



Woodside Group Recruitment and Selection Procedure

Avoiding Discrimination in Recruitment and Selection

Woodside Group has statutory duty under the Equality Act 2010, to safeguard against discrimination on the grounds of disability. This duty applies to existing employees but also to potential job applicants.

At each stage of the Recruitment and Selection process the Hiring Manager has principle responsibility on behalf of Woodside Group to ensure that potential applicants are not discriminated against and reasonable adjustments are made.

Step 1. Advertisement

It is Woodside Group policy that Hiring Managers are responsible for recruitment and selection, in conjunction with the Group Directors.

Woodside Group will aim to advertise all vacancies internally. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

Before embarking on the process of recruitment, the Hiring Manager must ensure that there is an up-to-date job description for the role. Job descriptions are held by the Director of Operations for version control. Please contact the Director of Operations to obtain a copy.

Where the job is to be advertised externally, Woodside Group will use one its preferred suppliers, this will be coordinated by the Director of Operations.



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Step 2. Shortlisting and Interviewing

Woodside Group is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. The Hiring Manager should consult with the Directors before making any such decision. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

The Hiring Manager will review the applicants, application form to assess it against the essential and desirable criteria set out in the job description for the role. The Hiring Manager will look for evidence to support the applicant's suitability for the role. The applicant should normally meet the essential criteria as a minimum, to be considered for an interview. Where there is an exception to this expectation, the Hiring Manager must document their rationale for progressing the applicant to an interview on the candidate's application form.

The Hiring Manager must scrutinise any gaps/discrepancies/anomalies in the candidate's employment history when reviewing the application form. The Hiring Manager must make a note of any identified on the candidate's application form and ensure that these are followed up with the applicant should they be progressed to an interview.

The Hiring Manager should compile a shortlist of the strongest applicants to invite to a first stage interview.



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Step 3. The selection process

Woodside Group operates a two-stage selection process.

1. First stage – is a competency based interview
2. Second stage - is a practical assessment dependent upon and a second competency based interview, dependant the role.

Step 4. Who should conduct interviews

For Support Worker and non-contact roles First Stage Interviews - The panel for first stage interviews should consist of the Hiring Manager (i.e., the person the role reports to) and the Hiring Managers Line Manager or a Group Director.

For non-contact roles Second Stage Interviews –

The panel for second stage interviews should consist of the Hiring Manager (i.e., the person the role reports to) and a Group Director

For teaching roles First Stage Interviews - The panel for first stage interviews should consist of the Hiring Manager (i.e., the person the role reports to) and a Group Director

For Support Worker/teaching roles Second Stage Lesson Observation

The Hiring Manager and the Hiring Managers Line Manager or a Group Director will ask the applicant to plan, lead and evaluate a session with a student.

Step 5. Competency based interview questions

Hiring Managers and Managers conducting recruitment interviews will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and



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skills needed to perform it effectively. Interview questions for some roles already exist, others will need to be created. Please contact the Operations Manager before proceeding to create questions.

All questions should be competency based, designed to assess the candidate's real life exposure to and experience of, managing the types of scenarios and activities likely to be encountered in the job they are applying for. Competency interviews assess if the applicant has the right skills, behaviours for the role.

➤ The selection process should assess:

- ✓ Emotional maturity
- ✓ Resilience
- ✓ Managing and resolving conflict
- ✓ Adaptability to change
- ✓ Ability to overcome set backs
- ✓ Attitudes to equality and inclusion
- ✓ Motivations for working with children
- ✓ Managing differences of opinion
- ✓ Qualifications to do the role
- ✓ Experience that qualifies the candidate suitable for this role

➤ Questions should start with:

Tell me about a time when.....

Give me an example of a time when.....

Explain to us why.....

Help us understand why.....

➤ Avoid hypothetical questions such as



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How would you.....

- Avoid leading questions such as

Don't you agree that

- Avoid closed questions such as

Have you got experience of working with children with autism?

Capture applicant answers in the space provided. Keep notes factual and avoid opinions as notes are disclosable to the candidate under the Data Protection Act.

A record of every recruitment interview must be made and passed to the Operations Manager to be retained for a reasonable period of time. On no account, should any job offer be made during or at the end of an interview.

Step 6. Inviting an applicant to attend an interview

The HR and H&S Administrator is responsible for ensuring that:

- At least one member of the panel is Safer Recruitment trained
- Establishing a proposed date, time and location for each interview
- Ensuring that the location for the interviews is appropriate and that the room is private.
- Checking that the required interviewers are available
- Inviting the other panel member to attend the interviews

Due to GDPR and Safeguarding risks, Woodside Group does not employ the family members of students.

Once the above list is checked off, the HR and H&S Administrator should email the applicant, using the template 'invite to interview' form found on the G Drive.

If a response has not been received from the applicant within 24 hours, then the HR and H&S Administrator should follow the invite up with a phone call.



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The HR and H&S Administrator is responsible for taking a copy and certifying it, by signing and dating it.

All applicants will be asked to bring their proof of right to work in the UK and proof of qualifications with them to second interview.

Step 7. Interview preparation and planning

It is the Hiring Managers responsibility to ensure that;

- Relevant, appropriate and non-discriminatory interview questions have been prepared and circulated to the panel.
- At least two safeguarding questions are included in the interview questions
- The applicant has been asked if they require any reasonable adjustments for the interview (see application form).
- If reasonable adjustments are required, the Hiring Manager should speak to the Director of Operations.
- The Hiring Manager and HR and H&S Administrator are responsible for ensuring that any reasonable adjustments have been implemented for the interview.

Step 8. Arriving at a decision

The interview panel should ensure that they score each question on a scale of 1-5 with 3 being the 'benchmark' (i.e., the minimum required score). The candidate with the highest overall score should be the successful candidate

Step 9. Making an offer

The interview panel must ensure, that if for any reason the Head teacher is not part of the final interview/selection process for teaching posts, that they are consulted before any offer of employment is made for. Failure to do this could result in the Hiring Manager having to retract the offer.



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Offers should be made verbally to the successful candidate, the Hiring Manager should contact the candidate by telephone and inform them of the key information about the role, this should include:

- The salary
- The start date
- The start and finish times
- The working pattern (i.e., days worked per week)
- The lunch break entitlement
- The offer is conditional upon receipt of:
 - ✓ Two satisfactory references
 - ✓ Proof of address
 - ✓ A completed application form (attached)
 - ✓ Verification of your identity and right to work in the UK
 - ✓ Confirmation of their teacher registration number (if applicable)
 - ✓ A satisfactory Enhanced Disclosure and Barring (DBS) check.
 - ✓ Verification of all listed qualifications
 - ✓ Proof of vehicular business insurance
 - ✓ Proof of a valid driving license
 - ✓ Access to a personal, roadworthy vehicle
 - ✓ A smartphone

The Hiring Manager should ask the candidate if they would like to accept the job on these terms.

If the candidate replies yes, the Hiring Manager should explain that they will receive an offer letter and contract in the post in the next 7 working days and arrange for the New Starter pack to be emailed to them.

If the candidate replies no, gather information about why they have rejected the offer and seek advice from the Director of Operations or the Director of Education.



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Step 10. Requesting an offer of employment and contract

The Hiring Manager should complete the 'Offer Letter and Contract of Employment Request Form' located in the G Drive.

Once this is signed by all required parties, it should be submitted to the Director of Operations.

The Hiring Manager is then responsible for ensuring the candidate has all the equipment they require to do the job, in time for their start date. The Hiring Manager should contact the IT Support Technician, using the IT request form on the G Drive, for IT equipment including the set-up of an email address.

Equipment requirements	
Please indicate which of the following will be required for the position	Tick as appropriate
Desk	
Chair	
Telephone	
Mobile phone	
Personal computer	
Printer	
Laptop	
Company car	



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Email address	
Other (please specify)	

Step. 11 Notifying unsuccessful applicants

The HR and H&S Administrator is responsible for ensuring that unsuccessful applicants are notified that they have not secured the role this time. The HR and H&S Administrator should email the successful candidate using the template provided in the G Drive, titled 'Rejection After Interview'.

The Hiring Manager is personally responsible for any feedback they choose to add beyond what is stipulated in the template, anything they do choose to add will not be classed as a representation of the views of Woodside Group, but that of the individual Hiring Manager/Manager.

If the Manager chooses to add in additional feedback, it must not be discriminatory and it is advised that, any examples of where the applicant could improve or failed to perform as well as another applicant are supported by examples and rooted in evidence.