

Recruitment Process

‘We aim to be a centre of learning and a musical launchpad, unlocking talent both now and in the future’

Moving Music Forward: Our Vision

Purpose

As a learning community, MMF thrives on the knowledge, skill, talent and experience of its diverse range of instrumental teaching staff, stewards, team members and volunteers.

In order to ensure recruitment is handled in a fair and effective way, the following processes should be followed by all hiring staff.

This document should be read in conjunction with the Foundation’s Safer Recruitment Guidelines.

Responsible Persons

The person with overall responsibility for ensuring that Safer Recruitment practices are followed is:

Elisabeth Wigley (Chief Executive)

The person with day-to-day responsibility for overseeing recruitment processes and practice is:

David Rees (Operations Director)

The person with responsibility for receiving and collating all relevant vetting paperwork for newly appointed staff is:

Kathy Doherty (Senior Services Administrator)

When required and as directed by the Chief Executive, responsibility for receiving and collating all relevant vetting paperwork for newly appointed staff will be delegated to:

Jane Marney (Finance Officer)

Equal Opportunity Employer

The Foundation commits to upholding its public statement on Equal Opportunities, as worded below:

Merton Music Foundation is an Equal Opportunity Employer. We value diversity and actively seek to diversify our workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to; members of the global majority; members of the LGBTQ+ community; people who identify as non-binary or gender queer; people with a disability; and people who are neurodivergent.

We are committed to ensuring an inclusive environment for all stakeholders; decision to appoint will be made solely on the basis of candidate merit and business need.

Appointment Timeline

Application Reviewed → Interview → Offer of Work → Safer Recruitment → Induction →
Appointment to Contract → Ongoing Support & Monitoring

To ensure operational effectiveness and fairness to all candidates, the Foundation endeavours to progress successful applicants through the Appointment Timeline as quickly as is feasible, whilst ensuring that all the necessary checks are made.

The Foundation commits to responding to all unsuccessful applicants in a timely manner and no longer than 10 working days after receipt of application or 5 working days after the date of interview.

Advertisement of Roles

MMF seeks to ensure a diverse pool of applicants in the roles it advertises and commits to ensuring clarity and transparency regarding the location, hours, and fee of the work to be undertaken in all published materials. Advertisements will include the Foundation's Equal Opportunities statement and signpost to potential candidates MMF's commitment to providing reasonable accommodations to support applicants that may require this.

As a minimum, roles are advertised via Music Match, Arts Council England Jobs and Black Lives in Music Jobs Board and occasionally via the Music Mark Jobs Board.

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Application Process

The Foundation welcomes unsolicited applications as well as applications for advertised roles via its Application Form, which is available online: www.mmf.org.uk/current-vacancies

Applicants to advertised roles should be encouraged to contact a named member of staff by phone before applying in order to understand more about the role/organisation so they might decide if they feel it would be a 'good fit'.

Applications are received to: jobs@mmf.org.uk

This is a shared mailbox monitored by the Operations Director and other senior staff. Upon receipt, applications are to be dated with any personal information (e.g. applicant name) redacted from the file name and saved in: *General\Recruitment\Applications & CVs* (tutor & steward applications) or *SLT\Vacancies* (Core Team applications).

Application Review

Applications to the Tutor Panel are to be reviewed by a panel of at least two curriculum staff, to include at least one member of the SLT.

Applications for core roles will be considered by an agreed selection panel that is representative of the organisation and suitable to the post being advertised.

Trustee applications will be considered by an agreed selection panel that is representative of the organisation and includes the Chief Executive and the Chair of Trustees.

In reviewing applications, the panel must only consider: the suitability of the applicant for the work available, as outlined in the Job Description and Person Specification; and business need. Candidates' protected characteristics will not factor in the decision to interview.

Unsuccessful Applications

If a candidate is unsuccessful based upon their application, they should be contacted within 2 weeks of the application deadline.

At this stage, unsuccessful applicants should be contacted via email, using the template saved here: *General\Recruitment\Applications & CVs*

Invitation to Interview

Applicants that are progressed to interview should receive a formal invitation, which is saved here:
General\Recruitment\Interview Documents to Send to Candidates

Candidates are made aware of the Foundation's commitment to making reasonable adjustments at the point of invitation. Best practice is to include the names and titles of the interviewing panel, if this is known.

Interviews are generally scheduled at a mutually convenient time as agreed by the applicant and the interview panel.

Interview Process

Interviews for Tutor Panel roles must be completed by at least two members of staff, including at least one member of the SLT.

Interviews for core and trustee roles will be completed by an agreed panel of staff and/or trustees as appropriate to the role advertised. The selection panel must be balanced and should include a person from the Global Majority.

At least one member of the Interview Panel should hold a certificate of Safer Recruitment training.

Interviews will ideally take place in-person at the Foundation's main office, but remote interviews are also acceptable.

Interviews for the Tutor Panel follow the structure outlined in the Interview Matrix and should be conducted in an open, friendly and transparent manner, including an opportunity for candidates to ask questions of the panel regarding the role and responsibilities.

For Core Team and Trustee roles, the interview questions and matrix will be agreed in advance and designed to support candidates to evidence the competencies and experience described in the Person Specification.

It is best practice for the interviewing panel to introduce themselves and their role/title to candidates at the start of the interview.

A record of every interview must be made via the Interview Matrix and saved in a named and dated folder here: *General\Recruitment\Interview Reports*

Selection Process

Merton Music Foundation commits to a fair and unbiased selection process. Decision to appoint is made solely on the basis of candidate merit and business need.

For applicants to the Tutor Panel, candidates' answers are graded according to the Interview Matrix to ensure a fair and unbiased assessment of suitability to the role.

For Core Team and Trustee roles, all sections of the interview will be scored and the panel will discuss candidates at the end of the process horizontally - discussing each candidate's answer to the same question in turn.

Offer of Work

If a candidate is successful at interview, they should be notified as soon as reasonably practicable verbally and a formal offer of work should be made and accepted in writing. MMF commits to communicating as clearly as possible with newly appointed staff regarding the work that is available.

Upon making an Offer of Work to a candidate, hiring staff should notify David Rees (Operations Director) and Kathy Doherty (Senior Services Administrator) so that the process of Safer Recruitment and Induction can be initiated.

Unsuccessful Interview Candidates

If a candidate is unsuccessful at interview, they should be notified as soon as reasonably practicable verbally. Unsuccessful candidates at this stage should be contacted via telephone, ideally within one week of the interview. Contact with unsuccessful candidates should be made clear, including any relative and constructive feedback.

Safer Recruitment

MMF is committed to ensuring the safety of its learning community and ensures that all staff, employees, contractors, freelancers and volunteers working or operating on its behalf undergo a thorough process of Safer Recruitment which includes obtaining an Enhanced DBS, two satisfactory references and an overseas police check, if required.

Full details of the Foundation's Safer Recruitment Guidelines can be found on its website:

www.mmf.org.uk/policies

New Starter Form

All new staff, volunteers and contractors must be sent a 'New Starter Form' to ensure the Foundation holds a standardised set of data for all adults working on its behalf.

The New Starter Form is saved here: Safer Recruitment\New Starter Form and made available to successful candidates via the Foundation's website.

All staff, tutor and volunteer personal data must be handled and stored in line with the Foundation's Data Protection Policy.

Presenting Documents

All new staff, tutors & volunteers must present the original copies of the following documentation to MMF before they can be appointed to contract.

The following documentation is required:

- A current Enhanced DBS certificate*. The DBS should be for the position: 'Child Workforce Tutor' or similar, contain Children's Barred List information, have been issued within the last 3 years or be part of the DBS Update Service.
- Certificate of completion of a Level 2 Child Protection / Safeguarding course** from within the last year. A headed letter from a school/college that confirms attendance and outlines the title of the course, the training provider and date of completion will suffice.
- Passport, or full birth certificate
- Two forms of proof of address (such as a bank statement or utility bill dated within the last 3 months, your drivers license, a rental agreement etc).
- The original copies of all qualifications.

*MMF will obtain a DBS check on behalf of any applicants that do not already hold one. For self-employed tutors, a fee applies.

**MMF delivers regular Safeguarding Training sessions to its staff, tutors & volunteers.

Recording of Staff Data

Merton Music Foundation holds the following data for its staff, tutors and volunteers on its Single Central Record:

- Full Name, Previous Names and Preferred Name / Known As
- Preferred Pronouns
- Date of Birth
- Phone Number
- Email
- Postal Address
- Next of Kin (name, relationship and contact information)
- Any Medical / Allergy Information (provided at the discretion of the individual)
- Reasonable Adjustments Requirements / Additional Needs Information
- British Citizenship Status, including Leave to Remain date
- Nationality
- Right to Work Status / Limitations and date
- Overseas Police Check (date completed, result) for applicants that have lived abroad for a period of 3 months or more in the 5 years preceding their appointment
- National Insurance Number
- Confirmation that the individual has a Unique Tax Reference Number (self-employed staff only)
- Teacher Reference Number (if applicable)
- DBS Number
- DBS Information (issue number, date and disclosure alert yes/no)
- Confirmation of a satisfactory result following online vetting searches (social media)

DBS Disclosure Alert

MMF recognises that a person is not defined by their past or the worst thing that they have done. Applicants with a criminal record disclosure will be considered for work, however applicants that have been barred from working with children or prohibited from teaching will not be accepted.

MMF commits to notifying school leaders when placing a tutor with a DBS Disclosure Alert to work in the setting and recognises that Headteachers retain right of refusal to any staff that they deem unfit to work with their pupils.

Where a member of staff with a DBS Disclosure Alert is appointed, an assessment of risk will be undertaken including enhanced background and social media checks as appropriate.

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ID Badge

All new staff, tutors and volunteers will be issued with an MMF ID badge which should be worn at all times whilst working on behalf of the Foundation.

Appointment to Contract

New staff and tutors will be issued a contract and/or Section 1 statement on or before their first day of work for Merton Music Foundation, in line with 2020 updates to the Employee Rights Act (1996).

Induction

New staff, tutors and volunteers must undergo a process of induction.

Typically, this will involve:

- Welcome email, with information about the foundation, its work and policies
- Access to the Staff Handbook or Tutor Information Pack
- Signposting of the Foundation's publication: The Inclusive Music Lesson: A Pocket Guide
- A named contact from the core team, usually the Operations Director, to answer any questions or queries
- Other support / activities as required and suitable to the nature of the role

Ongoing Support & Monitoring

New staff, tutors and volunteers will be monitored and provided support in-line with the Foundation's Quality Assurance and Continuous Professional Development processes.

New teaching staff should be observed withing their first term of teaching.

After an agreed period of time suitable to the nature of the role, new tutors receive a 'check in' message, typically this will be shortly after the first two weeks of provision from the Middle Leader with responsibility for their area or specialism or the Operations Director.

New core / employed staff should participate in a more thorough induction, support and monitoring process to be agreed at the time of appointment.

Policy Review

This policy is to be reviewed annually and/or in the even of any significant changes to legislation or MMF policy & processes.

Review Date

June 2023 - DR

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