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|  | **London Diocesan Board for Schools**  **Covid-19 Recruitment of School Staff - LDBS Guidance**  **April 2020** |

**Introduction**

We do not know when schools will reopen, either partially or fully. The government’s stay at home and social distancing requirements mean that the usual face to face recruitment processes cannot be used for school staff.

At the end of March recruitment activity was reported to be down 50-60% on what is usually expected at this time of year. Commentators say that an increase, and even a surge, in vacancies advertised and recruitment processes may be seen in the summer term as schools move into the longer-term phase of their Covid provision and put in place suitable alternative recruitment processes.

**Information and Guidance**

The **DfE** has not produced any specific advice on staff recruitment and none is expected.

In the current context your staff needs for September may be even less unclear than normal. However, with fewer jobs currently advertised there is an opportunity to be ahead of the curve and get the pick of available teachers. Potential candidates need information about your vacancy and school so prepare the advert and get details ready. Contact [stuart.webster@london.anglican.org](mailto:stuart.webster@london.anglican.org) for support with advertising and candidates.

**The Key for School Leaders** has guidance on [how to manage recruitment remotely. It suggests the following and gives more information under each heading:](https://schoolleaders.thekeysupport.com/covid-19/manage-and-support-your-staff/remote-recruitment-and-induction/recruitment-how-manage-it-remotely/)

* Take extra precautions so the process runs smoothly
* Have an additional phone interview to screen candidates
* Speak with referees before the interview
* Set up remote interviewing and test it
* Plan an alternative to traditional lesson observations
* Get candidates for senior positions to meet staff remotely
* Check ID documents remotely

Foe classroom teacher and NQT appointments some of The Key’s suggestions in the Key document are particularly useful, for example taking up three references, having more than one online meeting and further exploration around the quality of teaching.

The Key has made its Covid 19 resources hub free to all schools for the time being.

Consider an appendix to your **recruitment policy** to cover any changes to your usual processes during the pandemic.

The NAHT, ASL, NEU, NAUWT, LGA and NGA have written a [joint statement on Burgundy Book notice periods](https://www.naht.org.uk/news-and-opinion/news/pay-and-conditions-news/covid-19-pandemic-guidance-burgundy-book-notice-periods-for-teachers-and-school-leaders/). In summary, notice periods remain the same but flexibility all round is urged.

For HT vacancies there is arguably greater need to interact face to face, for candidates to visit the school and/or for governors to visit candidates in their own school; making a virtual process less suitable. The LDBS will work closely with these schools’ governing boards and the LAs to support them if an interim HT is needed in the autumn term. We envisage a higher proportion of headship vacancies being filled in the autumn term ready to take up the role in January 2021.

[NGA's guidance on decisions and meetings](https://www.nga.org.uk/getmedia/08682f90-7df0-4af3-9de4-f7712bf0d129/Covid-19-Guidance-on-decisions-and-meetings-March-2020.pdf)  has a little more information about headteacher recruitment processes on page 4.

LDBS model contracts for teaching and support staff already include **probationary periods**. For appointments made during or closely following the virus school closure period schools may wish to extend their length from 1 term to 1.5 or 2 terms. Please keep your HR contact up to date with any proposed changes and include this in the appendix to your recruitment policy (see above).

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