

Educate Group ITT Recruitment and Selection Policy

Assessment Only Route (Employed Applicants/Candidates)

Introduction

The policy applies to Education Management Direct Ltd, trading as Educate Group Initial Teacher Training. This document outlines the policy and procedure for recruiting candidates on to the Assessment Only Route to QTS.

Educate recognises the importance of a rigorous recruitment process to ensure all aspects of the Teachers' Standards and Assessment Only Criteria are met before commencement on the AOR and registration with the Department for Education (DfE).

We are committed to ensuring that the recruitment and selection of candidates is a fair and effective process. Each procedure will meet the requirements of the DfE AOR and ITT criteria and shall align with Safer Recruiting and Safeguarding best practice.

The Educate AOR route is advertised externally on <https://educate-group.co.uk/assessment-only-route/>, as well as on social media and directly with partner schools and on <https://getintoteaching.education.gov.uk/train-to-be-a-teacher/assessment-only-route-to-qts>

'Expression of Interest'

All applicants are initially asked to complete an Expression of Interest on the Educate AOR website where they will answer a series of questions to be assessed by the AOR Programme Manager and eligibility considered. Individuals will be contacted and provided bespoke advice and those eligible are sent an application pack.

Eligibility check

All applications must be made via email to either the central AOR inbox (aur@educate-group.co.uk) or directly to the AOR Programme Manager (mike.jones@educate-group.co.uk). CVs are not accepted. The following documents are required:

- Application Form.
- A signed AOR school Partnership Agreement which set out the roles and responsibilities and confirms DBS status (see below).
- The latest Ofsted report of the school.
- Testimonials from two or more schools, signed by the Headteachers (see below).
- Suitability to Teach declaration.
- Funding form.
- Verified photocopies of GCSE and degree certificates with UK ENIC and name change documents if applicable.
- A photo copy of a recognised form of photo ID such as a driving licence or passport.

Application

All applicants are initially screened by the AOR Programme Manager, who is Safer Recruitment trained. An AOR Application Assessment Template is completed, assessing whether all entry criteria, as set out in the [Assessment only route QTS - criteria and supporting advice](#), are met:

1. **A1.1 GCSE Standard Equivalent:** Applicants need to demonstrate they meet or will have the capacity to meet the qualification criteria of GCSEs at Grade C/Level 4 and above in English and Maths (and Science if applying for Primary) and degree.

Please note we do not accept Functional Skills at any level in numeracy or literacy, or a Provisional Statement of Results. Notes are made if an applicant will need a specific equivalency test which would be a condition of Offer. Educate offers an equivalency testing service for those applicants who accept an offer. Overseas qualifications must be supported by a statement of comparability by UK ENIC.

2. **A1.2 Degree Criteria:** Applicants need to demonstrate they hold a first degree from a United Kingdom higher education institution or equivalent qualification. Overseas qualifications must be supported by a statement of comparability by UK ENIC.
3. **A1.3: Suitability > Disclosure and Barring Service (DBS); Childcare disqualification – employed applicants:** As applicants are school employees the responsibility is with the employing school to ensure the applicant has been subject to an Enhanced Disclosure and Barring Service (DBS) for the child workforce, including a check of the Barred list which includes a childcare disqualification check, and a check of the Prohibition list. The Headteacher must confirm that all the necessary safeguarding checks have been completed by school. It is unlawful for Educate to recruit anyone who is barred from working with children.
4. **A1.3: Suitability > Other background checks – Prohibition List:** Educate undertakes:
 - a check of the Prohibition List which is recorded on the Application tab on the AO master spreadsheet
 - An online check of the candidate's name and location to highlight any issues which is recorded on the AO master spreadsheet
 - Candidates are asked at interview if they are aware of their responsibilities under KCSIE and the 2010 Equalities Act and this is recorded on the IAV form.

A1.3 Suitability - applicants not employed by school: *Please see our separate ITT Recruitment and Selection Policy which outlines the processes Educate undertake for those candidates not employed by their school.*

5. **A1.4 School teaching experience:**

Testimonial statements: submitted on the Educate Testimonial template documents. One of the testimonial statements should be from the Headteacher of the applicant's employing school. A second school testimonial must be provided to show that the applicant has been teaching a substantial teaching timetable for at least four weeks in their phase/subject(s) in another school. Both testimonials must add up to two or more years of teaching a substantial timetable full time (or pro-rata for part-time applicants). If unsuitable testimonials are provided, Educate will ask for further testimonials to be provided as part of the application process. Educate does not accept open references, testimonials or references from friends or relatives.

Personal statement: Evidence of subject knowledge, knowledge of the profession and school experience are sought through their education and employment background and personal statement.

Employment history: Evidence of significant teaching in two schools.

6. **Original documentation:** Applicants will be asked to provide details about their qualifications and ID which will need to be verified by the Headteacher at the school. During the Initial Assessment Visit (IAV), and before DfE registration candidates will also be asked to show original copies to their Assessor. Copies of applicant's documents will be retained as per the Educate retention policy.

The application is moderated by a Safer Recruitment trained, Senior Leader from Educate. Both assessments are recorded on the AOR Application Assessment Template. Any discrepancies are taken to the Head of ITT for final decision. Any reasons for rejecting an applicant will be clearly identified at this stage.]

Offer

If the applicant is successful, they will receive an 'Offer' which details any conditions that need to be met prior to commencement, and full payment for the route. Their offer letter includes links to key documents that will help candidates prepare for starting the route. Once conditions are met and full payment received candidates receive their 'Start' letter (including access to the AOR handbook and all documents) and they are introduced to their Assessor who will arrange the IAV and a login to the AOR Online Platform.

Health and physical capacity to teach

Educate has a responsibility to ensure that trainees have the health and physical capacity to teach and will not put children and young people at risk of harm. Candidates are asked to complete a health questionnaire at the Offer stage. Only targeted and relevant health-related questions which are necessary to ensure that a person is able to teach will be asked. Educate will provide support and guidance to trainees who provide further information about identified needs and a support plan created.

Employing schools

All employing schools must state their Ofsted grade or ISI grade in the Partnership Agreement form and include their Ofsted report in the application. Any school deemed in special measures will have to provide additional evidence to support that their judgements on quality of teaching are secure in order for the AOR process to proceed. This could be working with an external partner or that the particular subject or phase in the school does have strength as identified in the Ofsted report.

Payment of fees

Candidates must pay the fees in full before they can start the AOR with Educate. Fees are £2675+VAT.

Initial Assessment Visit (IAV) and interview

- Following the introduction to the Assessor, the IAV will be arranged. The focus of this visit is to 'interview' the candidate to make sure that they are meeting the QTS Teachers' Standards before they are registered with the DfE, and their Assessment Only Route commences.
- The Assessor will visit the school and meet with a school senior leader and the supporting teacher working with the candidate during the Assessment Only Route. The supporting teacher will comment on the candidate's teaching and how the candidate is meeting the Teachers' Standards.
- It also involves a professional discussion with the candidate and observation of their teaching in the subject/age range that they have applied for, to ensure that the quality of the teaching meets the Teachers' Standards.

- The Assessor will scrutinise their initial QTS portfolio of evidence and make a judgement on whether the candidate will be able to complete the portfolio within the agreed time frame and a bespoke portfolio action plan.
- The Assessor will also see the original GCSE and degree certificates and other key documents that have been provided previously as verified electronic copies. These key judgements from the visit are recorded on the as the IAV and formal lesson observation form.

DfE Registration and the start of the 12-week assessment period.

Following the IAV and the interview, the AOR Programme Manager will review the documentation as part of the Quality Assurance process. If satisfied, the candidate will be registered with the DfE. The school and candidate will be informed along with confirmation of the timeline for the 12 weeks assessment period, including the dates of the next Assessment Visit (AV2), the Final Assessment Visit (FAV), and for sign off of the QTS evidence.

Equal Opportunities Statement

Educate recognises our duties under the Equality Act 2010 and welcomes candidates from all groups within society, backgrounds and experiences. As a provider of Initial Teacher Training and Assessment Only, we have a responsibility to ensure positive attitudes towards diversity both for the teacher workforce, and for the young people our trainees will come into contact with over their career.

We understand the value of a diverse culture and are open in our recruitment process and policy; no candidate shall receive positive or prejudicial treatment due to race, ethnic origin, disability, religion/ belief, gender, sexuality, or age. Educate are committed equality, diversity, and inclusion, promoting, and celebrating a diverse and inclusive teacher workforce. We aim to provide a safe space for all candidates to discuss their experiences and strive to educate ourselves to improve awareness of the nine protected characteristics.

Decision making will be based solely on our responsibility to the DfE eligibility criteria and the candidates' merits.

Disability and access

All reasonably practicable steps will be taken to ensure that any reasonable adjustments are made to ensure all candidates can access the route.

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Reviewed annually