Recruitment and Selection Policy

1. Scope and Purpose

1.1. This policy and procedure is for recruitment and selection of all vacancies of the College, irrespective of whether the contract is for a temporary or fixed term duration or a permanent vacancy. This policy applies at Loughborough College Group, its colleges, and its subsidiaries. References to the Group or College refer to all parts of the group.

1.2. This policy and procedure will be applied in accordance with the Articles of Government of the Corporation, in accordance with the Advisory, Conciliation and Arbitration Services (ACAS) guidance and Keeping Children Safe in Education (KCSIE) 2026 and Department of Education (DfE).

1.3. It is the responsibility of the Executive Director of People and Culture to ensure that the procedure is adhered to within the College.

1.4. This policy and procedure will not apply to matters that the College does not have direct control over which may include law, regulation or statute.

2. Policy Statement

2.1. The College will apply open and transparent processes to all recruitment selection decisions and is committed to recruiting the best candidate for each vacancy regardless of sex, race, disability, nationality, religion or belief, marital status, gender or other personal or protected characteristics.

3. Impact Assessments

3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.

3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.

3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.

3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

assessed to support a secure, inclusive, and responsible working and learning environments for all.

4. Policy

4.1. All vacancies will be managed via the College online recruitment system or equivalent from initial vacancy authorisation through to offer of employment.

4.2. Vacancy Authorisation

4.2.1. All positions (including agency, sessional, temporary and additional appointments for existing employees) must be requested using the College online recruitment system to ensure the appropriate authorisation is granted prior to recruitment.

4.2.2. The system is configured to request the appropriate authorisation from departmental managers, HR and the appropriate Vice or Assistant Principal. Authorisation of vacancies follows the College's financial regulations.

4.3. Job Descriptions

4.3.1. A current job description must be submitted to the HR team by the recruiting manager for every vacancy requested. There is an expectation that the recruiting manager will review the job description for each post prior to requesting the vacancy to ensure it is fit for purpose. This must be submitted in the correct format and in a timely manner to avoid any delay to the advertising process. No vacancies will be advertised without an appropriate job description.

4.4. Advertisement Text

4.4.1. Draft advertisement text must be submitted to the HR team by the recruiting manager for each vacancy requested. This must be submitted in a timely manner to avoid any delay to the recruitment process.

4.5. Vacancy Advertising

4.5.1. To ensure that the best applicants are attracted for each role the standard approach is that all permanent vacancies will be advertised internally and externally.

4.5.2. In exceptional circumstances with specific business requirements vacancies may be advertised internally only. Advertising will normally be for a minimum of one week.

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

4.5.3. When advertising externally vacancies will be advertised in the relevant media, normally for a minimum of two weeks. Internal and external advertising may run concurrently.

4.5.4. For external advertising a variety of channels may be used, including:

- College website
- Newspaper (local or national) / Specialist publications
- Internet job sites
- Social media
- Government website
- Recruitment Agencies

This list is not exhaustive.

4.5.5. Care will be given to ensure that the selected channels provide value for money and are readily accessible to all groups of society relative to the job.

4.5.6. All external advertising must be agreed with the HR team prior to advert placement. External adverts will be placed by the HR team who will monitor its effectiveness.

4.5.7. Other than in exceptional circumstances, candidates will not be recruited via recruitment agencies. Any vacancy that receives approval to be placed with an agency will be fully managed by the HR team including placing the vacancy with the agency and agreeing appropriate rates.

4.6. Applications

4.6.1. All applications, whether from internal or external candidates must be made via the College online recruitment system. A shortened version of the full application form will apply to internal candidates.

4.6.2. Applications for flexible working/job share will be considered for any role and will be considered subject to meeting the needs of the role and business requirements.

4.6.3. An updated CV will normally only be accepted alongside a completed application, unless it has been agreed with the HR team that application via CV only may be permitted. This would normally only apply to senior posts.

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

4.6.4. No applications will be accepted after the closing date unless exceptional circumstances apply.

4.7. Shortlisting

4.7.1. All shortlisting will take place via the College online recruitment system by the relevant recruiting manager(s). At the point of shortlisting the recruiting manager(s) are unable to see any personal details for any candidates who have submitted an application. This ensures that each application is shortlisted on the basis of the shortlisting criteria identified for each individual post only.

4.7.2. Shortlisting will take place as soon as possible after the vacancy closing date.

4.7.3. All applicants will be notified of the shortlisting decision by email.

4.8. Selection Process

4.8.1. All applicants shortlisted will be assessed by a minimum of two relevant members of staff during the selection process.

4.8.2. The recruiting manager will agree in advance, and in conjunction with the HR team, the selection processes to be used. This could include:

- Face to face interview
- Telephone or Teams interview
- Presentation
- Group exercise
- Practical assessment e.g. micro teach, demonstration, role play
- Written assessment
- A combination of the above

This list is not exhaustive.

4.8.3. All shortlisted candidates will be advised of the selection processes to be used when they are invited to attend selection process.

4.8.4. The recruiting manager should provide the HR team with all relevant assessment documentation prior to HR arranging interviews.

4.8.5. All assessments and interview questions will be relevant to the post applied for and all documents submitted will be reviewed by the HR team to ensure that the selection process is fit for purpose. In all interviews the panel will, where

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

necessary, be required to explore any gaps in the applicant's employment history and discuss if the candidate has lived outside the UK prior to 1st January 2021 for VISA reasons.

4.8.6. All interview and assessment documentation will be stored in the online recruitment system. Unless exceptional circumstances apply, the HR team will not produce interview packs and the panel are required to print all documentation they require in advance of the interview and assessment. Documentation can be completed in electronic format.

4.8.7. The HR team will make all administrative arrangements regarding the selection process i.e. booking rooms.

4.8.8. Adjustments will be made for those who declare a disability, disabled and ex-forces applicants will be guaranteed an interview where they meet the essential criteria for the role.

4.8.9. At least one member of the interview panel must have completed mandatory Recruitment and Selection and Equality and Diversity training including Safer Recruitment in Education.

4.8.10. If a panel member is related to or has a close friendship or personal connection with a candidate, they must to declare this to the HR team and withdraw from the panel.

4.8.11. For all high-risk roles e.g. Nursery, Accommodation and Learning Support Assistants the HR team will conduct an additional face to face meeting with candidates prior to appointment to ensure their suitability for working with children and/or vulnerable adults.

4.9. Selection decisions

4.9.1. Once all selection processes have been completed the relevant assessment documentation will be consolidated. Scores for all candidates for each selection method will be recorded.

4.9.2. The candidate with the highest score will be offered the role if there is more than a 5% difference between the two highest scoring candidates. If the difference is less than 5% it will be deemed to be a tie and other factors may be considered including salary sought and availability. The decision to appoint will be at the panel's discretion.

4.9.3. All internal candidates will be notified of the interview and assessment decision verbally prior to any email correspondence and will be provided with the opportunity to receive detailed feedback from a member of the selection panel.

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

4.9.4. All unsuccessful external candidates will be notified of the interview and assessment decision by email and will be provided with the opportunity to receive detailed feedback from a member of the selection panel.

4.10. Employment Offers

4.10.1. Starting salaries should normally be offered at the equivalent scale point. Recruiting managers may make an employment offer at a higher point within the appropriate scale subject to budget availability and Executive approval. This approval must be sought prior to making a verbal offer of employment through submission and full authorisation of the New Starter Pay Request Form.

4.10.2. Verbal offers of employment should be made by the recruiting manager with written confirmation followed up by the HR team upon receipt of a fully signed and authorised New Starter Form.

4.11. Pre-appointment Checks

4.11.1. All offers of employment are conditional upon satisfactory completion of pre-employment checks in line with DfE and KCSIE guidance. When appointing new staff the College will complete the following checks.

4.11.2. Identity verification

4.11.2.1. The identity of all successful candidates will be verified, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.

4.11.3. Satisfactory Disclosure and Barring Service (DBS) check*

4.11.3.1. All posts will be subject to an enhanced DBS check with barred list information. Depending on the nature and severity of the offence having a criminal record will not necessarily result in the withdrawal of an offer of employment and each individual case will be assessed for safeguarding risk.

4.11.3.2. In circumstances where a candidate has previously worked in another country, the HR team will endeavour to obtain the appropriate criminal record certificate.

4.11.4. DBS Children's Barred list check

4.11.4.1. For all posts with direct contact to students e.g. lecturers, instructors, assessors, a check of DBS Children's Barred list will be made to confirm that the candidate is not barred from working with children

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

4.11.5. Proof of eligibility to work in the UK

4.11.5.1. Candidates not be allowed to commence employment without providing proof of eligibility to work in the UK prior to their start date. If the candidate has arrived into the UK after 1st January 2021, they will need to apply for a Skilled Worker Visa. The role advertised will need to have an educational standard of at least A levels and the salary for the role has to be a minimum of £26,200 unless in a shortage area i.e. STEM or if they have a PhD relating to the role. All enquiries need to directed to the Executive Director of People and Culture.

4.11.5.2. Those who with Biometric Residence Card, Biometric Residence Permit, Frontier Worker Permit or pre-settled or settled status must provide a share code to complete an online right to work check. If any roles that do not meet the above requirement will need to recruit a UK resident.

4.11.6. Overseas Criminal Record Checks

4.11.6.1. Candidates who have lived or worked overseas for any periods in excess of six months' duration in the ten years prior to joining Loughborough College will be asked to attempt to provide a criminal record check from each relevant country and provide evidence of those attempts.

4.11.7. Fitness to Work

4.11.7.1. All offers of employment are subject to a satisfactory pre-employment medical questionnaire to ensure the candidate's mental and physical fitness to carry out their work responsibilities.

4.11.8. Employment History

4.11.8.1. The interview panel will review the candidate's application and will discuss with the candidate the reason for any gaps in employment. Subsequent to the discussion the candidate may be required to evidence such reasons and provide a personal statement from a professional person e.g. doctor, lawyer, financial adviser etc. to confirm the information is accurate.

4.11.9. Referencing Standards

4.11.9.1. The HR team will apply for and verify all references. Only written references will be accepted.

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

4.11.9.2. References must be provided which cover, as a minimum, the previous three years employment with no more than a six week gap in this period. A minimum of two references are required.

4.11.9.3. Where a candidate has had only one employer during the previous three years, the second reference must be from either the most recent previous employer, or an education establishment or voluntary work.

4.11.9.4. In the event of the applicant being a student at University, we can now gain a digitalised reference from a centralised system via HEDD to verify their degree.

4.11.9.5. If a candidate has been unemployed within three years, other options to obtain references should be explored such as statement of claim through universal credits or proof of pension.

4.11.9.6. If there is a 6 week gap in employment, the applicant must complete an application gap form which will be signed by HR team for approval. This is supported by a character reference if all other options have been exhausted. This reference should be from a professional person e.g. doctor, lawyer, financial adviser, safeguarding lead etc. Character references will not be accepted from any relative of the applicant.

4.11.9.7. All written references will be subject to additional telephone verification.

4.11.9.8. Failure to obtain references which are satisfactory to the College may lead to withdrawal of the offer of employment, or failure of the probationary period, whichever is appropriate.

4.11.10. Pre-employment online search

4.11.10.1. In line with Keeping Children Safe in Education (2026) Guidance, the College will conduct an online search which may include social media for all successful candidates as part of the conditional offer of work made.

4.11.10.2. The search will be limited to publicly available information using the candidate's name and any previous names used, and entering this information into the Google search engine. Any information not related to suitability for the role will be disregarded.

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

4.11.10.3. The lawful basis for carrying out this search is compliance with a legal obligation.

4.11.10.4. The statutory guidance is issued under Section 175 of the Education Act 2002 (as amended), the Education (Independent School Standards) Regulations 2014, the Non-Maintained Special Schools (England) Regulations 2015 and the Apprenticeships, Skills, Children and Learning Act 2009 (as amended).

4.11.10.5. Information found as part of the search will be considered and used only to determine their suitability to work with children as part of the KCSIE guidance (2026).

4.11.11. Qualifications

4.11.11.1. Documentary evidence must be provided to confirm qualifications which the successful candidate claims to have. This will normally be any teaching qualification, any professional qualification or membership of a professional body plus the highest academic qualification including English and Mathematics. Evidence should be the actual certificate not a photocopy. Claiming falsely to have a qualification would normally result in the job offer being withdrawn.

4.11.11.2. The College is committed to all staff having a minimum of Level 2 English and mathematics and if a member of staff is not at this level they will be supported to achieve Level 2.

4.11.12. Teachers Record Check

4.11.12.1. The Check a Teacher's Record Service is a web service operated by the Department of Education (DfE) to check a Teacher's Qualified Teaching Status as well as any restrictions that may be on their record.

4.11.13. Disqualification under the Childcare Act 2006

4.11.13.1. Candidates who will be working with young children in a childcare setting, must complete Disqualification by Association form.

4.11.14. Candidates may not commence work without the completion of all pre-employment checks. In some circumstances, a candidate may commence employment without completion of overseas criminal record checks subject to the receipt of acceptable references, a previous DBS certificate (no more than 12 months old) and a fully authorised Safeguarding Overseas Criminal Record

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

Risk Assessment. This will not be permissible for applicants who will be working in early years provision or accommodation.

4.11.15. If the candidate is transferring from a similar position without a break in service of more than three months (e.g. joining from another College), there is no legal requirement to obtain a new enhanced DBS certificate. In these circumstances the candidate, subject to meeting all other pre-appointment checks will be able to start without Loughborough College obtaining a new check; however, a new check will be obtained during their probationary period.

4.11.16. Applicants who will be working in nursery or learning support provision will also be required to complete a self-declaration form to confirm whether they may be disqualified 'by association' in relation to someone who lives or is employed on their household and will be subject to a DBS check every three years.

4.12. Temporary Agency appointments

4.12.1. Temporary staff supplied by a recruitment agency are not required to undergo standard College pre-appointment checks. All agencies are required to confirm in writing that they have carried out the appropriate checks prior to commencement of the placement.

4.12.2. On the agency member's first day at College they will be required to present suitable photographic verification of their identity (usually a full passport) to the HR team prior to commencing work. Failure to provide suitable photographic verification will result in the agency member being prevented from commencing work.

4.12.3. The HR team will record a copy of these details.

4.13. Contractors delivering curriculum based provision

4.13.1. All contractors are required to confirm in writing that they have carried out the appropriate checks prior to commencement of the placement.

4.13.2. The HR team will record a copy of these details.

4.14. Data Protection

4.14.1. All selection documentation must be returned to the HR team for secure storage.

4.14.2. Assessment notes for successful candidates will be stored in their HR file.

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.

4.14.3. Assessment notes for unsuccessful candidates will be retained for 12 months from the date of interview. Only those that require access for specific and authorised purposes will be able to access this information.

4.15. Appeal Process

4.15.1. Employees who have concerns about any aspect of this policy or its operation should refer to the College Grievance Policy and Procedure.

4.15.2. External applicants who have concerns about any aspect of this policy or its operation should refer to the College Complaints process.

5. Location and Access

5.1. This document can be found here:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

6. Linked Policies and Procedures

6.1. You may wish to view the following policies:

- Grievance Policy and Procedure

7. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title
Aug 26	1.0	Updated	Emma Carter	People Partner

This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.