

Harrow High School
Guidance on the Application Process

General Guidance to Applicants

The job description and person specification for this role are essential to the selection and recruitment process. They form the starting point for consideration of a candidate's eligibility for interview and guide the selection panel. It is important that you use **both** documents to prepare your application/personal statement.

The Job Description sets out the role, tasks and responsibilities to be undertaken by the successful candidate. It is a written statement of what is expected by the post holder. It provides basic guidance on day-to-day tasks plus professional and managerial responsibilities. It includes information about the way in which the job should be approached and the aspects in which the job needs to get results.

The Person Specification sets out the criteria used to identify the most suitable candidate for the job. It specifies the particular experience, skills, knowledge and personal qualities required. The selection panel will use information from the personal statement to assess whether a candidate has met the criteria.

Short Listing

The procedure used to arrive at a short list will allow sufficient time for a thorough and rigorous analysis of all applications. A selection panel, the members of which will also make up the formal interview panel, will carry out short listing. The chairperson of the interview panel will supervise the short listing process. Decisions about who is called for interview will be based on how well applicants meet the job description and the person specification criteria.

References

References of short listed candidates will be requested before the interview. Referees may be contacted by telephone. At least one referee should be your current employer and last contact at last post working with young people if not currently doing so.

The Selection Day(s)

During the selection day(s), we will take every opportunity to find out if you are the right person for the role. Similarly, it is an opportunity for you to find out more about the school and those who work there. The selection is a two-way process. We encourage you to visit us beforehand.

Selection day(s) will offer you a range of different opportunities to demonstrate your potential to meet the requirements of the post. Some or all of the following activities and procedures may be used:

- ❑ Observed discussion with selected members of staff or learners on specific topics or area of leadership and management
- ❑ Observed role-play involving a case study or scenario designed to drill down on an aspect of leadership and management
- ❑ A workshop in which you may have to complete a practical task which is related to the job, for example a time management or in-tray exercise
- ❑ Observation of teaching
- ❑ A presentation
- ❑ A formal interview

The interview will also include a 'personal' section where suitability for working with young people will be explored including questions on previous experiences. Harrow High School is fully committed to safeguarding and promoting the welfare of young people.

The Panel

There will be a panel of interviewers. Interview panels are made up of senior staff and governors. A minimum of one person on the panel will have undertaken NCSL Safer Recruitment Training. In making the final decision whether to appoint the following good practice guidelines will be observed:

- ❑ The chair of the interview panel will seek each panel member's assessment of each candidate and use these to inform the final decision
- ❑ Sufficient time will be given for the panel to deliberate on the decision

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- ❑ The chair of the interview panel will summarise each candidate's written application, responses and references to support clarity in coming to judgements
- ❑ The method of reaching a decision will include discussion and gradual elimination and will be agreed with the interview panel in advance and made clear to all
- ❑ All papers relating to the interview process will be retrieved, one copy held confidentially and all other copies shredded
- ❑ The statutory requirement that the full Governing Body should ratify appointments at Deputy Headteacher level and above will be fully met
- ❑ All appointments are subject to satisfactory references, CRB and medical clearance

Unsuccessful Applicants

Unsuccessful applicants will be offered feedback as a developmental opportunity.

How to Gain Additional Information

Please contact Ruth Dennison, School Business Manager

0208 861 7300 extension 236

OR

Email : rdennison.310@hhsweb.org

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