



Diocese of Salisbury  
Academy Trust

## APPOINTMENT POLICIES AND PROCEDURES

### Diocese of Salisbury Academy Trust

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Diocese Salisbury Academy Trust is the trading name of The Diocese of Salisbury Multi Academy Trust  
(Registered Company No 1059195)

March 2014

## **Appointments Policy and Procedures**

### **1. Equal opportunities**

- 1.1. The Diocese of Salisbury Academy Trust (DSAT) is an Equal Opportunities Employer and is committed to eliminating discrimination and encouraging cultural diversity amongst its workforce. DSAT aims for its workforce to be truly representative of the community it serves and that each employee feels respected and able to give their best while at work.
- 1.2. There may be some senior leadership roles within the MAT that have a genuine occupational requirement (GOR) in respect of the religion and beliefs of candidates. Where this occurs this will be clearly stated at the point of recruitment advertising. In no other circumstances will job applicants be discriminated against on the basis of their religion or belief.

### **2. Authority to proceed with an appointment**

- 2.1. All posts except those appointing to the Leadership Pay Spine
  - 2.1.1. Where the appointment will be a direct replacement of an existing post, and the appointment will not take the Academy costs outside of the approved budget then the authority to proceed with an appointment rests with the LAB, acting with due regard to the advice of the Principal and Executive Principal where in post
  - 2.1.2. Where the appointment will take or commit the Academy to costs that are outside of approved budget limits then prior to proceeding with any appointment authorisation is required from the appropriate authority as defined in the DSAT Financial Procedures.
- 2.2. Appointment to Leadership Posts
  - 2.2.1. The authority to proceed with any appointment to the Leadership Pay Spine in an Academy rests with the Board of Directors of DSAT, acting with due regard to advice from the Local Advisory Board and Executive Principal.

### **3. Advertising of posts and application packs**

- 3.1. For all non-leadership posts the responsibility for organising, producing and placing adverts rests with the individual Academy. The Trust will provide a house style and all adverts should be sent to the Clerk to the Board of Directors for inclusion on the DSAT website.
- 3.2. For all leadership posts the Academy should liaise with the Clerk to the Board of Directors to jointly develop any adverts and application packs.

- 3.3. All adverts and application packs must comply with the DSAT Safeguarding policy and therefore must clearly include a statement of the DSAT commitment to safeguarding, and the need for any application to be compliant with Vetting & Barring regulations
- 3.4. All Job Description and Person Specification must explicitly reference the individual's safeguarding responsibilities;
- 3.5. All application packs should include the following:
  - Application form requiring full employment history
  - Request for details of at least two referees including the current/last employer.
  - For leadership posts a request for a clergy reference
  - Medical questionnaire (available from the DSAT HR officer on request)

#### **4. Interview Panels**

- 4.1. For all appointment an interview must be undertaken. Alongside questions to assess the candidates appropriateness for the role this interview must also include the following:
  - 4.1.1. requirement for candidate to account for any gaps in their employment
  - 4.1.2. seek to explore the applicants attitudes towards children and young people, their motivation for pursuing the role, and managing boundaries.
- 4.2. For all teachers an observed lesson should be part of the interview process with the successful candidate being able to demonstrate their capacity to teach a lesson that would be judged as at least 'good'
- 4.3. References should be taken up and received prior to interview
- 4.4. For all non-Leadership posts the panel should, as much as is practical, consist of:
  - Post line manager
  - Senior manager
  - LAB representative
- 4.5. For Leadership Posts (except Principal and Executive Principal) the panel should consist of:
  - Principal
  - Executive Principal
  - LAB representative
- 4.6. For Principal and Executive Principals and two stage process involving the LAB and DSAT Board of Directors representatives shall be undertaken.

## **5. Offer of posts**

- 5.1. All posts can only be offered subject to:
  - 5.1.1. Appropriate checks (i.e. checks against List 99 and enhanced Disclosure and Barring Service (DBS) checks)
  - 5.1.2. Identity checks and qualification checks
  - 5.1.3. Medical assessment
- 5.2. The DSAT HR officer will provide a template offer letter.
- 5.3. For all posts with the exception of Principal or Executive Principal the offer letters should be signed by the Principal and Chair of the LAB.
- 5.4. For the post of Principal the offer letter should be signed by the Executive Principal and the Chief Executive of DSAT.
- 5.5. For the post of Executive Principal the offer letter should be signed by the Chief Executive and Chair of the Board of Directors of DSAT.

## **6. Contracts and Payroll**

- 6.1. On acceptance by a candidate of a post, a New Starter Form should be completed by the relevant Academy, and sent to the Trust HR officer for checking, including its compliance with Trust Pay and Reward policies.
- 6.2. The HR manager will issue the contract, and confirm the appointment with payroll.