

Recruitment and Selection Policy

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1. Purpose

Recruitment and selection play a fundamental role in the success and development of the College. Successful recruitment and selection is an important factor in our ability to attract and retain high performing staff and ensure an appropriate balance of skills and competences to meet changing needs, enabling the short and long term ambitions of the College to be met.

The purpose of this policy is to detail the College's approach to the recruitment and selection of all staff.

The College will seek to attract the best candidate for the job based on merit and ensure the identification of the person best suited for the job and the College.

The College will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner in compliance with current employment legislation.

The College is committed to safeguarding, Prevent and promoting the welfare of children, young people and adults at risk and expects all staff to share this commitment. In order to verify an individual's suitability for appointment successful applicants are required to undertake an enhanced Disclosure and Barring Service and teacher prohibition check (if appropriate), and a separate children's barred list check and an overseas police check (if appropriate).

The College welcomes applications from individuals regardless of race, religion, gender, gender reassignment, sexual orientation, age, caring responsibilities, religion or belief, socio-economic background or disability and in accordance with the Equality Act 2010 endeavours to ensure that each and every applicant receives equitable and fair treatment throughout the recruitment and selection process.

Recruitment and selection is a key public relations exercise and should enhance the reputation of the College. Candidates will be treated equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive irrespective of the outcome.

The College will promote best practice in Recruitment & Selection.

The College will ensure that its recruitment and selection process is cost effective.

Staff are entitled to speak freely, without being subject to disciplinary sanctions or victimisation, about academic matters, providing they do so lawfully, without malice and in the public interest. Staff have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or any privileges they may have at the College.

2. Scope

All recruitment and selection activity will be undertaken in accordance with the procedures relating to this policy. Everyone involved in the recruitment and selection process will receive appropriate training in order to carry out this essential role.



3. Responsibility

The monitoring of this policy will be the responsibility of the Director of Human Resources.

4. Procedure

4.1 Vacancies

When a vacancy arises the line manager should consider reassessing the requirements of the job or restructuring to ensure fit for future purpose and realise savings where possible.

4.2 Staff Requisition

Staff Requisitions are required for all posts. The requisition must receive ELT approval.

4.3 Job Description

A job description must be produced or updated for any vacant post that is to be advertised and can also be used for induction and training.

The job description should include:

- main purpose of the job
- main tasks of the job
- job activities
- responsibilities
- safeguarding and Prevent responsibilities

4.4 Person specification

A person specification allows the line manager to profile the ideal person to fill the job. It should state the criteria in terms of skills, knowledge and experience all relating precisely to the needs of the job. Care should be taken when drawing up the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

Factors to be considered:

- skills, knowledge, aptitudes directly related to the job
- type of experience necessary
- competences necessary
- education and training
- personal qualities in relation to the job

4.5 Advertising

All vacancies will be advertised internally and where appropriate externally. Recruitment advertising must be effective, give value for money and present a positive and realistic image of the College. All advertisements will indicate the College's commitment to safeguarding, Prevent and equality, diversity and inclusion.

The college is committed to the Armed Forces Covenant, and holds the Silver award from the Defence Employer Recognition Scheme. As such, the college supports the employment of veterans, and works with the Career Transition Partnership and Forces Families Jobs to advertise suitable vacancies.

An online application/application form will be required in every case, although the submission of CVs in support of an application is acceptable. To comply with KCSiE, CVs alone will not be accepted.

4.6 Shortlisting

The applications will be shortlisted by the recruiting manager/panel.

Only candidates who meet the requirements for the post will be considered for shortlisting. Any gaps in employment history will be identified and discussed at interview.

New selection criteria will not be introduced at this stage.

Under the Disability Confident commitment, which clearly demonstrates our continued commitment to and implementation of the College's policy of equal opportunity and commitment to diversity, we guarantee an interview for candidates with disabilities who fulfil the minimum essential criteria detailed in the Person Specification.

4.7 References

References will be sought for all shortlisted candidates before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. In accordance with the Keeping Children Safe in Education Guidance, online searches (using an online search engine) will be conducted for all shortlisted candidates.

4.8 Selection

Selection methods may include presentations, in tray exercises, aptitude tests, structured interviews, psychometric tests etc. dependent upon the role and must be applied consistently to every candidate.

All academic posts will include a structured interview and micro-teach (exceptions may be allowable in the case of existing agency staff, if agreed with the Director of HR and the Director of Quality). For teaching appointments, it is considered good practice to involve students in the interview and/or the micro teach.

In line with KCSiE, if an applicant declares a disability, we can question about the disability to establish if they have the physical or mental capacity to do the role. ***You must discuss with HR so appropriate questions can be agreed before the selection process.***

All candidates must be asked the standard safeguarding and Prevent questions. Notes recording evidence against selection criteria should be made in all selection activities. This should then be used to assess candidates against the

person specification, make selection and for the provision of feedback to candidates.

4.9 Appointments

Once a selection decision has been taken a written offer of employment will be made. Offers of employment are subject to satisfactory references, Disclosure and Barring Service clearance, medical clearance, completion of mandatory training, and other checks such as a right to work check.

If a prospective employee has lived abroad for 12 months or more in the last 10 years, aged 18 or over, they will be asked to complete an overseas police check. This will apply to any country that they have lived in during the last 10 years, so some people may require more than one overseas police check.

A separate children's barred list check will be undertaken if a new employee will start working with children while waiting for the result of an enhanced DBS check.

Unsuccessful candidates will be notified and feedback provided, if requested.

4.10 Recruitment targets and monitoring

The Human Resources Team reviews the recruitment and selection process, monitoring diversity and equality of opportunity and undertaking advertising response analysis.

4.11 Safeguarding and Prevent

The College's commitment to safeguarding and Prevent is included in job adverts. Individual responsibilities for safeguarding and Prevent are included in job descriptions. Standard safeguarding and Prevent questions are asked at interview. The successful candidate completes a Disclosure & Barring Service Form and provides the required identity documents. DBS clearance must be received before an individual commences employment (in exceptional circumstances an individual may begin employment once a risk assessment has been completed). Employment offers are subject to satisfactory references.

5. Monitoring

The monitoring of this policy will be the responsibility of the Director of Human Resources.



Equality Impact Assessment

Policy Title:	Recruitment & Selection Policy
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Identify the Key Stakeholders:	• College recruiting managers. • Candidates. • Learners.	
What is the impact on the following:	Key Characteristics	Impact
	Age	(1) A positive impact is intended and very likely
	Disability	(1) A positive impact is intended and very likely
	Sex	(1) A positive impact is intended and very likely
	Racial group	(1) A positive impact is intended and very likely
	Religion and belief	(1) A positive impact is intended and very likely
	Sexual orientation	(1) A positive impact is intended and very likely
	Gender re-assignment	(1) A positive impact is intended and very likely
	Pregnancy and maternity	(1) A positive impact is intended and very likely
	Marriage and civil partnership	(1) A positive impact is intended and very likely

	Please tick			
Have any additional safeguarding risks been identified?	Yes	☐	No	☒
Any major changes or adjustments required:	Yes	☐	No	☒
Stop and remove:	Yes	☐	No	☒

**Actions to be addressed:**

Action	To be completed by	Target Date	Completed (Y/N)

Validated by the Equality & Diversity Committee**Date:****If applicable, actions completed and validated by the
Equality & Diversity Committee****Date:**