

Limitless Minds International College



Policies and Procedures
Recruitment Policy





Javier García LMI Director

LMI College is a special place. We are a modern, independent school for students in the heart of one of the world's largest cities. We have a proud history, but it is not only our past that defines us. We are far-sighted and responsive to the world around us. That's why our strategic vision focuses on helping our students to be kind to themselves and to others, to be aware of their place in their communities and in the world, and to be prepared for the society they will one day form.

It is a great privilege for me to be the Director of LMI College. The Board and I are absolutely committed to delivering this Strategic Vision to the year 2030 and beyond. It is an important statement of who we are and who we want to be. It will help us continue to educate and nurture students from all walks of life to become good young people, ready to change society for the better.

A handwritten signature in blue ink over a circular stamp. The stamp contains the text 'TUTORIALS' at the top, 'LMI' in the center, and 'A-Level, IGCSE & IB' at the bottom.

Javier García, LMI Director.



Introduction

LMI College ('The School') is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School's explicit statement is as follows:

LMI College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in the commitment.

The School is also committed to providing a supportive and flexible working environment for all of its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

Aims

The recruitment process is designed to ensure the suitability of persons appointed as members of staff at the School, such that:

- No such person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that person is or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act.
- No such person carries out work, or intends to carry out work, at the School in contravention of a prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any disqualification, prohibition or restriction which takes effect as if contained in either such direction.
- The School carries out appropriate checks (which must be completed before a person's appointment) to confirm in respect of each such person the person's identity, medical fitness, right to work in the UK and, where appropriate, the person's qualifications.
- Where relevant, an enhanced criminal record check is made in respect of that person and an enhanced criminal record certificate is obtained before, or as soon as practicable after, that person's appointment.
- Further checks are made as the School considers appropriate in the case of any person for whom, by reason of that person living or having lived outside the UK, obtaining such a certificate is not sufficient to establish the person's suitability to work in a school.



Advertising

All posts are advertised clearly stating that they are exempt from the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (as amended in 2013) and that as part of the selection process the successful applicant will be required to obtain a Disclosure and Barring Service enhanced check. The School's safeguarding statement is also included in all job advertisements:

"LMI College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service."

Recruitment Personnel

When a position becomes vacant the Director of Studies, in the case of Teaching Staff, or the Bursar, in the case of Support Staff, will, in collaboration with the HR Manager, undertake procedures to ensure a safe and successful appointment. A member of staff with appropriate Safer Recruitment training will be involved in the Selection Panel for all appointments. Safer recruitment training has been undertaken by the HR Manager and members of the Senior Management Team.

Application Form

The application form used by the School clearly states that posts are exempt from the Rehabilitation of Offenders Act. All applicants are required to complete the form as fully and effectively as possible to ensure that the Selection Panel receives consistent and equal information from all applicants.

The application form requires the applicant's full name and any previous name and date of birth. It also requires the applicant's full education, employment, volunteering and other history with no gaps. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer. All applicants must disclose all convictions spent and unspent. CVs are not accepted as an alternative to the application form.

Job Description, Person Specification and School / Department Information

These contain the School's safeguarding statement and state clearly the need for an enhanced DBS check. The job description lists the main responsibilities and duties of the position which the successful applicant will undertake and makes reference to the responsibility for safeguarding and promoting the welfare of children. The person specification details the skills, experience and qualifications the School is looking for and includes specific reference to suitability to work with children. The School / Department Information gives candidates up-to-date information about the School and the specific department.



Selection of candidates and short-listing

All application forms received will be read carefully and considered independently by the Selection Panel and a short-list drawn up.

- For main-scale Teaching Staff posts, the Head, Deputy Head (Teaching and Innovation), Director of Studies and relevant Head of Department liaise and select.
- For Heads of Department posts, the Head liaises with the Deputy Head (Teaching and Innovation), Director of Studies and other members of the SMT as required.
- For Senior Management posts, the Head liaises with the Senior Deputy Head and other members of the SMT as required.

For candidates not short-listed, the Director of Studies records for each candidate the reasons for not short-listing (see Appendix 4). These records are retained by the HR Manager for 12 months.

Applications for internal posts (including positions of responsibility) are considered by the relevant members of the SMT.

For Support Staff posts, the HR Manager short-lists with the Bursar or the relevant member of SMT member or Head of Department.

For candidates not short-listed, the HR Manager records for each candidate the reasons for not short-listing (see Appendix 5). These records are retained by the HR Manager for 12 months.

Interview

The Director of Studies will co-ordinate all teaching interviews and will liaise directly with SMT, Head of Department, HR Manager and applicants short-listed. Heads of Department contact candidates to discuss the lesson(s) they will be required to teach, and the HR Manager contacts them regarding the practical arrangements of the interview visit.

Prior to or during the interview, candidates will be informed that:

- proof of ID, address and qualifications must be brought in on the interview day (to ensure right to work in the UK).
- references will be requested, including making contact with the School at which the applicant last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving).
- all pre-employment checks must be completed before an appointment can be confirmed.
- the interview panel will ensure that any discrepancies and anomalies are scrutinised during the interview process, including accounting for any gaps in education and employment (see Previous Employment History section below).
- the interview panel will explore the candidates' suitability to work with children.



Medical Fitness

All successful applicants are required to complete a medical questionnaire to ensure the appropriate level of physical and mental fitness before any offer of appointment is confirmed. The School will require all appointed Teaching Staff and certain categories of Support Staff, as appropriate, to have a medical check-up prior to taking up the post.

References

Two professional references must be provided, one of which will be from the candidate's current (or most recent) employer. These should always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision and Support Staff for the standard reference request forms. Any discrepancies or anomalies must be followed up. Direct contact by telephone is required with each referee to verify the reference. Referees are required to answer specific questions about the candidate's suitability to work with children. If a verbal reference is taken (over the telephone), then notes are taken, dated and signed and filed.

Any information provided through references concerning past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post.

Qualification Requirements

Applicants must be able to demonstrate they have obtained any academic or vocational qualifications relevant to the post and claimed by them in their application form and which were taken into account when making the appointment. Applicants will be asked to provide original copies of these when attending interview. Applicants who are unable to bring these to interview must do so before taking up appointment and before the appointment is confirmed.

Supply Staff and Trainee / Student teachers

When a Supply Teacher is used to provide temporary Teaching Staff to the School, the Senior Deputy Head will ensure that the Teacher supplies appropriate documentation giving details of all the checks that the Teacher has carried out on that person to ensure that they are suitable to work in the School. That documentation will be retained by HR staff.

Temporary Teaching Staff from a Supply Teacher are required to show current photo ID and their DBS certificate when they arrive at the School. This documentation will be retained by HR staff.

When a Supply Teacher is used to provide temporary Support Staff to the School, the HR Manager will ensure that the Teacher supplies appropriate documentation giving details of all the checks that the Teacher has carried out on that person to ensure that they are suitable to work in the School. That documentation will be retained by HR staff.



Equal Opportunities

The School promotes employment practices designed to eliminate discrimination. All applicants are provided with an equal opportunities monitoring form to complete.

The School aims to ensure that:

- no applicant for a job receives less favourable treatment on the grounds of:
 - o sex
 - o age
 - o disability
 - o sexual orientation
 - o gender reassignment
 - o religion or belief
 - o race (including colour, ethnic or national origins)
 - o pregnancy and maternity
 - o marriage and civil partnership
- all applicants will be treated equally and fairly in the recruitment process outlined in this policy
- the successful applicant will be recruited (and subsequently trained) on the basis of ability, experience and skill(s) to undertake the job successfully, as defined within the job description and person specification.

Further information and guidance is given in the LMI College Equal Opportunities in Employment Policy, which is available from the HR Manager.



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