



## **POLICY ON RECRUITMENT OF STAFF**

### **INTRODUCTION**

ACS(International) is committed to providing the best education and care to its pupils and to safeguarding and promoting the welfare of the young people in its care. The School is also committed to providing a supportive and flexible working environment for its entire staff. The School recognises, that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber who share this commitment.

### **AIMS**

The policy aims to fulfill the following conditions:

- 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 candidates are considered equitable and consistently
- To ensure that no job candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age; however it must be recognised that the School is a Methodist Institution and staff employed must be in sympathy with the Christian faith. As such the School reserves the right to recruit staff whose beliefs are aligned closely with Christian values.
- To ensure compliance with all relevant recommendations and guidance consistent with the law in Singapore and the principles enshrined in the School's Staff Handbook
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks, such as checking of references, qualifications and proof of employment

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves and complying with the provisions of the Policy.

## **PROCEDURES FOR RECRUITMENT & SELECTION**

The Principal recruits all teaching staff and teaching support staff. Non-teaching staff may be recruited by the Principal, or by the Bursar, although often the procedure is carried out by one of her deputies under the direct supervision of the Bursar. The procedures to be followed are detailed below.

Posts are normally to be advertised internally, in the national press, The TES, Search Associates and the School website as appropriate. All candidates are to receive an application form and notes about its completion, a job description, the Policy on Recruitment and notes about the School. Applications are to be accompanied by letter, with a CV and a completed application form. Applications may be made by post but e-mail is preferred.

Appropriate senior members of staff will consider the written application. Any anomalies, discrepancies or gaps in employment history are to be noted and are to be investigated thoroughly at interview. A shortlist of candidates for interview will then be drawn-up.

A set of questions and issues to be explored with each candidate is to be decided by the interview panel prior to interview. Follow-up questions will be asked at interview and these are likely to be different for each candidate.

Qualifications are to be verified when short-listed candidates visit for interview, usually by the sighting of certificates as appropriate. Identity is checked, normally against a passport or driving licence.

Please note that originals of the above are necessary.

Successful candidates who are not Singaporean Citizens or Permanent Residents will also need to supply the information required to the Ministry of Manpower to obtain an Employment Pass. The Ministry of Education will also require proof of the eligibility of the candidate to teach in a school in Singapore.

Candidates for all posts are to be interviewed formally by no less than two people as a panel. Interview and visit procedures will vary according to the post, but will include a tour of the school, introduction to relevant members of staff and, in the case of teachers, might include teaching a lesson or taking an activity. Some interviews will, of necessity, need to be conducted by video-conferencing, Skype or telephone. An interview form is to be completed for each interview and a meeting held post interview to discuss the candidates.

At least two written references are to be obtained direct from the referees, one of which should be from the current or most recent employer. References are to be requested in the appropriate form which is to include specific questions regarding the suitability of the candidate for a post which involves extensive contact with children. A job description is to be sent to all referees. References are to be requested for internal and external candidates. If possible, references should be obtained prior to interview.

All interview records are securely filed for twelve months after which those for unsuccessful candidates are to be destroyed.

Candidates will be contacted after interview as soon as possible, and a verbal offer of employment will be made to the successful candidate. This candidate will then be given 24 hours to consider the offer before making a verbal response to it. A formal offer of employment is made in writing, but is subject to the following conditions being met:

- Verification of identity and qualifications
- The receipt of satisfactory written references
- The completion of a satisfactory medical questionnaire to provide verification of medical fitness
- Verification of professional status
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require
- Approval to work in Singapore from the Ministry of Manpower

#### **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES**

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although should be included to support the application.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The job description will provide detailed information as appropriate.

For teaching and some other posts, references will be sought for short-listed candidates and we may approach previous employers for information to verify particular experience or qualifications before interview. The School would seek to be sensitive about approaching previous or current employers before interview.

For those currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time-expired). They will be asked whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Those not currently working with children but who have done so in the past will have the past employer asked about those issues. Where

neither employment has involved working with children, the current employer will still be asked about your suitability to work with children. The provision of false information is an offence and could result in the application being rejected, or summary dismissal if the candidate has been selected and possible referral to the Police or other government authority as appropriate.

## **THE INTERVIEW**

Interviews for short-listed candidates will be normally be conducted in person but, of necessity, may also be by video-conferencing, Skype or telephone; the areas which it will explore will include suitability to work with children.

The interview will normally be conducted by a panel which will normally include a senior member of staff

The interview will also explore the candidate's suitability for the post in question.

Questions asked of each candidate will follow a common pattern but follow-up questions may require to be tailored to the response given to the initial question.

All candidates invited to interview must bring the documents specified confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate written confirmation of the relevant qualifications must be obtained from the awarding body.

Suitable candidates may be asked to return to the School to teach a sample lesson to help in the selection process; where this is not possible they may be asked to provide a video record of a lesson taught at their current school.

## **RECRUITMENT OF EX-OFFENDERS**

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. If the candidate has a criminal record this will not automatically debar him or her from employment within the School; each case will be decided on its merits. It should, however, be recognised that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Candidates should be aware that a failure to disclose information or the provision of false information is an offence and could result in the application being rejected, or summary dismissal if the candidate has been selected, legal action or possible referral to the police.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School.

In the event that relevant information is volunteered by a candidate during the recruitment process or obtained through a pre-employment check, the School will carry out a risk assessment related to this information.

## **RETENTION OF RECORDS**

If a candidate is appointed the School will retain any relevant documentation provided on the application form (together with any attachments) on their personnel file. If the application is unsuccessful all documentation relating to this will normally be retained for six months and then destroyed unless the candidate specifically requests the School to keep their details on file.

## **QUERIES**

**Any questions about employment at ACS(International) should be directed to the Principal or the Bursar.**

Publication Date: April 2011  
Review Date: April 2012