

Educate Group ITT Recruitment and Selection Policy

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 trainee teachers on to a course leading to the award of QTS.

Educate recognises the importance of a rigorous recruitment process to secure sufficient high-quality applicants onto our teacher training programmes. 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 and shall align with Safer Recruiting and Safeguarding best practice.

The following policy & procedure applies to SCITT applications but does not apply to Assessment Only. Please see separate guidance for Assessment Only Route into teaching.

Educate are committed to adhering to the [Statutory Guidance: Initial Teacher Training \(ITT\): criteria and supporting advice](#):

C1.3 Suitability

All accredited ITT providers must ensure that all entrants, as part of the accredited ITT provider's selection procedures, have taken part in a rigorous selection process designed to assess their suitability to train to teach.

C1.4 ITT Recruitment Practices

All accredited ITT providers must ensure course information is accurate, up to date and provides trainees with the information they need; and provide timely responses to applications.

Applications

- All Educate programmes of study are advertised externally on <https://www.gov.uk/find-postgraduate-teacher-training-courses> with further information available on <https://educate-group.co.uk/initial-teacher-training/#>
- All applications must be made through DfE Apply <https://www.gov.uk/apply-for-teacher-training>. CVs are not accepted.

Selection

- All applicants are initially screened by a member of the Educate Senior Leadership Team to check they meet or will have the capacity to meet the entry 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 so this can be discussed and explored with them at interview. Educate offers an equivalency testing service at discounted rates for those applicants who accept an offer.

- Work history will be examined, and interviewers informed (via the selection form) of any 'gaps' in work history, so this can be discussed with the candidate
- Evidence of subject knowledge and knowledge of the profession are sought through their education and employment background and personal statement.
- Educate undertake Safer Recruitment checks, so further questions can be asked about any previous convictions that have been declared.
- As per [Keeping Children Safe in Education \(2023\)](#), a member of the Senior Leadership team completes an online check of all applicants shortlisted, prior to interview. We only search for information in the public domain. This is stated on our website and is part of both our 'Recruitment and Selection' and 'Safeguarding' policies, available on our website.

For reference: KCSiE (2023) Section 221. In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks. See Part two – Legislation and the Law for information on data protection and UK GDPR.

- Any reasons for rejecting an applicant will be clearly identified at this stage.
- If a trainee is successful at selection, they are asked to send copies of their GCSEs and degree. If they fail to do so at this stage, or any are pending, but are successful at interview, then it becomes a condition of their Offer that they send official confirmation of GCSEs and/or degree prior to commencement. If they haven't got the necessary GCSEs, then the condition is that they achieve these prior to commencement, or equivalent. Overseas qualifications must be supported by a statement of comparability by UK ENIC.

Interviews

- If an applicant is successful at the selection stage, they will be invited to an interview which takes place online via Zoom.
- All interviews have at least two members of the Senior Leadership Team present for Safer Recruitment and moderation purposes, of which one at least, is Safer Recruitment trained.
- Interviewees are asked to show a form of ID (back and front) and the DOB recorded. This is to check against the application form as a further layer of ID check. Interviewees will be notified that an Online Check (as above) has been carried out prior to interview.
- The interview process will explore the applicant's understanding of the role of a teacher, their desire to train to teach in their chosen phase/subject and their understanding of a school-based route and commitments to the programme.
- There are 3 stages to the interview:

1. Applicants are asked to prepare to teach the panel for 5 minutes on a subject of their choosing. This is designed to help the applicant feel at ease and demonstrate their ability to convey knowledge to an audience.
2. During the second stage of the interview, applicants are asked a series of question about teaching in general followed by a series of questions on their chosen phase/subject. These questions are designed to assess the following competencies:

Professional	Expresses views appropriately, respectfully, and professionally
Confident	Shows the potential to have authority and good 'teacher presence'
Sociable	Shows the ability to adapt appropriately to a particular social context
Approachable	Talks freely about personal issues, reflections, and experiences
Warm & Engaging	Demonstrates an optimistic and open manner; friendly and warm
Tolerant	Shows respect for others and different views
Knowledgeable	Has some knowledge of the role of a teacher and the education sector
Committed	Has knowledge of and commitment to teaching their subject/phase

3. The final stage is a series of questions regarding expectations and commitment to the programme including for e.g., finance, wellbeing support, any conditions of Offer and the school placement. This is to ensure applicants are fully informed about the expectations of the programme and can ask questions. Primary applicants will be asked what their preferred training age range is. Where a secondary candidate is required to complete a subject knowledge enhancement (SKE), the length of this and the reasoning is recorded on the interview booklet and added as a condition of offer.
 - Interviewers will record where the applicant has demonstrated a particular competency with detail from their verbal answers. All answers are recorded on the interview booklet
 - After the online interview the interview panel will discuss if the applicant has the potential to be a high-quality trainee and the applicant will be offered a place or be rejected. Both members of the SLT conducting the interview need to agree whether to Offer or Reject. Where there is a discrepancy a moderation process takes place involving another member of the SLT.
 - Applicants who are rejected will be notified via Apply with feedback.

Offers

- Following a successful interview, applicants will be issued with an Offer via DfE Apply, along with any conditions (placed on Apply), and an email to inform them of their success and next steps.

- Applicants Offers will become unconditional on the DfE Apply system once they have satisfied all conditions as outlined in their conditional offer.

Acceptances

Applicants send in ID upon acceptance. Should certificates have a different name to ID provided, applicants will be asked to provide evidence of name change e.g., marriage certificate, Deed Poll, Decree Absolute.

References

- References will be requested by the DfE, via Apply following acceptance of an Offer from Educate.
- References should be from someone who is suitably qualified to comment on the applicants suitability to train to teach. Examples of appropriate referees are, an employee of the applicant's University and/or a school reference where the applicant is working or volunteering account. Educate does not accept open references, testimonials or references from friends or relatives.
- If unsuitable references are provided and/or the reference(s) are too brief on Apply form, Educate will ask for further references to be provided as part of a conditional offer, as per the Safer Recruitment practices.

Right to Work/study in the UK

- At interview, photographic ID will be seen and recorded (type of ID seen (front and back) and date of birth checked).
- On acceptance of a place, applicants will be asked to complete a digital ID check via CareCheck prior to the commencement of the Programme. This will verify their identity, address and confirms their residency status in order to complete the Right to Work check.
- Should an applicant be unable to complete the digital ID check, then a manual check will be completed.

DBS

- All accepted applicants are required to undertake an Enhanced Disclosure and Barring Service (DBS) for the child workforce, including a check of the Barred list which includes a childcare disqualification check.
- Educate request that applicants join the Update Service at the time of applying for an Enhanced DBS (if not already on the Update Service for the Child Workforce). Educate undertake a check of the Prohibition list.
- Educate Group ITT will follow the DBS Code of Practice and NASBTT guidance in relation to enhanced DBS checks for applicants to our programme. We will also have due regard to Keeping Children Safe in Education.
- It is unlawful for Educate to recruit anyone who is barred from working with children.

Overseas candidates

- Accepted candidates who have lived or worked overseas for six months more in the last five years need to provide a Criminal Record Check from the country of residence following the government guidelines:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Prior Convictions or Cautions

- All applicants are asked to declare any safeguarding issues such as a criminal record or professional misconduct on their application and again at interview. In the event that:
 - Relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process, and/or,
 - Where there are any declarations on the applications form and/or,
 - A DBS Certificate is returned with details of cautions and convictions after acceptance, and/or
 - The Online Check of the Public Domain returns a safeguarding concern and/or prior caution of conviction
 - The decision to proceed with application will depend on the nature of conviction and or caution.
- The following will automatically render applicants unable to join our programme include (please note this is not exhaustive and relevant behaviours can also be included):
 - violent crimes such as murder, manslaughter, assault, common assault, actual and grievous bodily harm, sexual crimes, drug related crimes - these represent a potential risk to children
 - financial crimes such as theft, false accounting, money laundering and also crimes relating to fraud and counterfeiting - these represent a potential failure to meet the Teacher Standards relating to honesty and integrity and the high standards of personal conduct expected of teachers
- Where less serious convictions and cautions than these are identified, and where these occurred a long time ago and represent isolated instances, we will not necessarily judge that applicants should be automatically rejected.
- In these cases, the applicant will be invited to provide contextual details to the Head of ITT who will then consult the Steering Group/school partnership, keeping the name of the applicant confidential, to establish if they would be happy for such an applicant to have a placement in their school during the programme.
- A risk assessment will be undertaken with members of the Senior Leadership Team and Directorate and decision will be reached jointly, as to whether the candidate is suitable to train to teach and is able to start the course, adhering to the Teacher misconduct: the prohibition of teachers:
<https://www.gov.uk/government/publications/teacher-misconduct-the-prohibition-of-teachers--3>
- Appropriate legal advice will be sought if necessary.
- The decision of the Board will be final.

DBS information and placement schools

- It remains an offence under the 1997 Police Act, and a breach of the DBS Code of Practice, for registered bodies such as ITT providers to share copies of DBS certificates, or any information contained in a trainee's disclosure, with third

parties such as schools or colleges and it is not good practice for schools or colleges to request such information direct from trainees (NASBTT and UCET DBS Guidance 2019). The information contained within these documents represents personal data and may also include criminal data under data protection law.

- There is no requirement for schools to record DBS details for trainees not on salaried routes in their Single Central Record.
- Once trainees' enhanced DBS and barred list checks have been completed the Administrator will notify placement schools that their trainee(s) are cleared.
- We will recommend that trainees discuss any criminal convictions which appear on their DBS Certificate with the Headteacher of their placement school. This is because it will also appear if they apply for a teaching post in that school and having that discussion will be needed at that point in time.
- This will enable the trainee to deal with the process of self-disclosure more confidently and successfully.
Where a trainee is employed by the school the school has the duty to confirm, in the Partnership Agreement, that the appropriate checks (as above) have been completed.

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.
- All applicants will be asked to complete a Health and Physical Capacity to Teach form and a Suitability to Train to Teach form (also known as "Fitness to Train to Teach Check" on Manage). 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. This involves the Disability Advice Team at Leeds Beckett University where trainees are able to book an appointment with an advisor and a Reasonable Adjustment Plan created where appropriate.

Finding a placement school

- If the applicant "accepts" the Offer, Educate will work with the trainee to secure a placement school. This can happen in a number of ways:
 - The trainee has selected a Partner school listed on Apply
 - The trainee has already secured their placement school prior to interview
 - The trainee has begun approaching placement schools/is in discussions with schools regarding the placement
 - The trainee has yet to approach schools but has an idea of which would be suitable.
 - The trainee needs support on securing a placement school. Where Educate support with the sourcing of the placement, the trainee will be asked to visit the school.

- Trainees are expected to visit potential placement schools to demonstrate their unique qualities and the reason for choosing the placement school. Educate provide guidance on how to approach schools including template letters and facilitate these visits.
- Educate will also provide schools with information and the options of a phone call/visit from a member of the SLT to secure the placement.
- If an applicant is not a 'fit' for a school, they will be given another opportunity to source a placement school. Any constructive feedback will be passed onto the applicant.

School placements

- Educate are responsible for ensuring placements are of appropriate quality.
- A Partnership Agreement is sent to all placement schools for the academic year the trainee is there. Partnership Agreements are updated annually.
- Educate will enter into a new Partnership with new placement schools on the basis they are not in Special Measures or Inadequate and can demonstrate they have the capacity and expertise to support the trainee, together with a capacity and desire to offer high quality school-based training to trainees.

Placements will take place in schools which:

- have shared values and beliefs in the effectiveness of the school-based ITT route.
- recognise that the trainee needs appropriate mentoring and support during their training year.
- provide a suitable setting and model of best practice for trainees.
- recognise that the trainee needs time within the school week to complete their studies as part of their training course.
- will provide an appropriate teaching timetable over the year
- has been given the opportunity to meet the trainee.
- will provide a suitably experienced Senior Mentor and Mentor.

Original documentation

- Applicants will be asked to provide details about their qualifications and ID prior to interview and will be asked to show original copies at their first Moderation Visit in September.
- Copies of applicant's documents will be retained as per the Educate retention policy.

Equal Opportunities Statement

Educate recognises our duties under the Equality Act 2010 and welcomes applications from all groups within society, backgrounds, and experiences. As a provider of Initial Teacher Training, 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 trainee teachers 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 applicants' merits.

Disability and access

- All reasonably practicable steps will be taken to ensure that any reasonable adjustments are made to ensure all applicants can access the interview and programme.
- Applicants who indicate a disability on their application form who are invited to an interview will be contacted in advance to discuss whether any particular access or other requirements are required.
- All Educate trainees have full access to Leeds Beckett Student Services, which includes the Disability Advice Team (DAT). Where a trainee has a disability, they are strongly advised to make an appointment with the DAT which may include the option of a written Reasonable Adjustment Plan to be circulated with all relevant members of the team.

Last updated December 2023

Reviewed annually