



Pennine Lancashire SCITT **Recruitment and Selection Policy**

Date written/amended: May 2021

Reviewed: July 2022

Next Review: July 2024

The Pennine Lancashire 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 PLSCITT's commitment to safeguarding and promoting the welfare of children should be included in all materials and resources around recruitment and selection.

"The Pennine Lancashire 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

Pennine Lancashire SCITT is committed to ensuring that all trainees are treated fairly and with consideration.

The nature of the course allows Pennine Lancashire SCITT to ask questions about the trainee's entire criminal record.

Pennine Lancashire 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.

Pennine Lancashire 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 Pennine Lancashire 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 PLSCITT Personnel

PLSCITT Director

- Member of the Interview Panel for Secondary and Primary Programmes (as required)
- Quality Assurance of the SCITT Administrator
- Sift Secondary Applications
- Oral feedback to applicants

Primary Director

- Member of the Interview Panel for primary Programmes.
- Quality Assurance of the ELIP School Direct Administrator
- Sift Primary Applications
- Oral feedback to applicants

School Leads/personal Tutors

- Member of the interview panels as required

PLSCITT/ELIP Administrator

- Administer applications and distributes 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 Dfe Apply following recruitment day
- Ensures Compliance of all applicants

The Application Process

Pennine Lancashire 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 Pennine Lancashire 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 Pennine Lancashire SCITT will come through DFE Apply

The programme administrators will be responsible for recording all the applications which have been received and acknowledging receipt of them on the DFE site

The programme administrators 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 Pennine Lancashire SCITT. These are outlined in the table below.

Phase	Entry requirements
Secondary	<ul style="list-style-type: none"> • A UK Bachelor's degree or an equivalent as judged against NARIC • GCSE in Mathematics and English Grade C or 4 or above (or equivalent) • Subject enhancement courses are available for some secondary subjects. If the student's degree subject does not link directly to their chosen teaching subject, PLSCITT 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 • Successful completion of Health questionnaire • Successful completion of enhanced DBS check
Primary	<ul style="list-style-type: none"> • A UK Bachelor's degree or an equivalent as judged against NARIC • GCSE in Mathematics, English and Science Grade C or 4 or above (or equivalent) • Successful completion of Health questionnaire • Successful completion of enhanced DBS check

Once the initial sift has been carried out the administrator will report unsuccessful candidates to Dfe Apply.

The next sift is carried out by the Course Leader. Each application will be reviewed in more detail against the PLSCITT's person specification. The Course leader and the PLSCITT Manager will complete the application check sheet for each applicant.

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

3. Informing the applicants

It is the responsibility of the 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 PLSCITT meets the Secretary of State's ITT criterion for entry C1.3, the PLSCITT 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 1 outlines the Interview process which the Pennine Lancashire SCITT will follow to ensure we recruit high quality trainees and that the process is fair to all applicants who will apply.

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 administrator will inform all applicants of their outcome by updating the DFE Apply record. The administrator will record all outcomes on the internal PLSCITT database and when requested will produce an analysis of outcomes for the PLSCITT 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
- Subject Knowledge Enhancement course

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 PLSCITT Accounting Officer.

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

Appendix 1: Interview process

All candidates will:

- Deliver a 20-30 minute mini teach (either to a group of students or virtually)
- Deliver a 5 minute presentation about a current issue in education
- Take part in a panel interview
- For secondary complete a subject audit
- Literacy test (timed)
- Numeracy test (timed)
- If possible candidates will have a tour of the school and an opportunity to meet students