

## **Ashton on Mersey SCITT** **Recruitment and Selection Policy**

**Author: S Buckley**

**Date written/amended: 23rd May 2016**

**Date of next review: 23rd May 2017**

The Ashton on Mersey SCITT recognises the importance of a rigorous recruitment process to secure sufficient high quality applicants to enrol as trainees on our teacher training programme. We are committed to ensuring that the recruitment and selection of trainees is a fair and effective process. Each procedure will meet the requirements of the Secretary of State's ITT criteria.

### **Safeguarding**

Safeguarding children must be everybody's responsibility. Good safeguarding practice has to be built into routine procedures and practice. Nowhere is this more important than in the recruitment and vetting of people who have contact with children.

An explicit statement, as outlined below, about the SCITT's commitment to safeguarding and promoting the welfare of children should be included in all materials and resources around recruitment and selection.

***"The Ashton on Mersey SCITT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and trainees to share this commitment"***

### **Recruitment of Ex-offenders**

Ashton on Mersey SCITT is committed to ensuring that all trainees are treated fairly and with consideration.

The nature of the course allows Ashton on Mersey SCITT to ask questions about the trainee's entire criminal record.

Ashton on Mersey SCITT complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed during the application and selection procedure.

We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

Ashton on Mersey SCITT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We select all candidates for interview based on their skills, qualifications and experience.

Having a criminal record will not necessarily bar the trainee from working with us. This will depend on the nature of the position and the circumstances and background of their offences.

We require all applicants to inform the SCITT of all the details and nature of their offence. The SCITT team then seek approval from the accounting officer regarding the trainees place on the

programme. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in Ashton on Mersey SCITT who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a placement on the ITT programme.

### **Safer Practice**

Safer practice in recruitment and selection means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process.

It requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. The main elements of the process include:

- Ensuring the Job Description makes reference to the responsibility for safeguarding and promoting the welfare of children
- Ensuring that the person specification includes specific reference to suitability to work with children
- Obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies
- A face to face interview that explores the candidate's suitability to work with children as well as their suitability for the post
- Verifying the successful applicant's identity
- Checking their previous employment history and experience

## **Roles and Responsibilities of SCITT Personnel**

### ***Director of SCITT***

- Member of the Interview Panel for Secondary and School Direct

### ***SCITT Manager***

- Member of the Interview Panel for Primary and Secondary
- Quality Assurance of the SCITT Administrator
- Sift both Primary and Secondary Applications

### ***Course Leader***

- Member of the Interview Panel
- Oral feedback to applicants
- Recruitment and Selection

### ***SCITT Administrator***

- Administer applications and distribute to Course Leader
- Manage correspondence to applicants – successful and unsuccessful
- Administration of interview dates
- Sends emails to confirm dates and attendance
- Accepts/rejects applicants on UCAS following recruitment day

## ***The Application Process***

Ashton on Mersey SCITT will follow a thorough and consistent application process that manages the flow of applications efficiently and effectively and is fair to all applicants who apply. (Appendix 1)

### **1. Enquiries**

The Ashton on Mersey SCITT will have a dedicated contact number and email address to which all SCITT enquiries will be directed. The SCITT Administrator will be responsible for responding to all enquiries which come through these channels.

All enquiries will be responded to within 48 hours of receiving the initial call/email. Where the SCITT administrator is unable to answer the enquiry the details will be passed onto either the SCITT Manager or Course Leader who will then respond directly to the applicant.

All enquiries will be recorded on the internal database which the SCITT administrator will be responsible for updating.

### **2. Application Sift**

All applications for the ITT programmes delivered by the Ashton on Mersey SCITT will come through the UCAS portal.

The SCITT administrator will be responsible for recording all the applications which have been received and acknowledging receipt of them on the UCAS site.

The SCITT administrator will carry out the initial sifting of applications. This will include checking which applications meet the essential entry requirements for the course, as

required by the Secretary of State's ITT Criteria for entry (C1.1; C1.2; C1.3; C1.4) and as required by the Ashton on Mersey SCITT. These are outlined in the table below.

Phase	Entry requirements
<b>Primary</b>	<ul style="list-style-type: none"> <li>• A UK Bachelor's degree classification of 2:2 or above or an equivalent as judged against NARIC</li> <li>• At least 5 GCSE A-C grades to include English Language, Mathematics and Science; A*, A or B grades desirable for English Language, Mathematics and Science (or equivalent)</li> <li>• Successful completion of the Teaching Agency Skills Test</li> <li>• For Primary with Maths programme at least a grade B in Maths at GCSE</li> <li>• Successful completion of fitness to teach questionnaire</li> <li>• Completed Enhanced DBS check</li> </ul>
<b>Secondary</b>	<ul style="list-style-type: none"> <li>• GCSE in Mathematics and English Language Grade C or above (or equivalent)</li> <li>• A UK Bachelor's degree classification of 2:1 or above for PE and English or an equivalent qualification as judged against NARIC</li> <li>• A UK Bachelor's Degree classification of 2:2 or above for Mathematics, Physics, Chemistry, Biology History, MFL or an equivalent qualification as judged against NARIC</li> <li>• The degree must normally contain at least 50% subject content in the proposed subject area for teaching</li> <li>• Subject enhancement courses are available for some secondary subjects. If the student's degree subject does not link directly to their chosen teaching subject, SCITT subject-specialist staff will investigate the suitability of the candidate to complete a subject knowledge enhancement (SKE) course before they begin training. Candidates for SKE courses will normally hold an 'A' level qualification, or suitable work experience in the subject which they wish to teach</li> <li>• Successful completion of the Teaching Agency Skills Test</li> <li>• Successful completion of fitness to teach questionnaire</li> <li>• Completed Enhanced DBS check</li> </ul>

Once the initial sift has been carried out the SCITT administrator will report unsuccessful candidates to UCAS.

The next sift is carried out by the Course Leader and the Director of SCITT (Secondary) or SCITT Manager (Primary). Each application will be reviewed in more detail against the SCITT's selection matrix (Appendix 2). The Course leader and Director of SCITT or SCITT Manager will complete the application check sheet for each applicant (Appendix 3).

Once the second sift has been completed the SCITT administrator will contact applicants invited to interview, and update the UCAS record. Interview invitations will be sent out to applicants within two working weeks of receiving their application from UCAS.

### 3. Informing the applicants

It is the responsibility of the SCITT administrator to liaise directly with applicants and to inform them of their application progress as and when required.

### ***Selection Process***

To secure a fair, consistent and transparent process of selection, and to ensure that the SCITT meets the Secretary of State's ITT criterion for entry C1.3, the SCITT has developed a rigorous selection process, including the sift process described above and a thorough process for all applicants selected for interview. The interview process is outlined below.

Appendix 4 outlines the Interview process which the Ashton on Mersey SCITT will follow to ensure we recruit high quality trainees and that the process is fair to all applicants who will apply.

### ***The Interview Day***

The Interview panel will consist of a combination of the following personnel:

- SCITT Manager
- Course Leader – will be on each panel to ensure consistency of interview procedures
- Director of SCITT
- Representatives from SCITT partner schools

All SCITT personnel who are involved in the interview process will have completed the 'safer recruitment' training.

Members of the interview panel should:

- Have the necessary authority to make decisions about appointment
- Be appropriately trained
- Discuss the interview day and ensure everyone is aware of their roles and responsibilities

The Interview day will consist of the following activities:

- **Pupil Activity**

The applicant will be assessed on the following:

- Communication with pupils
- Engagement of pupils
- Behaviour management
- Facilitation and organisation of activity
- Subject Knowledge

- **1:1 Interview**

This part of the interview will focus on assessing the applicant's suitability for the programme. It is an opportunity to expand on their experiences and the information they have provided on the application form. The interviewers will consider the following:

- Their commitment to teacher training
- Prior experience within a school
- Personal qualities and attributes
- Communication skills
- Interaction with the panel
- Range of examples of experiences in school

- **Written task**

The applicant will be asked to write about a current educational issue (examples of headings will be provided as a prompt if needed). The panel will assess:

  - The structure of their writing – looking at spelling, punctuation and grammar.
  - The content of their writing – awareness of current educational issues.
- **Teaching and Learning group task (If size of group allows)**

During the task the observer and facilitator will assess the following:

  - Involvement in the discussion
  - Understanding of Teaching and Learning strategies
  - Examples of Teaching and Learning strategies
- **Presentation**

The applicant will be assessed on the following:

  - Communication/Interpersonal Skills
  - Subject Knowledge
  - Ability to analyse and reflect
  - Personal experiences and impact
  - Creativity of Presentation

Involving pupils in the recruitment and selection process in some way is recognised as good practice.

At the end of the interview day the panel will collate all documentation including panel members' scores of each candidate and agree, by majority decision: which applicants have been successful. Those applicants who are graded as 'outstanding' or 'good' will be offered a place on the ITT programme and what (if any) further requirements must be met.

Once all the decisions have been made the SCITT administrator will inform all applicants of their outcome by updating the UCAS record. The SCITT administrator will record all outcomes on the internal SCITT database and when requested will produce an analysis of outcomes for the SCITT operational group, as well as a standard termly report for the operational group.

Where required, offers will be conditional based on the following checks and tests being completed:

- Literacy and Numeracy skills tests
- Enhanced DBS Check
- Degree result – if unknown at the time of application
- Fitness to teach questionnaire
- Prohibition of teaching check
- Additional school experience booklet

### **Monitoring and Evaluation**

- Analysis of application data and trainee data each year
- Applicants will complete an evaluation form at the end of each recruitment day
- Analysis of evaluation data will be reviewed and improvements made to the selection process
- QA checks by SCITT personnel governor

Data collected through the analysis of trainees' applications and evaluation form will be used to inform the planned review of the policy and procedures.