



CSC Recruitment policy

Introduction

CSC is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

Purpose

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- to ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (**DfE**) in *Keeping Children Safe in Education (September 2021)*
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Recruitment & Selection procedure

Job Advertisements and Information

- The school will advertise available posts in a manner which encourages a wide field of applicants and support the notion of equality of opportunity.
- All job postings will include a short job description, outlining responsibilities, safeguarding expectations, and required
- All documentation relating to applicants will be treated confidentially in accordance with the EU General Data Protection Regulation (EU GDPR)
- All applicants for employment will be required to submit a CV with details about their academic and employment history and their suitability for the role.

CV selection



- All applications/CVs are screened by the school principal to determine if, according to the CV, the applicant meets the minimum qualifications requirements.
- The school may ask the candidate via email for clarifications and copies of the degrees.
- The school may conduct a screening of the candidate's social media activity.

Formal interview

- The applicant may then be invited to attend a **formal interview** at which his/her relevant skills and experience will be discussed in more detail by two members of staff. The interview may be face-to-face or via video (zoom, skype, etc).
- Candidates may be questioned about anything arising from the application which we may wish to clarify or explore further with the candidate (ex. gaps in employment, verification of employment history). Clarification will be noted on the CV and will be kept.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees/previous employers will be asked specific questions about the candidate:

- ability to teach to a high standard
- ability to work as a member of a team
- level of professional conduct
- attitude to work and whether they were a positive influence on others
- suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, and warnings that relate to the safeguarding of children
- the candidate's general suitability for this post.

Trial days

Shortlist candidates are invited to trial days. Teaching staff will offer 4-6 demo lessons. The demo lessons will be observed by the head of the department and the school principal.

Candidate will receive feedback and the end of the trial days.

Any offer to a successful candidate will be conditional upon:

- Receipt of 2 satisfactory references (if these have not already been received). The School will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references or testimonials.
- Verification of identity and professional qualifications
- A Police Criminal Record Certificate
- A Declaration of Integrity



- For a candidate involved in the leadership and management of the school, a check to ensure that the person is not prohibited from being involved in school management.
- Verification of successful completion of the pedagogical module/s
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate (ex DBS for UK-based staff).
- Right to work in Romania (for non-residents)
- Satisfactory medical fitness.
- Proof of address
- National ID or passport

Note:

1. In any case where a police clearance or check is missing from an applicant's records, the applicant must provide evidence that he or she has made every attempt to obtain the missing police check. Candidate will complete the declaration form appendix 1
2. Criminal record checks and Integrity Letters are expected from new hires, as well as individuals returning from maternity leave or extended periods of absence (e.g. extended medical leave or a sabbatical).
3. All staff members are expected to provide an updated Romanian police check and Integrity Letter every 3 years.

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the School's responsibility to be satisfied that employees of the School have the appropriate level of physical and mental fitness.

A detailed Job Description and requirements of the role i.e. proposed workload, extra-curricular activities, daily schedule, and workload during students' holidays will be provided to the candidate.

We do not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. Where a new member of staff starts work before the disclosure is available, we would ensure that the person is supervised at all times.

We follow the EYFS Statutory Framework and ensure that all staff understand the safeguarding policy and procedures, and all have up-to-date knowledge of safeguarding issues. Training is made available which enables staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way.

All new employees, hired through Recruitment & Selection Procedure will have a maximum of 9 months length of the work contract been consider probation period.

Competitive Selection procedure teaching staff

Step 1. In line with Art. 27 para. (3) and (9) and art. 177 para. (2) from the Pre-University Education Law no. 198/2023, private schools can hire teaching staff throughout the year, under the conditions of publication, at least 15 days before the organisation of the Competitive Selection, on their website, jobs websites, in the local and central press, of the following information:



- a) the organization calendar and the stages of the Competitive Selection (application period, the period of the tests, etc.);
- b) the conditions for filling teaching ;
- c) types of evaluation and selection
- d) temporary or permanent teaching position
- e) level of the teaching position
- f) minimum entry requirements

Step 2. During the enrolment period, the candidate teachers submit to the school office an enrolment file containing the following documents:

- a) application for registration;
- b) study documents as provided in art. 176 of Law no. 198/2023 by referring to the teaching position (certified copies);
- c) the certificates of obtaining didactic degrees, if applicable (certified copies)
- d) the birth certificate, the marriage certificate, as well as the civil status certificate, if the applicant has changed his name (certified copies);
- e) the identity card (certified copy);
- f) certificate showing the effective seniority in the education system (original);
- g) the employee record sheet (signed and stamped by the previous school), if romanian teacher;
- h) criminal record obtained no later than 30 days before submitting the registration file (original);
- i) Valid behavioural integrity certificate (original);
- j) The medical certificate issued by the family doctor/general practitioner stating "fit to teach in education" (original), as well as a medical certificate, issued by the doctor specialized in occupational medicine, certifying that is suitable for performing the activity according to art. 168 para. (1) from Law no. 198/2023;
- k) Declaration on own responsibility (Appendix no. 1);
- l) documents certifying the completion of at least one specific pedagogy module issued by an accredited body ;
- m) Certificate of English Language Proficiency
- n) 2 references obtained directly from the referee

Step 3. The school board checks all candidate's files.

The school board also checks if:

- a) the candidate has been definitively convicted for the intentional commission of a crime against life, bodily integrity or health, against the freedom of the person, ill-treatment of minors, harassment, trafficking of minors, pimping, crimes against sexual freedom and integrity, taking and giving bribery, influence peddling, forgery and use of forgery, qualified theft, for which rehabilitation did not take place;
- b) the candidate is registered in the automated National Register regarding persons who have committed sexual crimes, exploitation of certain persons or against minors regulated by Law no. 118/2019 regarding the automated national register regarding persons who have committed sexual crimes, exploitation of certain persons or against



minors, as well as for the completion of Law no. 76/2008 regarding the organization and operation of the National Judicial Genetic Data System, with subsequent amendments and additions;

c) the candidate was sanctioned, during the current school year or in the last 6 (six) completed school years, with the disciplinary termination of the individual employment contract.

The incomplete or unfitted files are rejected. The rejection answer is communicated to the candidate within 5 days.

Step 4. Competitive Selection

The candidates will be asked to complete the 3 stages of the competitive selection:

- i. have a formal interview
- ii. take a written test
- iii. offer 3-4 demo lessons on topics chosen by the school

The formal interview will assess the candidate's professional and methodical skills; the ability to solve some problem situations, by referring to the context and specifics of the educational unit; social and personality skills.

The written Test will be subject-based, from the school syllabus.

The final score will be the average of all scores. The maximum score is 100 and the passing score is 80. The teaching positions will be offered to the top-placed candidates.

The work contracts will be of unlimited length.

Internal Regulations and Teachers Code of Ethics

In addition to signing the work contract appointed candidate will also be asked to sign the internal regulations when arriving at CSC, before the school year begins, as part of the work regulations in Romanian. The Regulations for Organization and Functioning (ROF) stipulate all the expectations regarding work conditions and should be referred to at any point when you are unsure of the expectations regarding work. The ROF is updated each year and acknowledged by signature by all staff.

The Teachers Code of Ethics Policy, which outlines appropriate professional behaviour regarding working at CSC and Child Safeguarding Procedures and Practice has been incorporated into the ROF.

Retention and security of disclosure information

The School will:

- archive disclosure information and other confidential documents for 6 months
- not retain disclosure information or any associated correspondence for longer than is necessary (generally this will be for a maximum of six months).



- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information

Retention of records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Related Policies and Documents

The Regulations for Organization and Functioning
End of Year Assessment Rating Score Sheet
Professional development plan
Teachers Code of Ethics
CSC Child Safeguarding Policy
CSC Health and Safety Policy
CSC Internet and Social Media Policy
CSC Equal Opportunities Policy

DOCUMENT CONTROL		
Drafted	September 2024	By School Principal , HR Department
Approved	September 2024	By Foundation Director
Reviewed on	September 2025	By School Principal , HR Department
Review time	yearly	



Appendix 1

Declaration of own responsibility

The undersigned,,

living in, address

County/district, identified with series

No Personal Numeric Code.....

I declare on my own responsibility that I do not carry out activities incompatible with the dignity of the teaching position and I have not been removed from education for disciplinary reasons or by a final court decision of criminal conviction and I have not been banned the right to be placed in a teaching position through a final court decision of criminal conviction.

Made in one copy, under my responsibility, knowing that the inaccurate statements are punished according to the law.

Date

Signature,



Liceul Teoretic Educational Center

Educational Center High School



MINISTERUL EDUCAȚIEI
ȘI CERCETĂRII

Capidava 3, Constanța 900456, Romania

Tel.: 0241.647.745 Fax: 0241.613.400 Web.: www.cambridgeconstantina.ro Email: office@cambridgeconstantina.ro