

POLICIES AND PROCEDURES

RECRUITMENT POLICY

1.1 Aim

To safeguard and promote the welfare of all children and young people and require all staff to demonstrate this commitment in every aspect of their work.

1.2 Rationale

Securing the academic and personal level of care that we expect for students at our school requires that we employ the best teachers. We do this with due regard to the safety and welfare of our students by ensuring that appropriate precautions are taken when employing staff. All staff can expect a professional approach to their recruitment at ISCS, the details of which are included in this policy.

1.3 Operations

The employment of all employees at the school will be made on merit. ISCS operates an equal opportunities policy regarding staff. The managers of the school will make sure that people are treated solely based on their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief, age, gender, marital status, sexual orientation, disability, or any other inappropriate distinction.

1.4 Information for applicants

All applicants for all posts advertised internally or externally will be provided with:

- A "Job Description" outlining the duties of the post and an indication of where the post fits into the organisational structure of the school;
- A "Person Specification" indicating the qualifications, skills and types of experience or expertise which the directors and management of the school regard as essential or desirable in relation to the job;
- Information about the school and other general information;
- A description of the school relevant to the vacant post;
- A statement that canvassing any member of staff, directly or indirectly, is prohibited and will be considered a disqualification;
- The name of any person who will be available to provide additional information about the post;
- The closing date for receipt of applications; and
- The proposed dates for interviews if applicable.

1.5 Short-listing

- Short listing will be the responsibility of the school leadership team. Prior to interviewing, the short list will be discussed and approved by the directors of the school.
- The school will request up to two references on each short-listed candidate. For teaching posts, the references will include the candidate's current head of school or teaching college representative.

- Where references are not available prior to interview any post offered will be “provisional based on the receipt of two acceptable references”.
- References will be taken up by the person delegated to receive the applications. References are the property of the senior leadership team and strict confidentiality will be observed.
- References will be sought set against the requirements of the job description and person specification and information regarding issues related to child protection.
- Short-listing will be based only on an acceptable level of prior information. The job description and the person specification will be used to set the criteria and standards for inclusion on the long list and then reducing this to a short list of candidates for interview.
- The criteria for selection will be consistently applied to all candidates. If the field of applicants is felt to be too weak the post may be re-advertised.

1.6 Interviews

- The format, style and duration of the interviews are matters for the school leadership team, but the following will be adhered to:
 - Briefing – All candidates will be given relevant information about the school enough to enable the candidate to make further enquiries about the advertised job.
 - The formal interview – Before the interviews, the selection panel will agree on the line of questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed in the person specification and each candidate will be assessed against all the criteria for the post. The same areas of questioning will be covered for each applicant.
 - Before the interviews, the senior management team will decide the structure of the interview and determine which area each interviewer will cover.
 - Informal question and answers – Each interview will include a time for an informal conversation led by the candidates own questions. This may be about the post advertised, the school or more generally about living and working in Switzerland.

1.7 Job offer

The offer of an appointment by the school is binding on both parties subject to staff qualification requirements, satisfactory criminal record check and satisfactory references as requested by the school.

1.8 Documentation required by the school

The school will request to see and take a copy of the following documentation:

- Degree qualifications;
- Teaching qualifications;
- Certificates of any further award bearing professional development included in the candidate's CV;
- Postgraduate qualifications when referred to in the candidate's CV;
- A recent background checks.

The school reserves the right to:

- Obtain an enhanced background check where it has reason to be concerned;
- Verify any qualifications included on the candidate's CV with the appropriate awarding body; and
- Verify the validity of any reference provided.