

Appendix 22

Recruitment information.

Shortlisting

The consultant identifies candidates from the pool who most closely match the school's requirements and notifies the head teacher.

The consultant arranges to send details of shortlisted candidates to the school for consideration. This information will comprise of the Shell application form and CV and notes taken at the face to face interview or telephone interview. The school uses this information to prepare a shortlist of people to be interviewed. The school sends the shortlist to the consultant.

At the same time, the school sends the consultant information that can be sent to the interviewees. Schools should provide as much information as possible, including details of the post, additional responsibilities, the school, the location and living conditions. This should be in electronic format. Many people, however, are unable to receive large documents, so it's probably best to save any photographs for the interview waiting room.

The consultant checks the information for candidates and edits if necessary.

Candidates' information is not sent to more than two schools at a time and that – at the main recruitment days – no candidate is interviewed for posts at more than two schools. This means that we need prompt replies from schools, and even then it might, occasionally, not be possible to make these restrictions.

The consultant notes any information received from schools explaining why particular applicant was not chosen for interview and arranges for these notes to be stored in the applicant's file.

The consultant keeps applicants' cover sheets up to date in the applicants' file.

The Venue

The consultant books the venue for the interviews or works/liaises with SESD on the venue details.

For all interviews there is an interview room and a waiting area (shared if there is more than one school interviewing).. Admin books overnight accommodation for interviewers and consultants.

Before the interviews

The consultant usually arranges to send shortlisted candidates an early notification that they have been selected for interview:

The consultant requests first and second references on all shortlisted candidates. References will only be used once the preferred candidate has been selected at the wrap-up session.

The consultant prepares a timetable for interviews, allowing 1 hour and 30 minutes for each candidate. The consultant sends out invitations.

The consultant sends the school details of the interview schedule.

The consultant receives references and places them in the candidates' files on the server, keeping a record of what has been received and sending reminders as necessary (it is a requirement that we have two references on each appointed teacher and that one of these should normally be from the current head teacher or employer).

The consultant collects and photocopies all original teaching qualifications from candidates and marks on the copies that the original has been witnessed, signs, dates and returns originals to their owner.

As far as possible, The consultant sends references to the schools for which the applicants are being interviewed. Timing does not always allow for this so hard copies will also be provided at the time of the actual interviews.

The consultant prepares interview folders for interviewers and consultants including background information, forms to be completed, and applications. The consultant arranges for these to be sent to the venue.

The consultant arranges for each interviewer to be joined by a consultant – when necessary.

The consultant keeps applicants' cover sheets up to date.

The Interviews

For the main January interviews, interviewers and consultants normally arrive the evening before. The consultant arranges to meet them, hand out the interview folders and deal with any queries.

The January interviews normally last two or three days.

The questions will be based on both Shell's professional functional skills and behavioural skills. The questions should be agreed on before the interviews start.

On the first morning the consultant meets with the interviewers and consultants. The consultant uses this meeting to explain the procedure and to provide guidance on good interview practice, bearing in mind the teacher competences identified by Shell.

Interviewees are directed to the interview room where they are able to look at information provided by the school and also at information about the IPC.

Interviews are conducted by a representative of the school (usually the head teacher or deputy head teacher) accompanied by a trained consultant provided by Improve Education and/ or Shell Education Services Department.

Interviewers are asked to complete a form about each interviewee, setting the scores for each of the applicant's responses. This information is important for the wrap-up session. Assessment sheets are kept afterwards in Central Office in The Hague.

Head teachers check that the original teaching qualifications match those stated on the application form.

A trained recruiter must be present at the point a decision is made on the appointment of a teacher (the wrap-up session). The scores from the final assessment interview, evidence from the pool interviews and the applicant's application forms should be used in the decision making process.

Interviewers are also asked to list their first, second and third choice for appointment.

When a candidate is interviewed for more than one school, the interviewers are expected to confer to agree on their choice, using the principle of 'Enterprise First'. If they do not make this agreement, the consultant will make the decision.

The consultant keeps applicants' cover sheets up to date.

After the interviews

When the interviews are over and interviewers have submitted their forms, the consultant contacts the successful candidates.

If the candidate asks for time to think about the offer, the consultant will normally allow 2 days – any longer could result in the school losing its second and/or third choice.

Assuming the candidate indicates that he/she is inclined to accept, the consultant notifies the school.

The consultant notifies SESD.

The consultant initiates police clearance in accordance with normal ImEd procedures.

The consultant keeps applicants' cover sheets up to date.

The consultant keeps schools and Shell informed of any further developments.

The consultant provides feedback to those applicants who request it – using notes provided by schools. If notes are insufficient, he will refer requests to those schools that interviewed or chose not to shortlist – with an expectation that the schools will provide direct feedback. This feedback is conducted on the telephone.

It is the responsibility of the head teacher to ensure that the appointment of the teacher now runs smoothly.

Disclosure and Barring Service (DBS) checks

Shell requires a DBS check for all UK citizens and residents who have been offered a position at a Shell school. For others, Shell requires a police clearance from their base or home country.

After an offer of appointment has been made, ImEd will request DBS checks for all new teachers who are British and/or are based in the UK. We do this to check their background to ensure that applicants do not have a history that will make them unsuitable for the position. Disclosures will provide details of records held by the Police National Computer records and, in

relevant cases, information held by the Department of Health (DoH) and the Department for Education (DFE).

Application forms and advertisements include a notice that successful applicants will be required have a DBS check

Information for candidates also includes a statement that criminal records are not necessarily a bar to employment.

When we make an offer of employment we specify that this is subject to Enhanced Disclosure and/or other police clearance (also to references, work permit and medical, if appropriate).

NB. These notes refer specifically to recruitment of teachers but also applies to recruitment for other posts (e.g. teaching assistants, consultants) involving close contact with children.

For more information: www.crb.homeoffice.gov.uk

When notification is received regarding the DBS check, the consultant will inform the schools.