



## **MINAH ACAFEMT MISSION**

### **Staff Recruitment and Selection Policy Statement**



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## **Minah Academy Mission is committed to providing**

A supportive, dynamic and professional learning environment for all THE MISSION SCHOOLS and its Partner Schools, and working environment for its staff.

The Mission recognizes that in order to achieve these aims, it must attract recruit and select appropriate staff who share this commitment.

The aims of the MISSION's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, color, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure compliance with all relevant legislation, recommendations and guidance
- to ensure that the MISSION meets its commitment to safeguarding and promoting the welfare of Partner Schools by carrying out all necessary pre-employment checks.

Minah Academy Mission is committed to safeguarding and promoting the welfare of all its Partner Schools, especially Government and Government Assisted Schools. The MISSION expects all staff to share this commitment, and understand that they have a specific 'Duty of Care' to Partner Schools, who depend on MISSION for their safety and well-being. Therefore:

- all references will be followed up and referees will specifically be asked whether there is any reason a person should not be employed in situations where they have responsibility for substantial access to Partner Schools
- all staff will be required to sign a declaration of suitability to work with Partner Schools
- Disclosure and Barring Service (DBS) disclosure (Enhanced) or national equivalent will be required prior to appointment
- proof of identity and qualifications will be required and any gaps in CV must be explained satisfactorily
- verification of right to work in the Sierra Leone will be required
- candidates will be also required to give any former names
- candidates are reminded that providing false information on a job application is a criminal offence, and they will be required to sign a declaration to this effect
- prospective members of staff who have been living outside the Sierra Leone will also be required to provide a police certificate of good conduct from the country of most recent residence.

### **Recruitment Procedure – teaching staff**

A job description and person specification is prepared by the Director of Minah Academy Mission.

All job advertisements comprise a short job description and refer enquirers to the job page of the Minah Academy Mission Sierra Leone website. Candidates are required to complete the online application form and CVs are requested from all applicants. All applicants are sent a copy of the THE MISSION Policy for Safeguarding Partner Schools.

### **Recruitment – other staff**

A job description and person specification is prepared by the directors. Potential staff is located through the MISSIONL's own website, newspaper and professional journal advertising, online advertising on local websites, word of mouth and unsolicited CVs.

All potential staff are directed to the online application form and asked to complete it and upload their CV.

### **Selection Procedure – all staff**

Suitable candidates for interview are selected according to the job description and person specification (see sample documents).

All suitable candidates regardless of race, color, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age are interviewed, in accordance with the Partner Schools' Equality and Diversity Policy.

All candidates are personally interviewed by the Director of THE MISSION and introduced to the other Director of the MISSION.

Candidates' references are followed up by email (with a written request form) and by phone. The written reference is verified with initials and date. Specifically, this question will be asked:

The MISSION is committed to safeguarding and promoting the welfare of all its Partner Schools, especially Government and Government Assisted Schools. The school expects all staff to share this commitment. Are there any reasons why the applicant should not be employed in situations where they have responsibility for or substantial access to, Partner Schools?

The candidate's identity is verified by sight of original passport; a photocopy is taken, and kept with staff records. Any former names must also be declared.

Candidates must also prove their right to work in the Sierra Leone.

Candidates must sign a written declaration that the information given on their job application is true.

If a candidate's DBS check has not been completed and satisfactorily cleared by the date that they are to start work, their start date will be delayed.

Questions asked during the interview should be relevant to the job description. Interviews must include questions that probe candidate's attitudes to safeguarding young people.

If a candidate's enhanced DBS or equivalent check shows a criminal record, the candidate's suitability to work with Partner Schools is judged on a case by case basis, taking into account only those offences relevant to the job or situation. The seriousness and nature of the offence/s, the nature

of the appointment, the age and frequency of the offence/s will all be considered. The disclosure will be discussed with the applicant and independent verification sought. The decision as to whether to offer the prospective candidate employment will, in this instance, be made by at least one director of the school and the safe-guarding officer. A clear record will be made of the decision, but this will not contain details of the offence/s.

Job offers are confirmed in writing to suitable applicants and a copy of the contract sent for perusal before signing.

### **Selection Procedure – THE MISSION staff**

Fluctuating student numbers are a critical factor in the decision to employ. For present and future balance of staffing levels, the Director of THE MISSION ensures that the schools has a steady, flexible supply of initiated, qualified and experienced teachers.

During the interview, all candidates are required to describe their previous teaching experience in detail and their teaching style/approach.

Candidates are also requested to outline their familiarity with current teaching resources. This can sometimes take the form of an oral test. For example, "What kind of needs' analysis have you used with an exam preparation class?" or "Describe how you incorporate a series of internet-based lessons into a syllabus for a Pre-Intermediate group." Sometimes candidates are also required to give a demonstration lesson or observe a current class (with specific tasks).