

# George Abbot SCITT

## Safer Recruitment Policy

<b>Policy title</b>	<b>Recruitment Policy</b>		
<b>Author</b>	<b>Director of ITT</b>		
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### Introduction

- George Abbot SCITT is committed to safeguarding and promoting the welfare of children and young people and requires all trainees to demonstrate this commitment in every aspect of their work.
- The appointment of all trainees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality and Diversity policy.
- George Abbot SCITT will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socioeconomic background, or any other inappropriate distinction.
- We will comply with the requirements of Keeping Children Safe in Education Part 3 with regard to DBS and other pre-employment checks.

### A - Preparing for Recruitment Cycle

#### Courses to be offered

Partner schools will be required to complete returns that indicate:

- range of subjects offered for training places;
- predicted vacancies/employment needs for the end of the course for which we are recruiting;
- training department profiles for the subject areas offering training places;
- mentor profiles for those subject areas offering training placements.

The decision as to which courses will be offered annually is made using:

- partnership returns as above;
- past recruitment data – number of applications, quality of applicants, retention and employability;
- local and national requirements.

### B - DfE Publish portal and Advertising

Courses are published on the DfE Publish/ Apply system prior to the October deadline

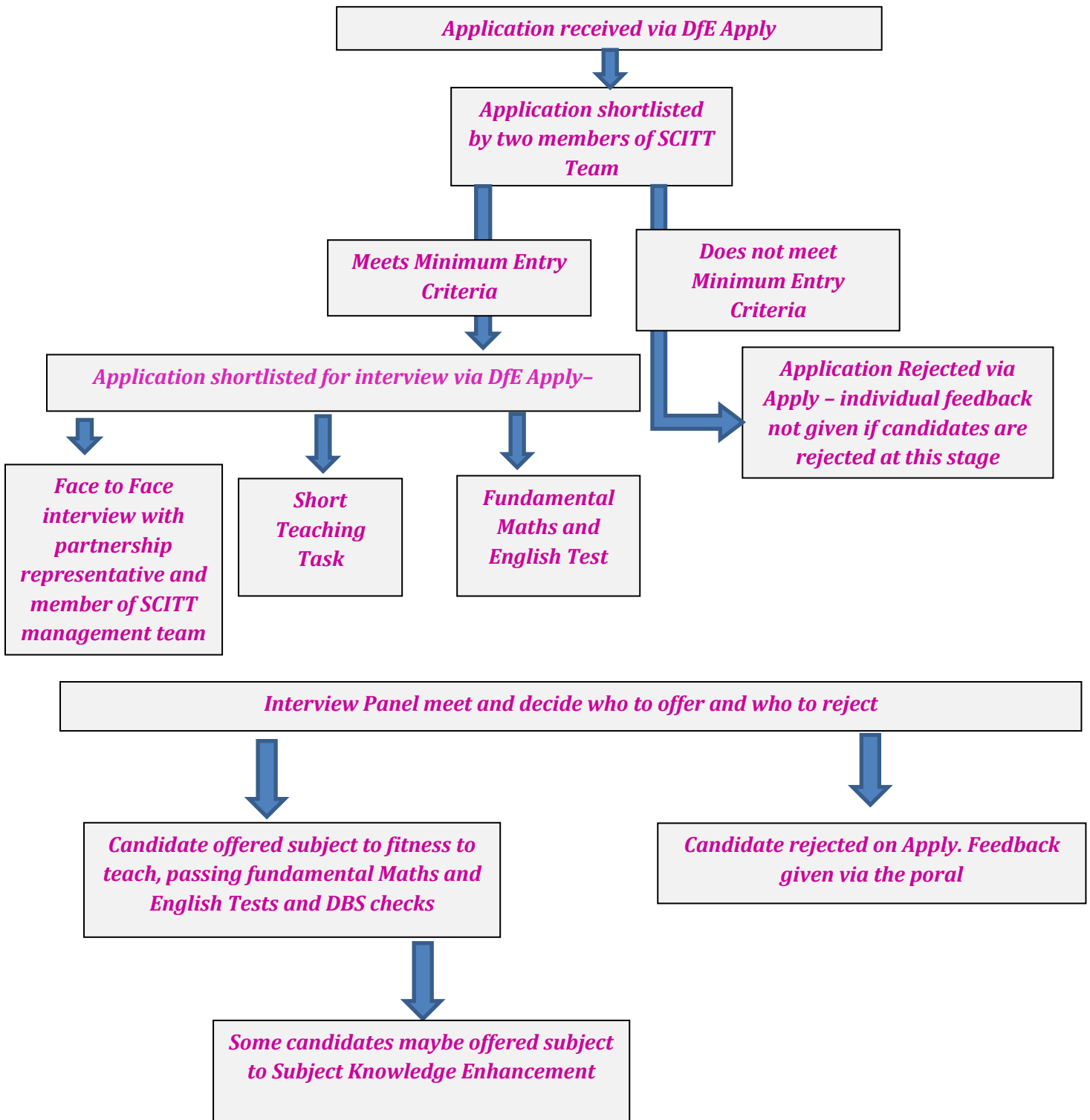
<https://www.publish-teacher-training-courses.service.gov.uk/sign-in>

DfE guidance for Publish can be found on the Publish portal in the Get Support Section. Once a course has been set up it can be closed, edited and reopened the following year.

All courses are advertised on DfE Apply and George Abbot SCITT website.

Entry Profiles offer specific information about each programme and are updated annually

### C. Recruitment flowchart



## D - Shortlisting

### Entry requirement Checks

Applications will be checked to ensure all minimum entry criteria are met as follows:

#### Candidates

- O Level or GCSE Maths and English at a standard equivalent with Level 4
- A degree with a 2:2 or above, preferably comprised of a minimum of 50% modules relevant to the subject they wish to teach or overseas equivalent.
- All candidates must establish at interview that they can communicate in English competently, confidently and clearly to a level that facilitates good quality communication with pupils, parents and colleagues and do so both orally and through writing.

All Overseas qualifications must be certified by ENIC.

Should an applicant not hold the required GCSE qualifications they must be prepared to take an equivalency test with [www.equivalencytesting.co.uk](http://www.equivalencytesting.co.uk) and [www.astarequivalency.co.uk](http://www.astarequivalency.co.uk) at their own expense. Any offer of a place made will be subject to them obtaining this qualification within prior to the start of the programme.

If the candidate does not meet the criteria at this point their application will be rejected.

### Shortlisting

All applications are shortlisted by two members of the SCITT Team. Applications are referred to the Director of ITT, if required.

#### A common set of criteria should be used to assess all applications including:

- Qualifications –relevance of A level subjects, degree breakdown and match to teaching subject;
- Written communication skills – standard conventions for spelling, punctuation, grammar and syntax;
- Transferability of skills/relevant experience;
- Appropriateness of supporting statement;
- Visa and work permit issues;

#### Application forms are read in detail and records kept to demonstrate they have been reviewed against the agreed criteria.

- Record of decisions and rationale should be kept for a maximum of 9 months for those candidates selected for interview at this stage and 1 month for those candidates who are unsuccessful.

#### Safeguarding Measures

Notes will be made of any anomalies, discrepancies or gaps in employment so these can be considered as part of the shortlisting process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted exploration and verification.

## References

References will be automatically requested by the DfE Apply once the candidates have accepted an offer. Details of the referees are visible on DfE Apply and can be reviewed by the short lister prior to interview and any concerns can be discussed with the candidate at interview.

### Guidelines for references:

1. One should be the current or most recent employer, including any volunteer work or Academic Lecturer if the candidate is still in full time education at the time of application.
2. If possible, one should relate to the applicant's work with school age pupils.
3. Referees should not be acting solely in the capacity of friends.
4. Additional references are requested if the original references are from a non-professional email address i.e: Hotmail or gmail domain

### Receipt of references

5. Once references are available on the DfE System, the recruitment team should read and review the references. Any areas of concern should be referred to the Director of ITT.
6. If a candidate will be placed within a school with residential pupils, references will be followed up with a phone call to verify.

### Safeguarding Measures

- References will be sought and obtained via the DfE Apply system.
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children
- All references will be vetted according to current DfE guidance
- Any concerns should be referred to the Director of ITT

### Social Media Checks

As part of the Keeping Children Safe in Education, a social media check will be completed for all shortlisted candidates. This will entail a search of the candidates' names in a search engine.

**Candidates are invited to interview via the DfE Apply system outlining the requirements for the interview day and this is followed up with an email to the given email address.**

### E - Interview Procedure

On the day of interview all candidates will be required to bring the following identification documents to be photocopied, signed and dated by the administrator, and the originals returned to the applicant. Interviews will not proceed if the identity of a candidate cannot be verified.

- Documentation to verify their identity – one of the following:
  - Passport
  - Driving License
  - Birth Certificate
- All relevant paperwork pertaining to visa/permit status declared on the application form
- Originals of qualification certificates GCSE at a standard equivalent to Level 4 in English and Mathematics and degree.

- Original ENIC statement (if applicable)
- Requirement to bring a copy of their marriage certificate, if the name on the certificate is different (if applicable).

### **The interview day will consist of 4 elements**

- Short Teaching Task
- Panel Interview - usually an experienced member of the SCITT team and/or Partnership school professional tutors.
- Maths and English Tests
- ID and Certificate verification

### **Short Teaching Task**

Candidates are asked to prepare and teach the interview panel as specific skill from the following list:

- How to complete a sudoku puzzle
- How to fold a t-shirt
- How to use chopsticks
- How to say simple words in sign language or foreign language i.: 1 – 10, name etc
- Or another skill of the candidates choice

### **Safeguarding Measures**

- Invites to interview will ask that all candidates bring with them documentation to verify their identity, i.e. passport or driving licence
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm education and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- Any areas of candidate's response to interview questions which lead to concerns about their suitability to work with children

### **Panel Interview**

The panel will comprise of a member of the SCITT team and one other. A formal invitation is issued to all partner schools encouraging them to take part in the interview process. At least one member of the panel will be Safer Recruitment trained. All members of the interview panels meet before the interviews proceed for a briefing with regard to policy, procedures, grading and recording.

The formal panel interview will explore the candidate's motivation for teaching, communication, self-awareness and self-development and resilience and professionalism.

### **Safeguarding Measures**

At least one member of the team will have completed appropriate safer recruitment training.

### **Maths and English Tests**

Candidates will complete a fundamental maths and English during the interview day.

During the interview process candidates must demonstrate that they can communicate in English competently, confidently and clearly both orally and in writing.

### **F – Making an Offer**

The interview team will meet to confirm decisions about suitability for the programme at the end of each cohort of interviews. The chair of the interview procedures will quality assure the processes and decision making. At this stage the Director of ITT will raise any issues with references.

Candidates will be notified of the outcome of their interview within 72 hours via the DfE Apply system. The offer will state that final placement on the programme is subject to successful Fitness to train to teach check, DBS Check and references. It may be also subject to completion of a Subject Knowledge Enhancement Programme, equivalency test or completion of degree.

### **G - Personnel file and Single Central Record**

Recruitment and selection information for successful candidates will be retained securely and confidentially for the duration of their training year including:

- application form
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications (GCSEs, Degree and Professional Skills Tests)
- Pre-employment Health Questionnaire and evidence of medical clearance from the Occupational Health service (if required)
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- offer to train letter and signed contract
- George Abbot SCITT / Learning Partners Academy Trust (tuition fee trainees) or the main placement school (salaried trainees) will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

### **H - Start of Employment and Induction**

The pre-employment checks listed in paragraph 6.4 above must be completed before the trainee starts the ITT programme. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

The Induction Programme will cover all relevant matters of George Abbot SCITT policy but in particular safeguarding and promoting the welfare of children.

### **I – Criminal Convictions**

SCITT trainees are required to make a disclosure to the SCITT Director immediately if they are convicted or cautioned for a criminal offence.

For a tuition fee trainee the SCITT Director conducts a Safer Recruitment Risk Assessment. This assessment supports the Director to determine whether the offence is a safeguarding issue. If the offence is not a safeguarding issue, then the Director can make the decision to continue the placement. The Director is required to inform the placement school and provide them with a copy of the risk assessment.

For a salaried trainee, the SCITT Director informs the placement school and they conduct A Safer Recruitment Risk Assessment. This assessment supports the school to determine whether the offence is a safeguarding issue. If the offence is not a safeguarding issue, then the school can make the decision to continue the placement. The school Director is required to inform the SCITT Director and provide them with a copy of the risk assessment

If the offence is a safeguarding issue, then either the SCITT or the placement school should initiate their Disciplinary process and investigate the issue. The SCITT or the placement school may be required to suspend the trainee until a full investigation is conducted.

#### **Safeguarding Measures**

- For candidates who have a positive DBS disclosure, there will be a risk assessment undertaken (which includes the candidate's explanation).
- Any decision not to proceed with the appointment will be clearly documented.