

# **The New School at West Heath**

## **Policy on Advertisement**

### **Introduction**

Our students deserve the best possible staff to work in our school and, as such the process of advertising for staff is an essential element in this regard. This policy will feature current government advice and guidance in its implementation.

### **Objectives**

The object of this policy is to ensure that staff vacancies in our school are considered and that best practice is reflected in the process of selection and recruitment at the point of advertising. As such, all recruitment exercises will be planned and timetabled to ensure that we recruit the best possible staff to our school.

### **Strategies**

Job Descriptions and Person Specifications will be prepared prior to the commencement of any recruitment exercise for any vacant role. This will confirm that there is a genuine need for recruitment, and will assist our school in ensuring that the most appropriate candidate is recruited for the role. A detailed timetable for the recruitment process, including the pacing of the advertisement and details of the personnel to be involved in the process will be drawn up by the relevant Vice Principal or Trustee and approved by the Principal before the vacancy is advertised.

This policy will apply to both internal and external advertisements.

- **Responsibility**

The Principal is responsible for all advertisements which publish vacancies at the school

- **Clearance**

No advertisements will be published until approved by the Principal. This applies to both internal and external advertisements.

- **Liability**

Inappropriate or poorly worded advertisements can give rise to legal claims against our school. Anyone placing an advertisement in breach of this policy will be subject to the school's disciplinary procedure.

- **Advertisement content**

All adverts must carry the following pro forma details:

- The name of our school
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- The successful applicant will be subject to a CRB check

### **Implementation and Monitoring**

<b>Advertising</b>	
<b>This Policy should be read in conjunction with the following policies:</b> Staff Recruitment, Selection and Retention	
<b>Appendices:</b>	
<b>Monitoring of Policy Implementation is the responsibility of:</b> The Senior Leadership Team	
<b>Lead responsibility:</b>	Vice Principal – Residential
<b>Relevant Legislation:</b>	Bichard Recommendations
<b>Approved by:</b> S.S. Committee	<b>Date approved:</b> 23:11:06
<b>Ratified by:</b> Trustees	<b>Date ratified:</b> 01:2007
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