



**St Joseph's College SCITT**  
**Recruitment and Selection Policy**

**August 2018, next review August 2019 Author Simon Jones**

St Joseph's College 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.

***St. Joseph's College 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**

St Joseph's College SCITT is committed to ensuring that all trainees are treated fairly and with consideration.

The nature of the course allows the SCITT Management Board to ask questions about the trainee's entire criminal record, following a disclosure on UCAS or other means.

The 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 this need via UCAS.

The 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 Management Board then approves the trainees place on the programme; the SCITT Safeguarding policy is followed and enables this to be determined. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

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 UCAS profiles makes reference to the Safeguarding checks undertaken
- 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 training place
- Verifying the successful applicant’s identity and eligibility

### **The Application Process**

St. Joseph’s college 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.

#### **1. Enquiries**

The 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.

Where the SCITT administrator is unable to answer the enquiry the details will be passed onto a member of the SCITT Management Board who will then respond directly to the applicant.

#### **2. Application Sift**

All applications for the ITT programmes delivered by the 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 is then anonymised and passed to the Management Board for selection to interview. 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 SCITT. These are outlined in the table below.

<b>Phase</b>	<b>Entry requirements</b>
<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>• C grades minimum for English Language, Mathematics and Science (or equivalent)</li> <li>• Successful completion of the Teaching Agency Skills Tests for literacy and numeracy.</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 2:2 or above 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 or relate to this</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 Tests for literacy and numeracy</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.

Once the second sift has been completed by the Management Board, 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.

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

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

- SCITT Management Board
- Representatives from SCITT partner schools

At least one of the 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 in a briefing ahead of meeting the applicant
- 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 (unless in Summer recruitment or in extenuating circumstances as determined by the SCITT Management Board)**

The applicant will be assessed on the following during a pupil panel:

- Communication with pupils
- Engagement of pupils
- Behaviour management and building relationships
- Motivation for teacher training

- **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, in a diverse area
- Prior experience within a school
- Personal qualities and attributes
- Communication skills
- Range of examples of experiences in school
- Subject Knowledge
  
- All questions scored against the Teacher's Standards

- **Presentation**

The applicant will be assessed on the following:

- Communication/Interpersonal Skills
- Ability to analyse and reflect
- Personal experiences and opinions on an issue linked to education

At the end of the interview day the panel will collate all documentation including panel members' scores of each candidate and agree an overall score, and 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 with what (if any) further requirements must be met. Applicants will also be given consideration if their scores are in the 'adequate' range.

Once all the decisions have been made the SCITT administrator will inform all applicants of their outcome by updating the UCAS record.

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
- GCSE result criteria
- Identity checks

### **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 Director of Teaching School

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