/ organisation					
39. General organisation					
40. Lesson preparation					
41. Assessment and record keeping					
42. Class/school displays					
43. School activities/events					
44. Knowledge of subject/key stage					
45. Creativity					
46. Encouragement of high standards					
IV. Overall Rating					
47. Overall rating of candidate					

48. Reason for leaving (if known):

Any other comments:

Signature:

Date: