

## STAFF RECRUITMENT, APPOINTMENT AND DEVELOPMENT POLICY

### Key Information

**This is a core policy that forms part of the induction for all staff, volunteers and Trustees. It is a requirement that all members have access to this policy and sign to say they have read and understood its contents.**

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Changes to Document	

**This policy will be reviewed and ratified at least annually and/or following any updates to national and local legislation and/or guidance.**

### Introduction

The purpose of this policy is to outline the procedures for staff recruitment, appointment, and development within Circomedia. It is important that we attract and retain highly skilled employees who are committed to our mission, vision, and values and this policy outlines the steps we take to welcome the best people to our staff team.

### Recruitment

Recruitment will be conducted in a fair and transparent manner, with job postings being widely advertised to attract a diverse pool of candidates. Postings are shared on a variety of platforms, including the Circomedia website jobs page, Arts Jobs, Indeed and via our social media channels. This is to help reach a diverse audience of potential job candidates.

The recruitment process will be in accordance with relevant legislation, and all applicants will be assessed based on their qualifications, skills, experience, and suitability for the position.

All applications are anonymised before being sent to the hiring team, so that no bias (unconscious or otherwise) is present when assessing the candidates. A tried and tested matrix is followed when selecting candidates to take through to interview, ensuring those with the most relevant skills and experience are selected.

All candidates are responded to and kept in the loop with the application process, including acknowledging receipt of application and, once a further decision has been made, informed as early as possible about the outcome of their application (rejection, invitation to interview or appointment). Where unsuccessful candidates request feedback, this is always provided.

## Appointment

All successful candidates will be offered an appointment in writing, which will outline the terms and conditions of employment, including salary, hours of work, benefits, annual leave and expectations of performance. The appointment letter will also include a probationary period (usually three months), during which the employee's performance will be assessed to ensure that they are suitable for the role. Circomedia's *New Starter Process* document outlines all stages required in the appointment of a member of staff, to guarantee a consistent experience from all staff members.

## Development

Circomedia is committed to providing opportunities for professional development and career advancement for our employees. This is for several reasons, including staff wellbeing and motivation, enhanced remit (e.g. being able to teach a new skill to students), ensuring our students receive the best quality teaching, health and safety (e.g. first aid training), and ensuring our staff team members' skillsets remain competitive. Employees will be encouraged to take ownership of their own professional development and to identify areas for improvement and managers are

encouraged to proactively suggest any development opportunities they find which are appropriate for their staff team.

## Performance Appraisal

All employees will undergo a performance appraisal at least once a year, which will provide an opportunity to review their progress, set new goals, and provide feedback on their performance. Appraisals are managed via the Breathe HR platform and appraisal training will be provided to all line managers. The performance appraisal will be based on a set of objective criteria and will be conducted in a constructive and supportive manner.

## Promotion

Promotions will be based on merit and, where there is an opportunity for promotion (e.g. due to staff turnover or the need for a new role) will be awarded to employees who demonstrate the necessary skills, knowledge, and experience to fulfil the requirements of the new role. The promotion process will be fair and transparent, and all employees will have equal opportunities to be considered for promotion.

## Conclusion

Circomedia is committed to managing recruitment, development and promotion of staff fairly and in a way that encourages a strong culture and which follows best practice. Appointing and retaining an excellent staff team is essential for success and in recruiting students to the variety of classes and courses we offer, and the principles set out in this document aim to provide a consistently high level of engagement between staff and their teams and managers.