

# RECRUITMENT AND SELECTION POLICY AND PROCEDURE

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Executive Director of HR
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by	Version	Issue Date	Review Date	Contact Person
Executive Grup, JCC	8	September 2021	June 2025	Executive Director of HR

**POLICY NUMBER 71**

# POLICY AIM AND SCOPE

Tyne Coast College aims to identify, attract and recruit outstanding individuals from the widest pool of candidates possible, and is committed to offering opportunities across the College to our existing employees.

Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.

The aim of this policy is to ensure that:

- We recruit the right employees with the skills required to meet the needs of the students and the college
- We adopt a fair, efficient and cost effective recruitment and selection process
- The safeguarding and welfare of Children and Vulnerable Adults is paramount at each stage of the process. This policy complies with government guidelines as outlined in 'Keeping Children Safe in Education' (January 2021).
- We adopt best practice and all employees involved in the process will receive the required support
- We comply with all the relevant legal requirements including the Equality Act (2010) and UK Immigration legislation.

# ROLES AND RESPONSIBILITIES FOR RECRUITMENT

We thought it would be helpful to clarify the roles of those involved in recruitment & selection activity. If you have any questions or would like any further information please contact the HR team.

## **Managers' role in recruitment & selection activity**

Recruitment is a key part of the role of all managers. This involves:

- Forward planning of their workforce to ensure the continuity of service
- Demonstrating open, fair and reasonable treatment to existing and prospective employees
- Attending in house recruitment and selection training at least every two years.
- Giving consideration to alternatives and determining whether the post needs to be filled.
- Completing the Request to Fill documentation if the post does need to be filled
- Creating the Job Description and Person Specification and identifying the key selection criteria for the role
- Identifying time to conduct interviews and setting timescales for the recruitment exercise
- Completing and submitting all the relevant documents including the short listing matrix and interview paperwork.

## **HR team's role in recruitment & selection activity**

The HR team is responsible for the provision of an effective and efficient recruitment service to facilitate the appointment of employees into post, including:

- Advising managers on recruitment & selection activity
- Recruitment advertising
- All administrative functions relating to the recruitment process (unless otherwise agreed).
- Attending interviews to maintain and monitor consistency. It is not a requirement that HR attend every interview provided that appointing officers and/or others taking part in the interview panel have received 1:1 guidance on the implementation of this policy from their HR representative.
- Ensuring that all pre-employment checks are undertaken prior to the final offer of employment; undertaking Disclosure and Barring Checks in line with College policy.
- Making the offer of employment and issuing the contract
- Liaising with the Occupational Health Department, who will be responsible for all health screening checks and vaccinations prior to appointment.

# REVIEWING THE VACANCY

The following considerations should be taken into account by the relevant manager when considering the need for recruitment:

- Does the post need to be filled? Could aspects of the role be absorbed into other roles?
- Could any current staff be trained or developed into a role?
- Is the existing job description still relevant? Has the role changed?
- Are there any changes anticipated that will require additional or different skills or experience?
- Can anything be learned from the last post holder about how the job is done or from the reason he/she left?
- Could the post be done on a job-share or part-time basis?
- Consider ways to increase job satisfaction in the role.

A member of the HR team will be in contact once a post has been authorised to discuss any relevant changes to the person specification or job description.

# TYPES OF APPOINTMENT

## **Temporary/Fixed term appointments (including agency staff)**

Fixed term or temporary appointments (including agency staff) should only be used if the funding for the post is non-recurring or if there is a service need to do so i.e. to cover Maternity Leave, long term sick leave, career breaks or during a period of service re-organisation.

Casual workers may be used in similar circumstances. However, the nature of casual work is more ad hoc and transient than that of temporary or fixed term employees.

Employees on fixed term, temporary or casual contracts should not be treated any less favourably than other employees.

## **Secondments**

A secondment refers to the temporary transfer of an employee to another department or organisation. Secondments may be either internal or external to the College.

Internal secondments can often be a valuable way of providing employee development opportunities whilst retaining employees within the organisation. It is also useful for resourcing short-term assignments or projects.

External secondments may also be supported. In this case, we would continue to be the 'employer' whilst the organisation to which the employee is seconded is referred to in this document as the 'host organisation'. In this circumstance, the employee retains continuity of employment and other existing terms & conditions.

For further information regarding external secondments, please contact the HR team who will arrange the secondment with the host organisation.

## **Job Share**

Job Share is a formal arrangement whereby the duties and responsibilities of a post which would normally be held by one individual are shared. This allows for more flexibility in working hours and patterns for employees while still meeting the needs of the College.

# JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

All criteria specified in the job description and person specification must be relevant to the role and justifiable on objective grounds. The HR Team are available to provide advice and support to ensure this is the case.

A template job description is available at Appendix 1.

Other job descriptions (i.e. non Lecturing Job Descriptions) will need to be amended as and when the post or requirements of the post change.

A job description should clearly describe:

- The main purpose of the job
- The precise tasks required as part of the role
- The scope of the role and the importance of how it fits into the organisation.

The person specification translates the role into the necessary qualifications, skills and experience required by an applicant to undertake the duties of the post.

Where possible, all members of the shortlisting and interview panel should be involved in drawing up the person specification to ensure consistency of approach. Prior to interview, all members of the interview panel should agree and understand the criteria of the person specification.

The person specification should include detail on how suitability for the role will be assessed. This will ensure transparency of the recruitment & selection process and give candidates a better understanding of the process and assess whether they should apply.

The person specification should only include criteria that will affect job performance. For example:

- Describe experience required in terms of quality, level and type rather than amount.
- Evidence of ability may be just as relevant as specific qualifications. It is therefore important that undue importance is not placed on specific formal qualifications.
- Age should not be used as a criterion or as an indicator of experience or maturity.
- Do not assume that relevant skills or experience could have been gained only in an occupational setting, for example: an individual may gain management skills from many sources such as the Territorial Army or voluntary work.
- Physical requirements should only be included if essential to the post to avoid excluding some candidates unnecessarily.
- Criteria should only be included if it is essential or desirable for a role and can be objectively assessed as part of the recruitment and selection process
- The criteria should be based solely on the genuine requirements of the job without relevance to the attributes or qualifications of the previous postholder.
- The person specification must be linked to the requirements set out in the job description including essential and desirable criteria.

Both the job description and person specification should not potentially discriminate prospective candidates in applying.

For guidance and further information on person specifications please speak to a member of the HR team or refer to Appendix 2

# APPROVAL TO RECRUIT TO A VACANT POST

If, after consideration, the appropriate head, considers that the post should be filled, they should submit a completed 'Request to Fill' (Appendix 3) along with an up to date Job Description and Person Specification. Once the automated form is completed and submitted it will automatically be sent via the workflow to the Finance Manager for budgetary approval.

The Finance Manager records the financial implications and budgetary status on the form. Once approved by Finance and submitted, the form will automatically be sent to the Assistant Principal and HR team in preparation for the weekly meeting.

On a weekly basis, the Assistant Principal meets with the HR Manager and the Finance Manager to discuss the requirements of each Request to Fill. Once approved at the weekly meeting, once the form is submitted by the Assistant Principal, the form will be sent to the relevant Principal or College Management Team member to bring to the next meeting for approval. Once approved, the Chief Executive's Personal Assistant will submit the approval on the automated form and the automatic workflow will send a notification email to all relevant parties advising of the outcome. If the form is not approved the relevant Principal or College Management Team member will inform the appropriate head.

For new or additional roles a Business Case should be submitted (Appendix 4) with details of the role(s) and outlining why they are required. Following discussions with HR and the Finance Manager regarding financial implications, the business case is then presented to the Principal. The Principal will then discuss the business case with the Chief Finance Officer / Head of Finance and if approved will be discussed with the College Management Team.

# ADVERTISING

Once the post has been approved and clearly defined via a Job Description and Person Specification, the HR Team will recommend the most appropriate method of advertising and will take responsibility for drafting and placing the advert.

The aim of all recruitment advertisements is to attract sufficient numbers of quality candidates to the role in a cost effective manner. The HR Manager/HR Advisor will discuss the most appropriate advertising methods with the Manager to ensure the advert is cost effective and suitable for the role being advertised.

All posts within the College including temporary positions of more than 3 months, secondments and promotion opportunities must be advertised unless in exceptional circumstances.

All external vacancies will be advertised on the College website and via the vacancy bulletin at a minimum. The only exception is ring-fenced positions within the College during periods of redundancy or restructure. The College will take all reasonable steps to ensure employees and other interested parties have access to vacancies.

## **What is included in an advert**

The principal aim of advertising is to attract suitable applicants for the post advertised. An advert should allow prospective applicants to use the information provided to assess their suitability to apply. The advert should therefore be a concise summary of the job description and person specification.

The advertisement must not include wording which could reasonably be taken to indicate that a person might not be appointed because of a disability or that the college is unwilling to make reasonable adjustments for disabled people.

## Other information to include:

- Job title and department/base
- Grade/Band/Salary.
- Type of contract (Term Time, Temporary, Permanent)
- Hours/Days to be worked specifying times where possible.
- If the post is suitable for part-time or job-share
- Major responsibilities of the post.
- Essential elements of the person specification including our occupational requirements.
- Closing date for applications
- How to apply including a contact number and email so the applicant can get more information.



# USE OF SEARCH & SELECTION AGENCIES

The aim is to use an effective recruitment method that adds value to the business and we will only consider the use of recruitment agencies when:

- the position requires specialist skills or knowledge which are in high demand
- the Tyne Coast College recruitment campaign does not generate the required response
- Tyne Coast College has an urgent need for a temporary employee to cover sudden reduced staffing numbers

Terms will be agreed with the agency prior to any arrangement being entered into and any offer of employment being made. The agency will also be required to confirm that they will ask candidates to provide relevant vetting evidence at interview, and that any successful candidate will be required to complete an enhanced DBS application check, including the appropriate barred list check if undertaking regulated activity.

The candidate will be required to provide the College's HR department with appropriate photo id confirming they are the person who checks have been undertaken on.

Only when all appropriate checks are received/confirmed from the agency can an agency employee commence at the College.

# INFORMAL CONTACT NUMBERS AND VISITS

There is evidence to show that the recruitment process is more successful when candidates can talk informally to someone who knows about the post. Therefore, managers are advised to provide a contact number for informal enquiries and should ensure that this person is available during the period that the post is being advertised or that back-up arrangements can be put in place in the case of temporary absence.

Managers also have the option to offer informal visits to candidates prior to the interview process. This is not essential but may be desirable particularly for more senior roles. Informal visit will not form part of either the shortlisting process or the interview process.

# APPLICATION PROCESS

All external posts will be available to apply via an online application form on the online recruitment -system. Electronic or paper application forms are available from the HR Department to employees applying for an internal post.

Application forms are used to ensure a consistency of approach from applicants and to aid the shortlisting process. All applicants will have access to or receive a copy of the job description, person specification and terms and conditions of the post as a minimum when applying.

Individuals who are applying for vacancies within the College will be expected to submit a separate application for each post they are applying for specific to that post. Photocopied applications will not be accepted.

CVs will not be accepted and the College reserves the right not to consider an application should someone submit an incomplete application form with a CV attachment, unless this is due to special requirements and agreed in advance of submission.

All applicants are asked to complete the Equal Opportunity section of the application form. This data is collected by the College for monitoring purposes and is detached from the application form prior to short listing and does not form part of the recruitment & selection process.

Information obtained in the course of recruitment and selection may include details of a sensitive or personal nature and must be treated as confidential by all those involved.

# SHORTLISTING

Shortlisting is completed by the shortlisting panel in line with the criteria outlined in the person specification. Applications via the online recruitment system are anonymised to ensure fairness when shortlisting.

- Shortlisting should be carried out immediately once the job has closed and no later than a week following the closing date.
- Shortlisting must be based only on the information contained in the application form and you shouldn't take into consideration any prior knowledge you may have of the candidate.
- To be shortlisted for interview a candidate must satisfy all the essential criteria of the post.
- If a large number of candidates satisfy all the essential criteria, you may decide to interview only the candidates who have scored highly in the desirable criteria.
- Shortlisting will be undertaken by the recruiting manager and a member of the HR team to ensure the process complies with our commitments to equality, diversity and inclusion.
- If you have any areas for concern these should be raised with the Executive Director of HR.
- In order to fulfil the commitment of being a disability confident employer, all applicants with a disability who meet the minimum essential criteria for a job vacancy will be guaranteed an interview. This will be verified at the shortlisting stage.

Once the shortlisting process is complete and the panel have selected a cohort to interview then the HR team will arrange the subsequent interviews with the assistance of the recruiting Manager.

All candidates who are unsuccessful at the shortlisting stage will be contacted informing them of this.

# Safer Recruitment: Online Searches

Keeping Children Safe in Education (KCSIE) recommends that during the shortlisting process the College “should consider carrying out an online search as part of their due diligence on shortlisted candidates”.

The rationale for undertaking this search is to seek to prevent or minimise the risk of individuals being employed to work in the College who are unsuitable to do so. Checks will be made for the following evidence of criminal convictions or anything else which would make them unsuitable to work with children, such as online discriminatory or offensive comments.

The candidate's name will be entered into google and a record of the search and results will be made. These will be reviewed by the Executive Direct of HR or HR Manager and a decision will be made whether this is relevant to their suitability for the role. Any concerns should be discussed at the interview.

# INTERVIEW PREPARATION

Managers will arrange the following with the support of the HR team. Once arranged, managers should confirm this to the HR team who will contact the shortlisted candidates.

- Times/dates of interview
- Presentation/Test/ Assessment Details
- IT requirements
- Names of panel members
- Interview questions
- Hospitality arrangements (as necessary)
- Venue/Centre
- Request HR to attend (if necessary)
- Reasonable adjustments

Applicants will be invited to interview by the HR team through the online recruitment system. Due to the Covid-19 pandemic we have adjusted our recruitment process and interviews are currently carried out via Microsoft Teams. A separate invite will be sent to the candidate in order to join the meeting. The invite email/letter will request that the applicant advises the College if they have any special needs which should be accommodated at interview. If a candidate informs the College of this requirement, the necessary arrangements will be made, with assistance from Learning Support where appropriate.

Tyne Coast College will offer reasonable interview expenses to candidates upon request.

# REFERENCES

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. Offers of employment are subject to receiving references that are satisfactory to the College.

Candidates (including internal candidates) should supply details of at least two referees. At least one reference must be from the applicant's last/previous employer. In the event that these are not available (i.e. if it is an applicant's first job), a personal/academic reference may be accepted. References are given in confidence and this must be observed by all those in the recruitment and selection process.

If the candidate gives permission on the application form to obtain references, written references will be requested by the HR team prior to interview. If candidates have not given this permission, Managers should obtain this confirmation when the conditional offer of appointment is made.

For insurance purposes, the successful interviewee must provide references covering their last three years of employment.

# INTERVIEW PANEL

The size and composition of the interview panel will depend on the nature of the post to be filled. However, all interview panels will:

- Consist of at least 3 interviewers. Only in exceptional cases may interviews be held with 2 interviewers.
- Have the necessary authority to make decisions about appointments
- Contain at least one employee with managerial responsibility for the post.

Contain at least one member who has received 1:1 guidance on the implementation of this policy from their HR representative. Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may be necessary to change the selection panel to ensure that there is no conflict of interest.

The interview panel should ensure that (prior to interview) they:

- Familiarise themselves with the job requirements (using the job description and person specification etc.)
- Look over all application forms and references to identify any areas which need further exploration.
- Agree the assessment criteria in accordance with the person specification.



# INTERVIEWS

The shortlisted candidates will be invited to interview by a member of the HR team at a time most suitable for all panel members. Interviews should be organised in a timely manner following shortlisting and no longer than 10 working days after the shortlisting date unless extenuating circumstances occur.

The recruiting manager will advise the HR team if the interview is to be carried out in College, face to face or via Microsoft Teams.

The interview is an opportunity to gain a lot of information about the candidate but it can be of limited value in predicting how a candidate will perform in the job. Skills tests should be used in addition to assess a number of relevant factors in the person specification. This may include one of the following forms;

It is advised that at least one other method of assessment will be used in addition to interview. The HR team are happy to provide advice and support on a number of appropriate selection methods. Some suggested options are detailed below.

**Verbal presentation or micro-teach** – the presentation subject, amount of preparation time and length of presentation can be varied to suit the role. This method is useful to assess verbal communication skills, knowledge and understanding of a particular topic and time management skills.

**In-tray exercises** – candidates are given a number of documents which they could be faced with in the job and asked to produce a written plan of how to deal with them within a given time. This is a good method of simulating the administrative/ organisational/ managerial aspects of the job and is a useful tool to assess how the candidates are likely to perform in the role.

**Written paper** – the candidate prepares a written paper on a specified topic, usually with a specified maximum number of words. This method enables selectors to evaluate technical knowledge, written communication and research skills. This method can also be used to aid shortlisting if used as part of the initial application process.

**Personality questionnaires** – these questionnaires can be used to produce a personality profile. The relevance of aspects of the personality profile will be interpreted by a trained assessor who will present the results to the selection panel.

**Aptitude tests** – candidates would complete a written questionnaire, normally time limited, to assess their aptitude in a specified area (e.g. numerical or verbal reasoning). The questionnaire is scored and compared with a relevant group.

**Group discussion** – candidates would discuss a topic as a group. Trained observers monitor the discussion and assess candidates. This exercise is used to assess communication skills, decision-making, influence, sensitivity and emotional resilience.

**Attainment tests** – candidates would carry out a practical work related test or task to assess their attainment or skill in a particular activity e.g. typing speed and accuracy, spelling, checking.

**Work sample** – the candidate would produce a specified sample of work in a given time e.g. assembling a component, using a piece of equipment. This enables the selectors to evaluate skill, speed and quality.

Consideration needs to be given to whether there are any reasonable adjustments which should be made to ensure that the selection methods do not disadvantage any candidates e.g. those with a disability. This may involve the person carrying out tests or presentations in alternative formats, allowing more time, or offering a support worker. Please speak to the HR team to discuss these options.

The use of tests and questionnaires within the College to assess general ability, special aptitudes, personality and similar factors is regularly reviewed and regulated to ensure they are fair and accurate. They may be administered and interpreted only by persons who are appropriately trained, qualified, specifically authorised by the Executive Director of HR.

## Interview Questions

The interview questions should be set by the recruiting manager prior to interview and should be the same for all candidates interviewed for the same role. The questions should be clear and easy to interpret and should be phrased so that candidates do most of the talking at the interview. Accurate notes should be made of any discussions and questions asked along with the candidates answers to the set questions.

Questions should refer to the person specification and be related to this and to the job role.

Candidates should not be asked personal or irrelevant questions at interview. Questions related to e.g. candidate's gender, ethnic origin, marital status, personal or family circumstances, sexuality, age, Trade Union or political activities or religious beliefs should not be asked, as this could imply that this has been taken into account and thereby unfairly discriminate against a candidate.

If, however, a candidate raises these matters (e.g. by asking about childminding facilities) it is acceptable to reply. If a post requires special working arrangements (e.g. unsocial hours) candidates should be asked if they can meet these requirements.

Applicants with disabilities may be asked about their disability in relation to the job role and any reasonable adjustment they might need, however care should be exercised that this is done in an appropriate way. HR can assist managers in preparing for this discussion.

All completed paperwork should be passed to the HR team, including.

- Candidate application form
- Additional safeguarding questions sheet
- Criteria for selection
- Notes made at interview
- Interview summary sheet
- Copies of the adverts used.

In the event of a decision being challenged the College may be asked to prove that it has not discriminated against a candidate. Candidates may be presented with feedback following their interview using the interview notes. It is the responsibility of the recruiting manager (or lead interviewer) to provide feedback.

Under the General Data Protection Regulations (GDPR) individuals have the right to see any information that may be held on a personnel file. Therefore it is important that accurate notes of the meeting are completed and passed to the HR team.

Recruiting managers should contact the HR team if unsure about the setting of interview questions or about any aspect of the interview process.

### **Interview Format**

In order to get the best out of each candidate the panel should

At the start of the interview:

- Welcome the candidate and introduce them to the panel, explaining their roles.
- Go over the main duties and responsibilities of the role the candidates has applied for.
- Explain the process and timing of the interview.
- Confirm that you will leave time for them to ask any questions they may have.
- Confirm when the candidate will be informed of the outcome of the interview

Throughout the interview:

- The interview panel should listen closely to candidates and be willing to repeat a question if a candidate asks for clarification.
- Managers may pick up on areas of uncertainty in any answer and ask further questions to clarify the response.
- Candidates will be asked to give examples and draw on their experiences to date.
- Managers will ensure that there is consistent treatment of the candidates.

At the end of the interview:

- The candidate will be given the opportunity to ask any questions.

- The candidate will be informed when they will know the outcome of the interview
- Candidates will be offered feedback at a later date if they wish to receive it.
- The candidate should feel they have been given a fair opportunity and have been treated in a professional manner.
- Accurate notes on each candidate will be taken rating their performance against the criteria on the person specification/assessment form.

# MAKING THE DECISION

At the end of the interview each candidate's performance will be matched against the criteria on the person specification and the expected answers to the questions outlined by the recruiting manager. Any skills tests will also be scored and contribute to the final decision. As with shortlisting, any decision will be based on evidence provided during the interview/skills test and not upon assumptions or prior knowledge of the candidate. Written references should also be considered as part of the decision making process.

Any candidate with disabilities/special needs will be considered for the post on the basis of their ability to perform the role with reasonable adjustments being made. The job offer should be conditional on establishing that reasonable adjustments can be made.

Reasonable adjustments could include:-

- acquiring or modifying equipment;
- altering the person's working hours;
- making adjustments to premises;
- providing a reader or interpreter;
- allocating some of the disabled person's duties to another person;
- assigning the person to a different work place;
- allowing the person to be absent during working hours for rehabilitation, assessment or training;
- modifying instructions or reference manuals;
- providing supervision.

Some of these adjustments can be achieved at little or no cost however, aids or adaptations to premises and equipment are likely to incur costs for the recruiting department. The HR team should be contacted if the recruiting manager has any questions on this or if reasonable adjustments are being considered for a disabled employee or prospective employee.

At the end of the process the successful candidate should be the one who most closely meets the skills, qualities and experience detailed on the person specification which should be reflected in the total score received at interview

# OFFER OF EMPLOYMENT

The HR team will make a conditional offer of employment to a successful candidate detailing the proposed salary and package. Offers of employment are conditional on the candidate having provided the relevant evidence for verification purposes. This includes:

- Academic and vocational qualifications claimed during the recruitment & selection process.
- Home office document checks to verify the candidate's identity (Passport, Birth Certificate, Driving Licence), address (Driving Licence, utility bill) and right to work in the UK (Passport or Birth Certificate with an official document providing the National Insurance number or appropriate and current Visa).
- Mandatory check of DBS barred lists (Child and/or appropriate Adult lists)
- Application for an enhanced DBS disclosure
- At least two satisfactory references covering the last 3 years of employment.
- Confirmation that the individual is medically fit to perform the job.
- Satisfactory employment safeguarding checks regarding past employment with young and/or vulnerable adults. These are completed in line with the college Safeguarding Policy.

A verbal offer of employment will be given to the successful applicant by the lead interviewer or a member of the HR team. A formal offer letter will not be provided until all relevant pre-employment checks are undertaken and received. The candidate will be asked to confirm that they are accepting the role.

If the selected candidate does not accept the offer made by Tyne Coast College, the recruiting manager and Manager may review the other candidates to decide whether there is another candidate that would be suitable for the role or whether the position needs to be re-advertised.

If the above criteria is not met, the offer may be withdrawn. In this situation, the HR team will write to the candidate to confirm that the offer has been withdrawn.

# POST OFFER CHECKS

## **DBS Disclosure**

The HR team will be responsible for undertaking disclosure and barring checks in line with College policy. The college will carry out enhanced DBS checks on all employees as well as the relevant barring list (Child/Adult) checks dependent on level of regulated activity in line with the DBS Code of Practice and the college DBS Policy. Where the disclosure check has not been received prior to the anticipated start date for an applicant the relevant Manager can request permission from the Executive Director of HR for the employee to commence employment under supervision until the disclosure check is received. A DBS risk assessment should be carried out by the manager in line with the college policy and must be signed by the Executive Director of HR, appropriate Principal and the Chief Executive. A barred list check must also be undertaken at this point if the applicant is in regulated activity. It is the responsibility of the Manager as appropriate to ensure that supervision arrangements are in place if required.

Tyne Coast College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. If a DBS discloses convictions then the Executive Director of HR will be informed. The nature of the position applied for and the circumstances and background of the offence/s will be considered before a decision is made regarding the conditional offer of employment. If an offence is disclosed as part of a DBS check then the recruiting manager will be informed by HR. The recruiting manager must then complete a DBS risk assessment in line with the DBS Policy and Procedure which must be signed off by the Executive Director of HR, relevant Principal and Chief Executive prior to a formal offer of employment being made. A barred list check must also be undertaken at this point if the applicant is in regulated activity.

Where applicable the appropriate prohibition, sanctions and restriction checks will be undertaken prior to commencement of employment via the teacher's services site. For further information see the Appendices.

## **Eligibility to work in the United Kingdom**

In order to ensure compliance with relevant legislation in force relating to the right to remain and work in the UK, every new employee to the College will be asked about their eligibility to work in the United Kingdom and will be required to provide documentary evidence of their eligibility prior to commencing work.

If an employer is found guilty of employing a person who is subject to immigration control and who is not entitled to work legally in the United Kingdom they could be liable for a large fine or guilty of a criminal offence.

## **Points Based Immigration System and Certificate of Sponsorship**

~~The points based systems only cover migrants from outside the European Economic Area (EEA) and Switzerland.~~

Following the UK's exit from the European Union, freedom of movement between the UK and the EU has now ended and an immigration system has been introduced.

Anyone recruited from outside the UK, excluding Irish citizens, needs to meet certain requirements and apply for permission first. The requirements are different for each visa.

The new system does not apply to European Economic Area (EEA) and Switzerland that are already employed in the UK. EEA and Swiss citizens who were living in the UK by 31 December 2020, and their family members, can apply for to the European Settlement Scheme. They have until 30 June 2021 to apply.

The Certificate of sponsorships is issued by the College and acts as a confirmation that the sponsor wishes to bring the migrant into the UK and that to the best of the employer's knowledge the migrant meets the rules for the relevant tier licence and will comply with the conditions of their stay. Once the migrant has been issued with a certificate of sponsorship they must apply for entry clearance to the UK/Extension to their leave to remain.

A certificate of sponsorship does not guarantee entry clearance and the migrant must submit their documents within the tier-2 Skilled Worker licence application process.

It is the responsibility of the College to ensure that all employees have the required visa and passport to allow them to work at the College.

## **UNSUCCESSFUL CANDIDATES**

All candidates who are unsuccessful at the interview will be informed of the outcome of the interview as soon as possible by the HR team after the successful candidate has accepted the post.

The paperwork should then be completed and returned to the HR team for retention. Application forms and references will be destroyed after 4 months.

## **Feedback**

All candidates should be offered the opportunity to receive feedback on their performance at interview by a member of the panel. If you would like any advice on the feedback exercise please speak to the HR team.

# GENERAL DATA PROTECTION REGULATIONS

Information provided through the recruitment and selection process will be used in accordance with the Data Protection Act 2018 for the purpose of recording and processing your application as well as to enable the organisation to compile statistical information. The information will be kept securely and held for no longer than necessary.



# POLICY REVIEW

The effectiveness of this policy will be monitored annually and reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience and/or to employment legislation may prompt a review of the policy before the end of the three year period.

On considering the effectiveness of this policy, consultation will be undertaken with the Trade Unions, Employees and Managers to assist in the policy review and monitoring of this policy



**TyneCoastCollege**

**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title:**

**Grade:**

**JOB PURPOSE**

Complete Accordingly

**ACCOUNTABLE TO:** Complete Accordingly

**KEY RESULT AREAS**

Complete Accordingly

**N.B. All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.**

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the College, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at the College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the College on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College Health and Safety Policies in respect to their specific duties and responsibilities.

## **LEARNING & DEVELOPMENT**

All staff are required to participate fully in the college Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The College is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College expects all staff and volunteers to share this commitment.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

### **Internal Communication/Working Relationships**

Liaison with:

Complete Accordingly

### **Membership of College Groups**

Complete Accordingly

### **External Communication/Working Relationships**

Liaison with:

Complete Accordingly

**This is not an exhaustive list – it is for illustrative purposes only**

**APPENDIX 2****Blank Person Specification****KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

	<b>Qualifications</b>	<b>Assessed At (please complete for all criteria)</b>
1.1 1.2	<b>Essential</b>	
1.3 1.4	<b>Desirable</b>	
	<b>Experience</b>	
2.1 2.2 2.3	<b>Essential</b>	
2.4 2.5 2.6	<b>Desirable</b>	
	<b>Skills</b>	
3.1 3.2 3.3 3.4 3.5	<b>Essential</b>	
3.6 3.7	<b>Desirable</b>	

**Key: Assessed at****A - Application****I - Interview****P Presentation****T Test**

**APPENDIX 3****Request to Fill Vacant Posts 2021 – FORM NUMBER**

This form must be completed by the Head of School/Service for the following;

Direct staff replacements (to cover leavers or absences)

To extend the existing contracts or casual or agency members of staff for another term

To bring in a PGCE student placement / work placement / volunteer

Any incomplete forms will not be authorised.

Job Description and person specs must be attached for direct replacements or contract extensions to the request to fill along with school utilisation, organisation chart and proposed advert if applicable.

Heads of School must meet and discuss the budget requirements with the appropriate Finance Manager/Finance Business Partner

Forms will be discussed at a Senior Executive panel on a Wednesday.

All staff will be required to undertake pre-employment checks with HR prior to commencement.

**Details of Proposed Post**

Date of Request \_\_\_\_\_ Person Completing Request: \_\_\_\_\_

Post Title **Learning & Development Administrator** \_\_\_\_\_

School/Service \_\_\_\_\_ Line Manager: \_\_\_\_\_

Department/Curriculum Area: \_\_\_\_\_

Proposed Grade: **Bus. Sup. Scale 3** \_\_\_\_\_ Term required: 

<b>ONE</b>	<b>TWO</b>	<b>THREE</b>
------------	------------	--------------

No. contract hours per week **37** \_\_\_\_\_

No. teaching hours per term: **N/A** \_\_\_\_\_ No. teaching hours per annum: **N/A** \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for request:

Replacement <input type="checkbox"/>	Sabbatical leave <input type="checkbox"/>	Unpaid Leave <input type="checkbox"/>	Sick Leave <input type="checkbox"/>
Study Leave <input type="checkbox"/>	Maternity Leave <input type="checkbox"/>	Additional Workload <input type="checkbox"/>	Contract Extension <input type="checkbox"/>
Other (please specify) <input type="checkbox"/>			

Name of previous post holder: \_\_\_\_\_

Date post falls vacant: \_\_\_\_\_

Type of contract (please select one from each group)

A	B	C	D
Full Year <input type="checkbox"/>	Full Time <input checked="" type="checkbox"/>	Permanent <input checked="" type="checkbox"/>	MSP <input type="checkbox"/>
Term Time Only <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Support Staff <input checked="" type="checkbox"/>
		Casual / Agency <input type="checkbox"/>	Teaching Staff <input type="checkbox"/>

**DBS Disclosure (please select the appropriate Disclosure status)**

Child Workforce ☐      Adult Workforce ☐      Both ☐ (usually only required for LLDD and ALS support staff)

Can this post be filled by an apprentice?	<input type="checkbox"/> Yes If YES go to section 1	<input type="checkbox"/> No
If No please outline reason:		
Will this post be filled by a Casual Employee:	<input type="checkbox"/> Yes If YES go to section 2	<input type="checkbox"/> No
Will this post be filled by an Agency Provision:	<input type="checkbox"/> Yes If YES go to section 3	<input type="checkbox"/> No
Are you seeking to place a;		
PGCE Student	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Placement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Volunteer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES go to section 4		
Will this post be filled by an Off Payroll Worker:	<input type="checkbox"/> Yes If YES go to section 5	<input type="checkbox"/> No

## 1. APPRENTICE

Apprentice in \_\_\_\_\_

Qualification \_\_\_\_\_

Duration of Apprenticeship \_\_\_\_\_

Can this Apprenticeship be delivered at TCC? ☐ Yes ☐ No

Does the College have the appropriate Assessor in place? ☐ Yes ☐ No

Is the Recruiting Manager aware of the requirements of the apprenticeship (regular reviews / 20% off the job) ☐ Yes ☐ No

Signature \_\_\_\_\_ date \_\_\_\_\_

Recruiting Manager

Signature \_\_\_\_\_ date \_\_\_\_\_

Apprenticeship Quality and Performance Manager

## 2. CASUAL EMPLOYEE

Name: \_\_\_\_\_

Teaching Subject: \_\_\_\_\_

Teaching Qualification: \_\_\_\_\_ Date Qual. Received: \_\_\_\_\_

## 3. AGENCY PROVISION

Name (if known): \_\_\_\_\_

Teaching Subject: \_\_\_\_\_

Name of Agency Requested: \_\_\_\_\_

Agency Hourly Rate (inc. VAT): \_\_\_\_\_

Number of Teaching hours per term: \_\_\_\_\_

## 4. PGCE STUDENT / WORK PLACEMENT / VOLUNTEER

Name of Student: \_\_\_\_\_

Currently Studying: \_\_\_\_\_

Name of College/University Studying at: \_\_\_\_\_

Reasons for Placement: \_\_\_\_\_

\_\_\_\_\_

Days and Times in placement: \_\_\_\_\_



**4. CONTINUED...**

Start Date of Placement: \_\_\_\_\_

End Date of Placement: \_\_\_\_\_

Name of Mentor/Supervisor: \_\_\_\_\_

Outline of training / Mentoring through placement

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**All work placements/PGCE students/volunteers are required to produce a CV as part of a pre-employment meeting with HR.**

**If any placement is to last longer than 4 weeks an enhanced DBS is required.**

**5. OFF PAYROLL WORKER ONLY (IR35 Regulations)**

Name: \_\_\_\_\_

How are they providing their services?

- As a limited Company ☐
- As a partnership ☐
- Through another individual ☐
- As a sole trader ☐

Workers Responsibilities: \_\_\_\_\_

---

Manager responsible for work configuration (when, how, where the work is complete):

---

How worker will be paid: \_\_\_\_\_

**Does engagement include any benefits  
or reimbursement for expenses:**

☐ Yes      ☐ No

**For Completion by Financial Controller:**

<b><u>FINANCE OFFICE</u></b>	<b><u>EXTERNAL FUNDING BODY / PROJECT</u></b>										
Budget Provision <input type="checkbox"/> Yes <input type="checkbox"/> No											
Are there any training costs attached to this post which will be funded from the Apprenticeship levy? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Training Costs:   Annual _____   Monthly _____											
Comments _____ _____ _____											
<b>Cost Centre</b>											
<b>A/C Code</b>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>											
<b><u>HR DEPARTMENT</u></b>	<b>Comments – Deputy Principal (Finance and Resources)</b>										
Salary Min £.....    Max £.....											

All forms should be handed to appropriate Manager (Principal Professional and Vocational/Principal South Shields Marine School /Deputy Principal Finance & Resources/Director of External Funding)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Manager completing request)

**Authorisation**

<b>Head of Service/Department's Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Financial Controller Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Principal /Director Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Chief Executives Signature</b>	
<b>Date</b>	

**APPROVED ☐ NOT APPROVED ☐**

**APPENDIX4**

## Business Case for New / Additional Roles

**School/Department:**

**Prepared by:**  
(Lead Manager)

**Date:**

## TABLE OF CONTENTS

1.	Details of Proposed Post	
1.1	Introduction	
2.	The reasons for the new / additonal post	
3.	Finance Information.....	
4.	Timescales.....	
5.	Risks.....	
	Appendices	

# 1. Details of Proposed Post

Date of Request \_\_\_\_\_ Person Completing Request: \_\_\_\_\_

Post Title \_\_\_\_\_

School/Service \_\_\_\_\_ Line Manager: \_\_\_\_\_

Department/Curriculum Area: \_\_\_\_\_

Proposed Grade: \_\_\_\_\_ Term required: 

ONE	TWO	THREE
-----	-----	-------

No. contract hours per week \_\_\_\_\_

No. teaching hours per term: \_\_\_\_\_ No. teaching hours per annum: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Type of contract (please select one from each group)

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Full Year <input type="checkbox"/>	Full Time <input type="checkbox"/>	Permanent <input type="checkbox"/>	MSP <input type="checkbox"/>
Term Time Only <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Support Staff <input type="checkbox"/>
		Casual <input type="checkbox"/>	Teaching Staff <input type="checkbox"/>

## DBS Disclosure (please select the appropriate Disclosure status)

Child Workforce ☐      Adult Workforce ☐      Both ☐ (usually only required for LLDD and ALS support staff)

## 1.1 Introduction

*Give a brief statement on your proposed new/additional roles:*

*This paper sets out the proposed case for new/additional posts within the Department/School to reflect the changing requirements in accordance with (reason).*

## 2. The Reasons for the New / Additional Post

Set out why the new additional post is required, outlining the impact on student experience and financial viability. Include any data/information (or refer to additional documents or appendices) that support your reasons for this request.

*Examples:*

- An increase in student numbers
- A new course not included in the curriculum plan
- Over utilisation of current staff

**Ensure that you are aware of any other areas within the College that may undertake similar roles.**

**Evidence discussions with other heads regarding staff in their areas supporting the delivery.**

Full details of the following must always be included:

- current student numbers for similar courses
- Course details in full
- Student enrolments
- Student retention
- Student success rates
- Extra income generated
- Costs for staff
- Costs for Resources/licenses
- Full details of post (permanent/temporary) (full time/part time) including annual teaching hours if applicable.

### 3. Finance Information

Set out full financial information following discussions with appropriate Finance Business Partner/Finance Manager. This section must be signed by the appropriate finance contact.

Costs for post for current year					
Salary scale	Starting point	Salary for the remainder of year	NI Costs	Pension Costs	Total Costs
		£	£	£	£
Costs for Resources - non staffing					
Resource			£		
Resource			£		
Resource			£		
Total cost of Resources			£		
Additional Income Generated					
Full Details of additional income to be included					
Contribution Rate					
Current Budget information					
Cost Centre					
A/C code					
Are there training costs attached to this post which will be funded from the Apprenticeship Levy			Please outline details: Annual/monthly?		
Finance Contact's name					
Finance contact's signature					
Date					

### 4. Timescales

Set out the timescales for the course commencing, include details of timescales for recruitment of staff.

## 5. Risks

- Assess the risk of appointment being declined
- Other aspects that may depend on the successful outcome of this request.
- Risks associated with this request ie additional staffing for PPC resources etc

Head of Service/Department's Name	
Signature	
Date	
Principal/Director/Business Operations Manager's Name	
Signature	
Date	
Chief Executives Signature	
Date	

## Appendices

Current Utilisation  
 Course Proposal  
 Confirmation of Student enrolments



**APPENDIX 5****DBS Guidance Information****1. Introduction**

As all staff who work at Tyne Coast College have access to learners under the age of 18 or people of any age who may be vulnerable for other reasons All employees will require an enhanced disclosure check, with the appropriate barred list check.

DBS checks trawl information held on the Police National Computer and records held by the Department for Education and Skills to help organisations assess the suitability of candidates.

Individual organisations still retain the right to make the decision whether or not to appoint a person after taking into consideration all relevant information.

A criminal conviction should not debar a person from gaining employment within the College, the weight given to the conviction will depend on a number of factors, including:

- ❑ The nature of the offence
- ❑ The age of the applicant at the time the offence was committed
- ❑ The applicants subsequent record
- ❑ How relevant the offence is to the post applied for
- ❑ Under no circumstances will an appointment be made if a person is on the barred list for the area where work has been checked.

The DBS usually issues Enhanced Disclosures within 4 weeks.

**2. Agency Workers**

The Agency providing workers will be expected to produce details of an enhanced DBS certificate with appropriate barred list checks prior to commencing work for the college. If they cannot produce evidence of such a check, a new check should be made before employees are appointed.

**3. Employees Recruited from Abroad**

Employees recruited from abroad should be subject to the necessary police checks in line with that country's justice system and UK requirements.

DBS advice is available for organisations recruiting employees from abroad, including the availability of criminal record information in other countries.

For further information please visit the government website for guidance on carrying out a DBS check for overseas applicants - <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

#### **4. DBS Code of Practice**

The DBS Code of Practice is in place to ensure that information obtained for the purposes of a DBS check will be used fairly and will be handled and stored appropriately. As a registered body Tyne Coast College is required to comply fully with the DBS Code of Practice.

In particular the Code of Practice requires that we:

- ❑ only relevant positions and employment that are eligible under the Disclosure eligibility criteria are required to submit Disclosure applications.
- ❑ treat all applicants with a criminal record fairly and do not discriminate unfairly against the subject of a Disclosure, on the basis of conviction or other information revealed
- ❑ have a written policy on the recruitment of ex-offenders which can be given to all applicants for a position where a Disclosure is requested
- ❑ have a written policy on the correct handling and safekeeping of Disclosure information
- ❑ store any Disclosure information securely for no longer than is necessary and dispose of Disclosure information in a secure manner after this period

#### **5. *Portability***

DBS checks can now be portable between organisations and employers. A new 'Update Service' allows the College to complete an online status check on an individual to see whether new information has been added since the last DBS certificate was issued. This system allows for quicker checks and speeds up the recruitment and selection process for the individual. In order to carry out status checks the college requires:

- ❑ the individual must be subscribed to the update service
- ❑ the original DBS certificate for each status check
- ❑ the individual's written or verbal consent for each status check carried out or permission from each individual for multiple checks

The college can then check each individual on the new Update Service for any new information on their DBS record whilst the individual will be able to see when, and who by, a status check has been carried out.