



Belmont House School is a small independent co-educational day school with pupils from 3-18. It is self-contained from a recruitment viewpoint and has its own academic and commercial staff.

Recruitment Needs

Recruitment needs are driven from three main areas

- response to vacancy and need
- response to the School Improvement Plan
- response to the Strategic Business Plan
- response to staffing needs identified through timetable planning in January-March each year in advance of the following session.

Recruitment Methods

Positions will normally be advertised externally, although this does not rule against internal vacancy recruitment. Appropriate newspaper and website sources are the main vehicles for recruitment. All positions will require a CV and letter of application and a job description will normally be given to all candidates.

From August 2009 all positions will require completion of standard Application Forms relevant to the level/nature of post advertised, in addition to which references in a standard format will be obtained.

Selection

Belmont House School is an equal opportunities employer.

Selection procedures will vary according to the post available but in most cases the following procedures will apply:

- the Interview Panel/staff involved in the selection process will examine written applications and a short or long list will be drawn up
- references are then called for the list candidates
- if necessary, a further selection is then made for interview
- three or four staff are normally involved in the interview process
- each interviewee will be asked to come into school and will be given a tour of the School and relevant facilities appropriate to their post by a suitable member of staff. An applicant for a teaching position will also be asked to teach and will be observed by the relevant Faculty Head or Principal Teacher.

The interview panel will normally comprise the Principal and Senior Vice-Principal (Senior School staff), Principal & Vice-Principal [Head of Junior School] (Junior School, Nursery & After-School Care staff) and the Principal and General Manager (Commercial staff). In addition other relevant staff as appropriate will supplement the interview panel. In the case of senior appointments (Senior Vice-Principal, General Manager and Head of Junior School) it would be normal practice to involve one or more governors in the procedure. The procedure for the appointment of the Principal will vary from this and will not necessarily involve the current post-holder. The governors will conduct the selection procedure.



Selection Criteria

For each post available selection criteria will be drawn up. They will feature in the notes sent to candidates on their application and will form the basis of selection for long and short list candidates by the Panel.

Each position will require a different set of criteria. An example for a Principal Teacher position may contain the following:

- **Academic and teaching background:**
 - Applicants will need to demonstrate a distinguished achievement in teaching as shown by
 - a record of excellence
 - evidence of innovation in curriculum development, course design and course delivery
 - commitment to delivery of quality services to pupils
 - an ability to provide leadership in teaching.

- **Administration and Management abilities:**

Candidates will show capabilities in senior administration and an ability to manage academic staff in a team environment. They will show

 - excellent people management
 - communication and negotiation skills
 - ability to delegate
 - ability to focus on outcomes and tasks.

- **Training and professional development**
 - a commitment and ability to strengthen professional links and expertise.

- **Collegiality**
 - experience in, and commitment to, innovation and the collegiate principles relating to the provision of education and the aims of the School.

Interview Procedures

Location is usually the Dale Room in a formal layout. This allows the interviewee to face, see and be seen by the panel.

The panel will assess the following points by use of interview and questioning:

- qualifications
- relevant work history and experience
- knowledge of the School and of the specific role applied for/preparation for interview
- current job performance
- career goals and interest in self development
- creativity
- decision-making skills



- work ethic/determination
- range of interests and ability to contribute to the wider curriculum and/or life of the School
- self-motivation and ability to motivate others
- self-evaluation
- work standards
- leadership and managerial skills [as appropriate]
- oral presentation skills
- written communication skills [from application]
- flexibility
- ability to cope with pressure
- stability & maturity
- ability to work with others as a team
- ability to work unsupervised
- analytical skills/ability to focus on the question
- drive and enthusiasm
- behaviour management [teaching posts].

The panel, prior to the interview, will agree upon the division of questions. Normally the Principal will concentrate upon broad and abstract issues whilst the Senior Vice-Principal, Vice-Principal [Head of Junior School] or General Manager will concentrate upon the specific skills and expertise necessary for the post. However the interview system is fluid and allows scope for the panel to explore different directions and avenues should they become relevant.

Choosing the successful candidate

The successful candidate will be selected on the basis of the evidence gathered from:

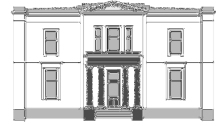
- completed Application Form
- CV and letter of application
- Interview performance
- references – formal written references are always obtained
- comments from the informal aspects of the interview process
- feedback from lesson observation [teacher staff only].

The following statutory requirements are always enforced:

- enhanced disclosure [all posts]
- for teaching appointments, evidence of registration with GTCS is required
- for Nursery appointments, evidence registration with SSSC is required.

If agreement cannot be reached through discussion, all staff involved in a selection process will be asked to produce a rank order for candidates. It may be helpful if the above criteria were assessed on a scoring system determined at the outset of the selection procedure, with scores totalled to reach the rank order.

**Belmont House School
Staff Recruitment Policy**



Ultimately every attempt will be made to reach an agreement amongst panel members but the final responsibility for appointments rests with the Principal.