

Safer Recruitment Policy

Introduction

St. Michael's International School is committed to ensuring the recruitment of all staff is conducted in a fair and effective manner. The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to the future development of the School. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality education.

The policy is an essential element in creating and maintaining a safe environment for all pupils, staff and others within the school community and aims to ensure safe recruitment and selection of staff by attracting the best possible candidates to vacancies, deterring prospective candidates who are unsuitable from applying for vacancies, identifying and rejecting those candidates who are unsuitable to work with children and young people.

Aims

St. Michael's International School is a safe recruiter committed to maintaining a safe and enjoyable learning environment. In line with the school mission, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants

Equal Opportunities

St. Michael's International School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation.

St. Michael's International School is committed to safeguarding and promoting the welfare of children, young people and adults. All applicants must be willing to undergo child protection screening, including checks with past employers. The successful candidate must provide a proof of identity, a Disclosure and Baring Service (DBS) check or if overseas, the national equivalent. Our safeguarding code of conduct and safer recruitment policies are shared with all prospective candidates.

Recruitment Principles

These principles apply to the entire recruitment process, from advertisement to appointment:

- Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.
- All applicants will receive fair treatment
- All positions will be advertised, internally and externally, with a job description
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members
- All members of the recruitment panel have completed Safer Recruitment training
- Selection will be based on a minimum of completed application documents (CV, cover letter, photograph, professional references, online portfolio of professional indicators) and in the case of teaching staff, whenever possible, observation of the teacher teaching a class, usually via video clip.

Teachers

- We accept applications from teacher candidates in Japan, the UK and overseas.
- Applicants for teaching positions should hold a UK teaching qualification (B.Ed or P.G.C.E.) with Qualified Teacher Status or an international equivalent with at least 2 years' teaching experience in a UK or British International School.
- Candidates with experience of the International Primary Curriculum (IPC) will be at an advantage.

Teaching Assistants skills and attributes

- Native English language competency
- English language teaching certification e.g. TESOL, TEFL, CELTA
- Experience of working with primary aged children
- Confident IT skills

Application Requirements

- Application form
- An-up-to date CV which includes details of marital status and any dependents.
- Letter of application outlining your teaching strengths and why you want to join the team at St. Michael's International School.
- Contact details of two professional referees, one of whom should be your current Head of School or employer.
- Successful candidates will be asked to provide identity verification, original copies of qualifications and an enhanced DBS (Disclosure and Barring Service) check or national equivalent.

References

The purpose of seeking references is to obtain objective and factual information to support the application.

- References will be sought on all short-listed candidates and will be obtained where possible before the interview.
- References will be obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.
- When written references have been obtained, references may be followed up by a telephone conversation with the referee to confirm the reference and that there are no disciplinary or safeguarding issues.
- All referees will be asked whether they believe the applicant is suitable for the job for which they are being considered.
- The School will only accept references obtained directly from the referee using a School standardised form and will not accept open testimonials or letters of recommendations provided by the applicant.
- The School will compare all references with any information given on the application form.
- One of the references must be from the applicant's current or most recent employer.
- If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.
- Neither referee should be a relative or someone known to the applicant solely as a friend.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, attendance and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious; and
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

Interviews

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- The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate. For overseas candidates this will usually be on Skype.
 - The recruitment panel will usually be made up with members of the school leadership team
 - All members of the recruitment panel have undergone safer recruitment training and hold an Educare level 2 certificate.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interviewers will

also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

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