



## **RECRUITMENT, SELECTION AND INDUCTION POLICY INTRODUCTION**

This policy applies to anyone responsible for recruiting, selecting and inducting staff and volunteers in Pendynas Ltd and all who participate in shortlisting and interview panels. This policy is designed to facilitate good recruitment and selection practice and ensure Pendynas Ltd meets all legal requirements and best practice towards the safeguarding of young people in their care. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and the statutory guidance Keeping Children Safe in Education (DfE Sept 2018).

### **Introduction**

Pendynas Ltd is committed to promoting the welfare of young people and keeping them safe. We are also committed to equality, valuing diversity and working inclusively across all of our activities. We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills.

### **The purpose of the policy**

- to recruit and select the best people available to join our workforce
- to take all reasonable steps to prevent unsuitable people from joining our company
- to recruit, select and manage our staff in a way that complies with legislation designed
- to combat inequality and discrimination
- to do all we can to achieve and maintain a diverse workforce
- to ensure that our recruitment and selection processes are consistent and transparent
- to ensure candidates are judged to be competent before we make them an offer of a job
- to ensure that new members of staff are given a proper induction.

### **We recognise that**

- our workforce is our most important resource
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
- some groups face unfair discrimination in the workplace
- young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds

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- new staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

We recruit and induct our workforce by

- advertising posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
- providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- ensuring that all applications are made using our standard application form
- involving more than one person to shortlist applicants for interview
- having at least two people conducting a face-to-face interview with anyone we may want to appoint
- incorporating the views and perspectives of students and staff into the recruitment and selection process whenever appropriate
- obtaining references, two pieces of identification and original copies of any necessary qualifications from candidates
- requiring that all staff and volunteers have an up-to-date relevant DBS check where their post is eligible for this (including a check against the barred list if the post involves regulated activity),
- providing an appropriate induction for all new staff and volunteers
- ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our school
- appointing all staff and volunteers on a probationary period initially, with a review before they are confirmed in post
- using the list of processes below to follow a consistent procedure for recruitment, selection and induction.



## **Recruitment, selection and induction process**

1. Plan your recruitment and selection process.
2. Advertise the vacancy.
3. Review all applications against the criteria in the job/role description.
4. Create a shortlist of suitable applicants.
5. Agree the interview questions and selection tools e.g. tests, role play etc.
6. Invite your chosen candidates to be interviewed.
7. Conduct interviews and verify every candidate's identity and qualifications.
8. Make decision on suitable appointment of candidate(s).
9. Make a conditional offer of employment , subject to satisfactory references and checks.
10. Consider any confidential information that the candidate has submitted along with his/her application, and discuss this with the candidate.
11. Complete the take up of references and safeguarding checks.
12. Are all issues arising from the references, checks and self-disclosed information resolved?
13. Yes - confirm the offer on a probationary period.
14. No - withdraw the job offer.
15. Agree a start date.
16. Plan the induction.
17. New staff member starts. Follow through the induction programme.
18. Conduct scheduled reviews within the probationary period to check progress.
19. After the probationary period, are you satisfied with their progress?
20. Yes - confirm new staff member in post.
21. Not completely – consider extending the probationary period and agree a further support package if appropriate.
22. No, progress has been highly unsatisfactory - end the contract at this point.
23. At the end of the trial period extension, are you still unsatisfied with the new recruit's progress?
24. Yes - end contract at this point.
25. No - confirm new staff member in post.

## **Person Specification**

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<b>Title of Post:</b>	Subject Tutor KS2/3/4/5
<b>Accountable to:</b>	Directors
<b>Location:</b>	Office (Redruth) plus Outreach across Cornwall
<b>Hours/Pay:</b>	Sessional (Dependent on Experience)
<b>Criteria:</b>	The following criteria are appropriate for this post. You must meet the essential criteria in order to be short listed for the post and it would be advantageous to meet the desirable criteria.

### Summary

Pendynas Ltd provide a range of professional services based around the provision of education and supervision to young people who are unable to access mainstream schooling on a full time basis. We provide wrap-around services including transportation to ensure these young people can continue to progress both socially and academically.

We are looking for an energetic and approachable person who is committed to engaging young people in educational activities, supporting them to learn new personal and social skills and guiding them through reflection of their learning. The right person for the role will be effective under pressure, have excellent decision making skills and be well practiced at time management. Effective communication skills and a passion for working with young people are essential for this role. The ability to motivate young people to excel is an expectation of the role. An interest in social cohesion and a passion for developing young people's knowledge and understanding of wider issues that affect them is desirable.

### Experience

- Considerable, relevant experience in working with young people in a variety of settings
- Practised at working on both a one to one basis, and in group settings, with young people supporting and guiding social, educational and personal needs
- Proven track record of achieving positive outcomes when working with young people and the ability to demonstrate this achievement
- Experienced in applying good safeguarding practice in classroom and non-classroom settings.
- An ability to engage with young people, some of whom may have learning, emotional or behavioural difficulties.
- Proven experience of personal development and learning, including the capacity to ask questions and check own understanding
- Experience of working independently
- Experience of inter-agency work

### Education, Qualifications & Training

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### Essential:

A relevant teaching qualification and/or significant experience working with children and young people

Hold a full driving licence or be able to organise own transport to meet the demands of the role

An understanding of education systems and age and stage appropriate expectations

Good interpersonal skills e.g. listening, team work, negotiation. Ability to help young people who are angry or distressed by using effective communication methods, empathy and appropriate strategies to resolve situations and reengage in learning.

Ability to plan and organise your own workload and activities to meet agreed deadlines and role requirements. Respond flexibly to changing priorities.

Safeguarding Level 2 Trained

Commitment to Pendynas Ltd values and objectives

### Desirable

Previous successful experience of working in a school, college or other child focussed environment e.g. children's home / residential setting

Knowledge and understanding of LAC/CIC and the associated issues within education this may represent. Ability to deal sensitively with sometimes difficult/upsetting information.

An understanding of EHCPs

Outdoor Instructor Qualifications

Valid Recognised First Aid Certificate

## Application Form

This form must be completed in full. If you are writing your application, please do so in black ink. Applicants, who by reason of a disability may have problems completing an application form, are advised to contact us [info@pendynas.co.uk](mailto:info@pendynas.co.uk)



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Care & Education Services

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**Promoting equal opportunities and celebrating diversity**

Job applied for:

**Personal details**

Your title (for example, Mr, Mrs, Miss, Ms):

First name or names:

Last name:

Address:

Home phone number:

Work phone number:

Mobile phone number:

E-mail address:

**Disclosure of Interest**

Are there any restrictions to you living or working in the UK which might affect your right to work for us (e.g. needing a visa/work permit)?

Yes

No

Can you provide evidence of your legal right to work in the UK?  
(For more information, please see the recruitment booklet)

Yes

No

Have you ever been the subject of a formal disciplinary procedure?

Yes

No

Have you ever been dismissed from any previous employment?

Yes

No



If you have answered yes to any of these please provide details on a separate sheet.



**Current or most recent employment**

Employer's name and full address: \_\_\_\_\_  
 \_\_\_\_\_

Job title: \_\_\_\_\_

Subjects and ages taught (please continue on a separate sheet if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates employed (from and to): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Notice you need to give: \_\_\_\_\_  
 \_\_\_\_\_

Please list the most recent first and continue on a separate sheet if necessary				
Date from	Date to	Employer's name and address including local authority	Job title	Reason for leaving






If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on)

**Previous employment**

Do you hold qualified teacher status?      Yes       No       If Yes, please give date of award

Teacher Reference Number \_\_\_\_\_

Have you successfully completed a period of induction as a qualified teacher in this country?

Yes       No       If Yes, please give date of completion and which LA

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Are you registered QTS with the Department for Education?      Yes       No

Do you hold NPQH      Yes       No

Are you subject to any conditions or prohibitions place on you by the Department for Education?

Yes       No

If yes, give details: \_\_\_\_\_



### Education and Qualifications

In chronological order please include any qualification, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate sheet if necessary. Proof of job-related qualifications will be required Give Details of Subjects, Levels, Grades, etc.

Date from	Date to	Secondary school, college, professional body and so on	Subjects, status and qualifications achieved	Level and grade	Date achieved



**Professional Courses attended within the last five years**

(Please continue on a separate sheet if necessary)

Brief description and course title	Date of attendance	How long it lasted

**Omissions**

Please describe on a separate sheet any unusual features or omissions from your pattern of employment and education shown in the above sections



**Reasons for Applying for this Post**

[Empty rectangular box for text input]



## Personal Statement

Please use this session to tell us how your knowledge, skills and experience match the requirements of the job set out in the person specification (please continue on a separate sheet). The selection panel will make the decision to appoint you based on the evidence you provide in support of your application, assessed against the person specification for the post.



### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

As Pendynas Ltd meets requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 all applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

All offers of employment will be subject to satisfactory clearance. No check will be made unless you are the final selected candidate and have no objection to enquiries being made. Failure to give your consent will result in Pendynas Ltd being unable to give further consideration to your employment.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes  No



If 'Yes' please supply details (this will not necessarily debar you from appointment)

### Additional Information

Please answer the following questions only if the person specification for the post includes these requirements.

Do you have a valid driving licence?

Yes  No

Do you have access to a vehicle which you are able to use for work purposes?

Yes  No

If not, are you able to travel, for work purposes, by another form of transport?

Yes  No



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## Disability

### Impairment and disability

Do you consider yourself to have a physical, learning sensory or mental health impairment or disability?

Yes  No

If 'yes, please specify

(Some examples of impairment that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions.)

All disabled applicants, including people with personal experience of mental health illnesses, who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview.

## References

Please give details of two employers who can provide us with a reference, one of whom must be your current or most employer. In the case of a first appointment, one referee should be from your school or college. You should only give references if employment references are not available. References will not be accepted by relatives or by people writing in the capacity of friends. **Please note for all referee's email details are essential**

1.	Name:		2.	Name:	
	Address:			Address:	



Daytime phone number:		Daytime phone number:
E-mail address:		E-mail address:
Position or relationship:		Position or relationship:
<p>We are looking for someone who will support the safeguarding and welfare of children in our organisation. Please note that references will be taken on all shortlisted candidates prior to interview.</p>		

**Pendynas Ltd Privacy Statement and Declaration**

**By signing this form** you declare that you are not disqualified from working with children in any way and you are not a member of any regulatory or professional body.

I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.

**By signing this form** you understand that any falsification of details may be considered as a breach of contract. I understand that you will deal with all the information in line with the data protection policy.

**By signing this form** you certify that the information given in my application is correct and complete to the best of your knowledge and belief and is a true and accurate reflection at the time of completion.

**By signing this form** you certify that the information given in my application is correct and complete to the best of your knowledge and belief and is a true and accurate reflection at the time of completion.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please return this form **by the closing date shown in the advertisement**, to the address or e-mail address given on the advertisement.

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### Equality and Diversity Monitoring Form

Pendynas Ltd is committed to Equality, Diversity and Inclusion (EDI) and in promoting EDI in employment regardless of workers' gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. The following questions are used solely for the purpose of monitoring equal opportunities. This information will not be used when deciding on a short-list or making an appointment, but your co-operation in completing the following would be very much appreciated.

**Personal Details:**

Title	Mr / Mrs / Miss / Ms / Dr / Other
Surname:	
First name:	
Age:	16-24   25-34   35-44   45-54   55-64   65+
Gender:	Male          Female          Prefer not to say
Gender Identity (if appropriate)	If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with? Transsexual   Transgender   Intersex

Ethnic origin: Please tick against one of the following:

<b>Asian or Asian British</b>	<b>Mixed</b>
Bangladeshi	Black and White Caribbean
Indian	Black and White African
Pakistani	Asian and White
Any other Asian background	Any other mixed background
Please specify below if you wish.....	Please specify below if you wish.....
.....	.....



**Black or Black British**

African

Caribbean

Any other Black background

Please specify below if you wish.....

.....

**White**

British

English

Irish

Scottish

Welsh

Any other White background

Please specify below if you wish.....

.....

**Chinese or Other ethnic group**

Chinese

Any other

Please specify below if you wish.....

.....

Prefer not to say

**Disability: Please tick against one of the following:**

Do you consider yourself to have a disability under the Equality Act 2010?

In the Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)

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- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Yes

No

Prefer not to say

Please describe the nature of your disability

*This information is provided for monitoring purposes only – if you need any reasonable adjustments you should arrange these separately.*

No religion	Jewish
Baha'i	Muslim
Buddhist	Sikh
Christian	Other
Hindu	Please specify below if you wish.....
Jain	Prefer not to say



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**Religion or belief: Please tick against one of the following**

**Sexual Orientation: Please tick against one of the following**

Bisexual	Gay Man/Homosexual
Gay Woman/Lesbian	Heterosexual/straight
Prefer not to say	