

# Welton St. Mary's Church of England Primary Academy



## Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

*'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.'* Romans 15:13

Wisdom Hope Community Dignity

## Advertising Policy

Approved May 2024

Review 3 years

## Welton St Mary's CE Primary Academy

### Advertising Policy

This policy is designed to set out the process for advertising new posts in the Academy and also the allocation of extra hours. Governors need to advertise for headteacher and deputy / assistant headteacher posts. For other positions the below process should be undertaken.

For both the allocation of extra hours and new posts, the Headteacher will identify and gather together evidence to justify the need and then present it to the School Improvement and Personnel (SIP) committee. The Provision and School Improvement committee will then decide whether the proposal constitutes additional hours or a new post.

Once agreed by the SIP committee the financial element will be presented to the Finance committee and once signed off by both, the Headteacher is free to make arrangements to fill the hours or post as set out in the process below.

Academies do not need to advertise for internal positions, but it is good practice to do so. On the occasion of additional hours being approved by the Governing Body, all such posts will be first advertised internally for a period of 5 working days, inviting all existing staff to express an interest before the decision is made to advertise externally. Applicants need to be aware that they must demonstrate the required skills as laid out in the job description and person specification. If there is only one suitable applicant, then the post will be offered to them. If, however, more than one suitable application is received they will be invited to attend an interview. If an expression of interest is received but the applicant is deemed as unsuitable, the Headteacher will offer to provide feedback to the unsuitable applicant. Should no internal applicant be deemed suitable, the hours will then be advertised externally as a new position.

To make sure the process is fair we will ensure that we:

- Include a person specification and job description in the advert
- Include deadlines and interview dates
- Share with staff by placing the advert on a noticeboard in our staffroom, or send it out via email/briefing notes
- Make sure adverts are shared with anyone on leave. This will be achieved by sharing via email/briefing notes

In adverts for support staff, we should include the gross annual salary and the pro-rated amount. For all new posts, the position will be advertised internally and externally at the same time. All applicants will be measured against the minimum criteria of the person specification and job description. There will always be an interview as part of this process.

Safeguarding - Adverts should include:

- Our commitment to safeguarding and promoting the welfare of children, making it clear that safeguarding checks will be carried out
- The safeguarding responsibilities of the post, such as the extent to which the role will involve:
  - Contact with children
  - Engaging in regulated activity with children
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 (this means applicants won't have to disclose certain 'spent' convictions and cautions, or if they are disclosed, they won't be taken into account)
- Include the We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All Pre-employment checks are in line with "Keeping Children Safe in Education".

All advertisements will be placed in an appropriate medium which could include local media, other Primary schools, Teaching Schools Alliance, The Diocese or other appropriate websites. The adverts will highlight key criteria of the job description and/or person specification. As well as giving the closing date and also the date for the interview, we will also advertise a date by which applicants will have heard if they are successful on that occasion. In keeping with the Welton St Mary's Christian ethos and value of 'Respect', we will include wording in every advert which may look like 'Thank you to all applicants for taking the time to apply but if you have not heard by the date advertised for successful applicants, please assume that on this occasion you have not been shortlisted'.

When recruiting staff, we will ensure we must not discriminate against any prospective employee on the basis of any protected characteristic.

. The Equality and Human Rights Commission can challenge any job advertisement at any time.