



POINT BLANK

Policy Title	Teaching Staff Recruitment & Selection Policy							
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POLICY ON THE RECRUITMENT AND SELECTION OF TEACHING STAFF

1. INTRODUCTION

We recognise that we rely on the skills, competencies and contribution of all our staff to deliver high quality teaching, scholarship and support services. An effective recruitment and selection process is fundamental in underpinning our strategic ambition to appoint the highest calibre of staff at all levels and to enable us to deliver our strategic objectives of being a world-class institution of vocational, industry-focussed skills.

We are committed to ensuring that our recruitment and selection processes are fair, consistent, and in accordance with legislative obligations and recognised best practice guidelines.

2. EQUALITY AND DIVERSITY

We are committed to tackling unfair and unlawful discrimination. We are also committed to actively promoting equality and celebrating diversity to create a harmonious and productive environment in which diversity adds value to the work of Point Blank Music School. We seek to create a culture where all staff are encouraged to reach their full potential.

In line with our commitment to equal opportunities and diversity, we welcome applications for vacancies from all individuals who meet the criteria identified for the relevant post. From time to time, we may take positive action to ensure that we meet our strategic aim of equality and diversity in employment. Such measures may include, for example:

- Including a statement in job advertisements and job descriptions particularly welcoming applications from under-represented groups in that staff category or area e.g. men/women or minority ethnic applicants in senior posts;
- Guaranteeing an interview to a disabled applicant who meets the essential criteria for a position as outlined in the person specification (the Guaranteed Interview Scheme).

3. CONFIDENTIALITY

Information about job applicants is confidential and we are committed to ensuring that confidentiality is maintained at every stage. All correspondence, documentation and other data will be kept securely and in accordance with the requirements of the Data Protection Act.

4. IMPLEMENTATION

The Head of Education, the Music School Manager and senior members of staff have a responsibility to ensure that all teaching staff are aware of this Policy and that it is implemented fully.

All members of the School who are involved in the recruitment and selection process have a responsibility to behave courteously and respectfully towards existing and potential members of staff and to ensure that their behaviour does not cause offence or upset.

It is our normal expectation that all appointment procedures will be undertaken in accordance with the following policies and procedures:

- Teaching Staff Recruitment & Selection Policy (this Policy);
- Equal Opportunities Policy
- Staff Handbook

5. PRIOR TO ADVERTISEMENT

a) Financial Authorisation

The appropriate authorisation must have been received from the Managing Director before an appointment can proceed.

6. ADVERTISING A VACANCY

It is the normal expectation that vacancies within the institution will be advertised either internally, externally or both. However, we recognise that in certain circumstances, it may be appropriate to waive this requirement following discussion with and the agreement of the CEO or Managing Director.

7. PERSON SPECIFICATION

It is essential that a robust Person Specification is produced prior to advertisement. This will establish clear and objective selection criteria in support of the shortlisting process.

8. SHORTLISTING

The shortlisting process will be carried out as soon as possible after the closing date for the vacancy and will be conducted by at least one senior member of staff. Interviews will take place with at least one senior member of staff depending on the nature of the vacancy. The final decision on all academic appointments lies with the Managing Director.

9. CRITERIA FOR ACADEMIC APPOINTMENTS

It is the normal expectation* that all candidates for teaching positions will have one or more of the following:

- Relevant and up-to-date industry experience
- Outstanding sector knowledge

- A degree or higher
- A recognised and appropriate teaching qualification
- Prior experience of teaching in an HE environment

**If a candidate does not have one of the last three listed items we may arrange for appropriate training.*

10. RIGHT TO WORK

a) References

All offers of employment will be made subject to the receipt of satisfactory references, which will be taken up by the appropriate Recruitment Co-ordinator. Strict rules of confidentiality apply to references and we will ensure that we adhere to our legal obligations as specified in The Data Protection Act 1998 in this regard.

b) Immigration Issues

We will ensure that all employees who require permission to work in the UK have the necessary authority from the appropriate agencies to work in the UK in line with our statutory obligations as specified in the Asylum and Immigration Act 1996.

c) Disclosures and Barring Service

In order to comply with the Protection of Children (Scotland) Act 2003, all offers of employment to a “childcare position” are conditional on a successful DBS check.