



# **Selection and Recruitment Policy**

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**Reviewed by – The Laurus Trust**

## **Selection and Recruitment Policies**

### ***Aims and Values***

Altius Alliance SCITT aims to bring into the profession high quality candidates who will become effective classroom teachers. In line with legislative guidelines our procedures promote equality of opportunity to all regardless of age, gender, sexual orientation, race, ethnic or national origin, colour, marital status or disability.

### ***Leadership and Management***

Altius Alliance SCITT is responsible for:

- Ensuring that the policy is working in practice
- Monitoring the success of the policy
- Identifying any failures in the policy
- Amending the policy where necessary following quality assurance procedures.

The Head of Teaching School is responsible for:

- Assessing the applicant's suitability for interview based on the selection criteria
- Interviewing applicants according to the interview procedures.

The Interview Panel is responsible for:

- Deciding whether to make a firm offer, a conditional offer with academic and/or non-academic conditions imposed, or to reject the applicant.

The Course Administrator is responsible for:

- Initial assessment of applications, including checking qualifications to ensure that applicants meet the minimum entry requirements
- Allocating interview dates
- Sending information to applicants about the nature of the interview, teaching task, subject-knowledge audit and written task
- Including an equal opportunities statement within the invitation letter
- Contacting applicants with disabilities and making any special arrangements necessary
- Ensuring the smooth running of interview days
- Checking and copying applicants' proof of identity and evidence of qualifications
- Setting up and maintaining records for all applicants, including the filing of interview evidence
- All administration with regards to the UCAS system
- Standard correspondence with applicants following the interview
- Organisation of health checks
- Activation of Disclosure and Barring Service (DBS) forms
- Prohibition Check
- Disqualification Check

## ***Procedures***

All applicants are selected according to the following criteria:

- A degree or equivalent qualification - candidates working towards obtaining the required entry qualifications before the start of their training are eligible to be interviewed and given a conditional offer of a place
- Numeracy and Literacy Skills Tests – candidates who have not passed prior to interview will be given a conditional offer
- Evidence that this qualification forms a basis for the subject knowledge needed to meet Standard 3. Given the possible diversity of applicants' qualifications, this may require the assessment of the content of degree (or equivalent) courses individually before inviting applicants for interview
- The subject knowledge needed to meet Standard 3 or the ability to satisfy this requirement by the end of the training. Evidence might include relevant work experience, professional or vocational qualifications
- Grade C or above in GCSE English and Mathematics or the equivalent.
- The ability to communicate clearly and effectively in spoken and written Standard English
- The personal and intellectual qualities to be a teacher
- The capacity to meet the standards for the award of QTS by the end of training
- The motivation to teach their subject effectively
- Some experience of working with young people within or outside of a school setting
- Physical and mental fitness to teach
- Suitability to teach (DBS check).

## ***Applications***

- All applications are made through the UCAS system
- The Course Administrator is responsible for an initial assessment of application forms. This involves checking qualifications to ensure that applicants meet the minimum entry requirements.

### *Selection process and procedures*

The following procedures apply once a candidate has been deemed suitable for interview.

## ***Interview process and procedures***

Following initial checks of qualifications etc. by the SCITT Course Administrator and Head of Teaching School, a candidate may be invited for interview. No candidate will be admitted to the course without an interview.

The letter inviting the candidate to an interview will include details of the teaching task, an outline of the interview process and an equal opportunities statement. The Course Administration Team will contact any candidate with special needs with regards to any particular requirements for the interview day.

The interview process will take place at The Altius Alliance Teaching School Base.

The selection process is made up of three main parts:

- A teaching task
- The formal interview
- A written exercise

### ***The teaching task***

The teaching task is sent out with the letter inviting the candidate for interview. Candidates are informed of the resources available to them in the interview room. They are given the opportunity to request other resources which will then be made available on the day.

Candidates teach to a panel of observers. The panel gives feedback to the Head of Programme through the use of a standard pro-forma. The observers use a standard pro-forma linked explicitly to the selection criteria to feedback their observations.

The panel of observers will include a member of the Programme Leadership Board and an SLE. It may include other members of the Partnership.

### ***The formal interview***

Everyone who sits on the interview panel will be trained in the procedures prior to the interview taking place. The panellists are given interview packs which include all supporting documentation.

The interview panel is made up of a minimum of two people. A member of the Strategic Board and an SLE will be present at all interviews.

A representative from one of the partner schools may also be present at the interviews as part of the training process.

There are a number of set questions that will be used during the interview.

Notes taken during the interview are written on the designated sheets.

### ***The written exercise and subject knowledge audit***

The written exercise will contribute towards the assessment of the candidate's ability to communicate in standard written English.

### ***Decisions***

The decision to make a final offer will be based on:

- Comments on the teaching task.
- Qualitative comments on the interview
- Qualitative comments made by the interviewers.
- Evidence of sufficient subject knowledge from the SLE subject specialist questions.
- Evidence of the ability to use Standard English from the impromptu written exercise.
- Further consideration of qualifications, predicted grades, personal statement and references.
- Consideration of any specific extenuating circumstances.

The decision is made by the Head of Programme and the SLE. They will decide:

- To make an offer subject to satisfactory police checks and health checks
- To make a conditional offer with academic and/or non-academic conditions imposed.
- To reject the candidate.

The Course Administrator will transfer the decision on to the UCAS system. The grades from the interview and teaching task will be transferred onto a summary document for ease of reference.

### ***Notifying candidates***

The SCITT Course Administrator will input the decision onto the UCAS system according to the result; unconditional offer, conditional offer or rejection. If an offer is made, the Course Administrator will write to successful candidates and all offers are subject to satisfactory DBS and health checks.

Altius Alliance SCITT's selection and recruitment procedures are devised to ensure that there is equality of opportunity and adhere to the Equality Act 2010.

### ***Quality Assurance***

- In order to ensure consistency of approach and equality of opportunity, a member of the SCITT Management Team will be present at all interviews and teaching tasks.
- The interview questions will be agreed in advance and the SLEs will write the subject specific questions

- If it is necessary to substitute the SLE, the Head of Teaching School will nominate the replacement and will ensure that the substitute is fully briefed on the interview process

### ***Development and Training***

- All those involved in the interview process for the first time are paired with an experienced interviewer to ensure standardisation of judgements
- The evidence from interview will be filed and reviewed at the end of the course to inform planning and development
- If students are involved in the teaching task they will be trained prior to the interview.

### ***Publishing Policy***

This policy will be available to all Partnership Schools and staff through the documentation and the Altius Alliance SCITT website.

### ***Review Date for the Policy***

This policy will be reviewed by the Policy Review Group and presented to the QA Committee in the 2017 – 18 meetings cycle.