



**PLANNING YOUR  
RECRUITMENT**



**DEFINING  
YOUR ROLE**



**CANDIDATE  
SELECTION**



**INTERVIEW AND  
ASSESSMENT**

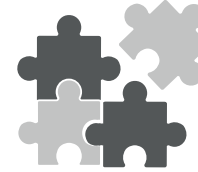


**MAKING THE  
APPOINTMENT**

# Planning your recruitment



# 1 PLANNING YOUR RECRUITMENT



**RECRUITMENT  
CALCULATOR**  
**PANEL  
COMPOSITION**

**THINKING  
ABOUT YOUR  
RECRUITMENT**

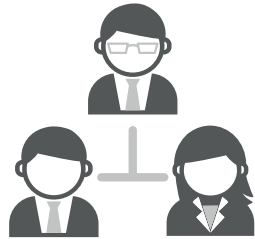
**OPPORTUNITY  
TO WORKFORCE  
PLAN**

**SUCCESSION  
PLANNING**

**SKILLS ANALYSIS**

**CONSIDER YOUR  
DEPT./DIVISION**  
LOCAL PLAN  
SCHOOL STRATEGY

**VACANCY TYPE:**  
• LIKE FOR LIKE  
• NEW ROLE  
• CHANGE IN ROLE



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## DEFINING YOUR ROLE



**FLEXIBLE  
WORKING**

**HOURLY/CASUAL**

**APPRENTICESHIPS**

**CONTRACT  
TYPES**

**PROFESSIONAL  
SERVICES  
ROLE PROFILES**



**SALARY SCALES**

**CONSIDERING  
UKVI IMPLICATIONS  
WHEN WRITING  
JOB DESCRIPTION**

**JOB DESCRIPTION  
TEMPLATE**  
**PERSON SPECIFICATION  
TEMPLATE**  
**HERA**



**WRITING  
JOB DESCRIPTIONS  
AND PERSON  
SPECIFICATIONS**

**EXPLORING FLEXIBLE  
WORKING**

**AVOIDING DISCRIMINATION**

**EFFECTIVE BEHAVIOURS  
FRAMEWORK**

**ESSUS ESSENTIAL VS.  
DESIRABLE CRITERIA**



**ADVERTISING GUIDANCE**  
**ADVERT TEMPLATE**  
**STYLE GUIDE**



**ADVERTISING**



**SYSTEM  
GUIDANCE:  
VACANCY  
REQUEST**



START **1** **2** **3** **4** **5** ALL



3

## CANDIDATE SELECTION

ROLE IS LIVE  
CANDIDATES  
CAN APPLY  
ONLINE



AVOIDING  
UNCONSCIOUS  
BIAS

SHORTLISTING  
GUIDANCE

PANEL  
COMPOSITION

SHORTLISTING  
MATRIX

LOGLIST v  
SHORTLIST



SYSTEM  
GUIDANCE:  
SHORTLISTING  
ONLINE



START 1 2 3 4 5 ALL



4

## INTERVIEW AND ASSESSMENT



**SYSTEM  
GUIDANCE:  
SCHEDULING  
INTERVIEWS**

**PREPARING FOR  
INTERVIEW**

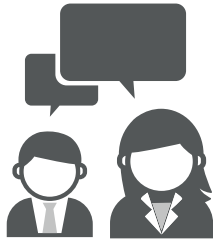
**INTERVIEW PREPARATION**

**PANEL  
COMPOSITION**

**RECRUITMENT AND  
SELECTION TRAINING**

**EQUIPMENT/  
ROOM SET UP**

START **1** **2** **3** **4** **5** ALL



**COMPETENCY INTERVIEW  
GUIDANCE**

**PROF. SERVICES  
COMPETENCYFRAMEWORK**

**INTERVIEW QUESTIONS**



**EFFECTIVE BEHAVIOURS  
FRAMEWORK**

**ROLE  
PROFILES**

**COMPETENCY  
INTERVIEWS**



**ASSESMENT  
GUIDANCE**

**GUIDE TO  
INTERVIEWING**

**GOOD PRACTICE**

**GDPR AND  
NOTE TAKING**

**THE LAW**

**QUESTIONING  
STYLE**

START **1** **2** **3** **4** **5** ALL

**REFERENCES**

**VERBAL FEEDBACK**  
SUCCESSFUL  
UNSUCCESSFUL

**RIGHT TO WORK**

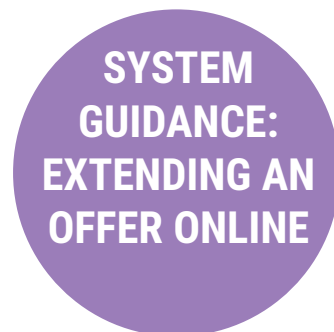


**SALARY SCALES**

**TERMS AND CONDITIONS**

**VERBAL CONDITIONAL OFFERS**

**INDUCTION**







# 1 PLANNING YOUR RECRUITMENT

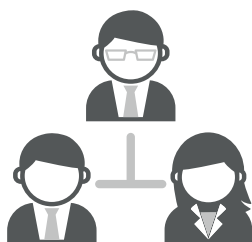


RECRUITMENT  
CALCULATOR  
PANEL  
COMPOSITION

## THINKING ABOUT YOUR RECRUITMENT

## OPPORTUNITY TO WORKFORCE PLAN

SUCCESSION  
PLANNING  
SKILLS ANALYSIS  
CONSIDER YOUR  
DEPT./DIVISION  
LOCAL PLAN  
SCHOOL STRATEGY  
VACANCY TYPE:  
• LIKE FOR LIKE  
• NEW ROLE  
• CHANGE IN ROLE



# 2 DEFINING YOUR ROLE



FLEXIBLE  
WORKING  
HOURLY/CASUAL  
APPRENTICESHIPS

## CONTRACT TYPES

## PROFESSIONAL SERVICES ROLE PROFILES

SALARY SCALES  
CONSIDERING  
UKVI IMPLICATIONS  
WHEN WRITING  
JOB DESCRIPTION

JOB DESCRIPTION  
TEMPLATE  
PERSON SPECIFICATION  
TEMPLATE  
HERA



# WRITING JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

EXPLORING FLEXIBLE  
WORKING  
AVOIDING DISCRIMINATION  
EFFECTIVE BEHAVIOURS  
FRAMEWORK  
ESSUS ESSENTIAL VS.  
DESIREABLE CRITERIA

ADVERTISING GUIDANCE  
ADVERT TEMPLATE  
STYLE GUIDE



# ADVERTISING

SYSTEM  
GUIDANCE:  
VACANCY  
REQUEST



# 3 CANDIDATE SELECTION

ROLE IS LIVE  
CANDIDATES  
CAN APPLY  
ONLINE



## AVOIDING UNCONSCIOUS BIAS

## SHORTLISTING GUIDANCE

PANEL  
COMPOSITION  
SHORTLISTING  
MATRIX  
LONGLIST v  
SHORTLIST



# 4 INTERVIEW AND ASSESSMENT

SYSTEM  
GUIDANCE:  
SHORTLISTING  
ONLINE



SYSTEM  
GUIDANCE:  
SCHEDULING  
INTERVIEWS

# PREPARING FOR INTERVIEW



INTERVIEW PREPARATION  
PANEL  
COMPOSITION  
RECRUITMENT AND  
SELECTION TRAINING  
EQUIPMENT/  
ROOM SET UP



COMPETENCY INTERVIEW  
GUIDANCE  
PROF. SERVICES  
COMPETENCYFRAMEWORK  
INTERVIEW QUESTIONS

# COMPETENCY INTERVIEWS



EFFECTIVE BEHAVIOURS  
FRAMEWORK  
ROLE  
PROFILES



## ASSESMENT GUIDANCE

## GUIDE TO INTERVIEWING

GOOD PRACTICE  
GDPR AND  
NOTE TAKING  
THE LAW  
QUESTIONING  
STYLE

REFERENCES  
VERBAL FEEDBACK  
SUCCESSFUL  
UNSUCCESSFUL  
RIGHT TO WORK

# 5 MAKING THE APPOINTMENT

SALARY SCALES  
TERMS AND CONDITIONS  
VERBAL CONDITIONAL  
OFFERS  
INDUCTION

SYSTEM  
GUIDANCE:  
EXTENDING AN  
OFFER ONLINE



# THE EMPLOYEE JOURNEY