



RECRUITMENT POLICY

Objectives

CSM's Recruitment Policy provides support to our management in selecting the best qualified and experienced staff in order to fulfil the School's mission by:

- Establishing an effective and consistent recruitment procedure according to legal employment laws and CSM's practices
- Ensuring that appointed staff are qualified or are working towards an appropriate qualification
- Ensuring that both internal, external and others who know members of CSM are all treated fairly and equally
Ensuring that recruited staff undergo regular safety recruitment training

Considerations before beginning recruitment:

- Filling the vacancy is an absolute requirement
- Whether role can be given to another member of staff
- Whether role requires additional or reduced responsibilities
- Whether role can be substituted in any other ways (ie Pamoja if or the teaching hours are minimal and/or there are not a sufficient number of students in the course)

Recruitment Process

Vacancy Advertising

1. The Principal completes a Staff Requisition Form (see attach) and completes/confirms the Job Description information. This should include qualifications, experience, and skills
2. All vacancies are to be advertised both internally within the School (via email to staff), as well as externally (via LinkedIn, Tes, etc.) However, where existing staff possess the requisites, the post may be advertised internally only. A deadline of the advertisement should be set. All ads should be posted for at least 2 weeks
3. All advertised vacancies will need to be accompanied by information detailing job description and prerequisites
4. A teacher recruitment company will be only be considered if a suitable candidate has still not been found after the two weeks that post has been advertised
5. Administrative positions are advertised more locally. Both teaching and non-teaching positions are posted on the School's website
6. All applicants must complete the online school application form on CSM's website
7. Unsolicited email applications will be re-directed to the online application link and considered for shortlisting

Shortlisting and interviewing

1. Candidates will be shortlisted for interview only if they meet the essential criteria defined in the person specification
2. Shortlisting for teaching jobs must be undertaken by at least two SLT members (Principal, the Divisional Coordinator, Head of School, etc)
3. The relevant SLT member will contact candidates that are selected with information regarding the interview time and location **Canadian School of Milan School Policies**
4. Candidates will be asked to provide the names of references that can be contacted. Reference requests are conducted by the Principal
5. The interviews for teaching jobs are conducted by at least two members of SLT. The process may involve a preliminary online interview, but ultimately face-to-face interviews at the school
6. All teaching posts should, where practically possible, involve an observed lesson



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7. All candidates will be subject to the same format of interviews and the same core questions. All questions must be related to the job requirements and the candidate's suitability to undertake the role, including his/her understanding of issues regarding safeguarding. Discriminatory questions must be avoided

Appointment, Employment Checks and References

1. Following the interviews the Principal will consult colleagues to select the successful candidate, established by general agreement
2. If the candidate selected does not take up the appointment, the offer will be made to the second choice candidate after consultation with the recruitment team
3. An offer of employment on behalf of the School is made first by a formal email by the Principal who will also inform the successful candidate that the offer is conditional upon the satisfactory completion of the following checks which will include:
 - Pre-employment checks of identity, employment history checks (gaps), and references in post-offer checks such as criminal records (ie UK prohibition checks, etc)
 - Employment references from at least the last or current employer in writing. References must be requested directly and not be 'open'. References should make specific reference to suitability to work with children
4. A verbal offer of employment will then be followed up in writing to include salary and other benefits agreed with the candidate. The Principal, in conjunction with the administration will put together an offer letter with the HS signature and then send it to the candidate for acceptance
5. Only when all of the above checks have been obtained and cleared will the School regard the offer of employment as legally binding
6. Unsuccessful candidates will be notified as early as possible of the outcome of their interview

Records and Confidentiality

It is the responsibility of the Principal to ensure that confidentiality is maintained and to ensure that personal data (such as application forms, CVs) is shared only with those directly involved in the recruitment process.

The Principal is to keep a record of notes regarding the selection or rejection of candidates. When an applicant is appointed, the school will retain a personnel file with all the information provided on their application forms and attachments. A written record of the recruitment and interview process is retained. Unsuccessful applicants' documentation will be destroyed within six months.

Unsuccessful Candidates

Where practical, the Principal will provide feedback to unsuccessful candidates. Candidates often wish to gain feedback, in relation to either initial selection and/or interview, for their own development. Any feedback must be honest but constructive as a prospective employer can be held liable for unfair selection by a candidate and this feedback can be used as evidence.