



MAGNUM OPUS TRAINING

ALTERNATIVE EDUCATION

Staff recruitment and selection policy

Last Review Date: September 2025

Next Review Data: September 2026

Signed: 

Mr S King

Education Director

1. Purpose & Scope

At Magnum Opus Training, we are committed to recruiting high-quality, skilled, and dedicated staff who uphold our values and contribute positively to our educational environment. This policy ensures that our recruitment and selection process is:

- Fair, transparent, and free from discrimination
- Compliant with UK employment law, safeguarding regulations, and equality legislation
- Designed to attract the best candidates for each role
- Focused on safeguarding children and young people

This policy applies to the recruitment of all employees, contractors, and volunteers working within our organisation.

2. Legal & Regulatory Framework

This policy aligns with the following legislation and statutory guidance:

- **Keeping Children Safe in Education (KCSIE)** – Safer recruitment in educational settings
- **The Equality Act 2010** – Preventing discrimination in hiring
- **The Data Protection Act 2018 (UK GDPR)** – Handling personal information responsibly
- **The Children Act 1989 & 2004** – Safeguarding and promoting child welfare
- **Rehabilitation of Offenders Act 1974** – Managing criminal records fairly

3. Recruitment Principles

We are committed to:

- **Safer recruitment** – Prioritising child protection in all hiring decisions
- **Equal opportunities** – Ensuring fairness in recruitment, regardless of age, gender, disability, race, religion, or other protected characteristics
- **Transparency** – Providing clear job descriptions, expectations, and selection criteria
- **Merit-based selection** – Hiring the best candidate based on qualifications, experience, and suitability for the role

4. Recruitment & Selection Procedure

4.1 Identifying a Vacancy

The need for a new role or replacement is assessed by the Education Director. A job description and person specification are prepared, outlining key duties, qualifications, skills, and safeguarding responsibilities.

4.2 Advertising the Role

Vacancies are advertised internally and externally on appropriate platforms, such as:

1. Magnum Opus Training Website: www.magnumopustraining.com
2. Education recruitment websites such as TES, DfE, My new term.

3. Social media
4. Internal communications

All job adverts include safeguarding statements and equal opportunities declarations further included on the staff application form.

4.3 Application Process

- Candidates submit a completed application form and CV (where applicable).
- A self-disclosure form regarding criminal convictions is required.
- References from two previous employers (one must be the most recent) are requested before the interview stage.

4.4 Shortlisting

- A panel of at least two trained members of staff reviews applications against the person specification.
- Shortlisted candidates are contacted for an interview and assessment process.
- Unsuccessful candidates are informed promptly.

4.5 Interview & Selection Process

Shortlisted candidates attend an interview and assessment consisting of:

1. **Formal panel interview** – Questions on experience, skills, safeguarding, and suitability for the role.
2. **Safeguarding question(s)** – Every candidate must demonstrate an understanding of child protection
3. **Lesson observation/task (for teaching roles)** – A practical assessment of teaching ability.
4. **Skills assessment (for relevant roles)** – E.g., IT test, written task, or problem-solving exercise.
5. **Right to Work & Identity Checks** – Candidates bring original documentation (passport, visa, proof of address, etc.).

The panel makes a final decision based on performance across all elements of the process.

4.6 Pre-Employment Checks (Safer Recruitment)

Before any appointment is confirmed, the following checks must be completed:

Check	Requirement
Enhanced DBS Check	Mandatory for all staff working with children
Barred List Check	If the role involves regulated activity with children
Prohibition from Teaching Check	For teaching roles (via Teacher Regulation Agency)
Right to Work in the UK	Passport/visa verification
Medical Clearance	Fitness to work confirmation
Two Professional References	Must be verified and checked for safeguarding concerns

Qualifications Check	Verification of required qualifications (e.g., QTS, degrees, certificates)
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No candidate can start employment until all checks are satisfactorily completed.

5. Staff Training, Monitoring and Supervision

At Magnum Opus Training, we are committed to ensuring that all staff are well-trained, effectively monitored, and properly supervised to maintain high standards of education, safeguarding, and professional development. This policy applies to all employees, including teaching staff, support staff, and leadership teams, and ensures compliance with relevant education, safeguarding, and employment regulations.

5.1 Staff Training

We recognise that ongoing professional development is key to delivering high-quality education and safeguarding our students. Staff training is provided at various levels to ensure competency and confidence in all roles. Staff training relating to statutory guidance updates takes place in September, however, where updates and training relating to key policies, these will be shared immediately.

5.2 Offer & Onboarding

A conditional offer is issued, subject to satisfactory completion of pre-employment checks. Once all checks are cleared, a formal contract is issued. New staff undergo a comprehensive induction, including:

- **Safeguarding training** (KCSIE, Prevent, child protection procedures)
- **Health & Safety training**
- **Company policies and expectations**
- **Mentorship for new employees**

5.3 Induction Training

All new employees undergo a structured induction program that includes:

- Company ethos, vision, and expectations
- Safeguarding and child protection training (including Prevent Duty, KCSIE)
- Health & Safety and First Aid procedures
- Data protection and confidentiality (GDPR & DPA 2018 compliance)
- Behaviour management and restorative practice approaches
- Equality, diversity, and inclusion (EDI) policies
- Staff roles, responsibilities, and reporting structures

5.3 Ongoing Professional Development (CPD)

- Regular CPD sessions, including external training and in-house workshops take place each ½ term.
- Mandatory annual safeguarding refresher training

- Training on emerging trends in education, alternative provision best practices, and SEN support
- Leadership development programs for aspiring managers
- Access to external qualifications and certification opportunities

5.4 Safeguarding & Compliance Training

- All staff must complete **statutory safeguarding training** and refresher courses
- DSLs (Designated Safeguarding Leads) receive advanced safeguarding training
- Training records are monitored to ensure compliance with regulatory standards

6 Staff Monitoring & Performance Management

We have a structured system for monitoring staff performance, ensuring accountability and continuous improvement.

6.1 Observations & Feedback

- Regular lesson observations (formal & informal) with constructive feedback
- Peer observation and coaching opportunities
- Performance reviews tied to student progress and wellbeing outcomes

6.2 Appraisals & Performance Reviews

New members of staff are expected to complete a 6-month probation period which will be reviewed 3 months of the planned and agreed start date. Following passing the probation period, staff will be subject to regular...

- Annual performance appraisals aligned with professional development goals
- Mid-year review meetings to track progress and offer support
- SMART targets for continuous professional growth

6.3 Staff Conduct & Expectations

- All staff must adhere to the **Staff Code of Conduct**
- Concerns about staff performance are addressed through a supportive action plan
- Serious breaches of conduct result in formal investigations under our disciplinary procedures detailed in the company

6.4 Formal investigation procedure

Please refer to the formal disciplinary policy.

7. Staff Supervision & Support

We prioritise staff wellbeing and professional supervision to ensure a supportive work environment.

7.1 Line Management & Supervision

- Regular one-to-one meetings with line managers for support and guidance weekly
- Open-door policy for staff concerns and career development discussions
- Supervision sessions for those working in high-risk roles (e.g., safeguarding leads, pastoral staff)
- Regular wellbeing check-ins and staff surveys
- Reasonable workload expectations and support for work-life balance
- Access to mental health and wellbeing resources, including external support services
- New staff are assigned mentors for support and integration
- Peer coaching programs to foster collaboration and shared learning

8. Probation & Performance Review

New employees have a 6-month probation period with regular reviews. Line managers provide support and feedback to help new hires integrate successfully. If concerns arise, additional training or an extension of probation may be considered. The length of time to demonstrate compliance and improvement is limited to 6-months.

9. Equal Opportunities & Diversity

We are committed to diversity and inclusivity, ensuring that:

- No applicant is disadvantaged due to protected characteristics (race, gender, disability, etc.).
- Adjustments are made for applicants with disabilities.
- Recruitment decisions are based on merit and suitability.

10. Data Protection & Confidentiality

- All recruitment records are stored securely in line with the Data Protection Act 2018 (UK GDPR).
- Application data is only retained for 6 months for unsuccessful candidates unless otherwise agreed.

11. Policy Review & Compliance

This policy is reviewed annually to ensure compliance with:

- UK employment law & safeguarding regulation
- ACAS guidelines on fair recruitment
- Industry best practices

A minimum of one member of staff involved in recruitment must be Safer Recruitment Trained to uphold the highest standards.

