



# THE SHEFFIELD SCITT

## RECRUITMENT AND SELECTION POLICY AND PROCEDURE



**National Teaching School**  
designated by



National College for  
Teaching & Leadership

The Sheffield SCITT is owned and operated by Notre Dame High School, Sheffield, a National Teaching School

**Purpose:**

- To ensure that the Sheffield SCITT initial teacher training route is marketed as an attractive route to train, thereby attracting high quality trainees.
- To ensure that the Sheffield SCITT helps meet the employment needs of its partner schools.
- To ensure that recruitment processes are robust, fair, fit for purpose and can stand up to scrutiny.
- To ensure compliance with relevant legislation including the Equality Act 2010, Data Protection Act 2018 and current relevant UK Immigration legislation.
- To ensure that children and young people in the Sheffield SCITT Partner schools are safeguarded.

**1. Applies to:**

- All staff employed directly or indirectly to deliver services for the Sheffield SCITT. This includes staff in all partnership schools involved in delivery of the Sheffield SCITT course.
- The recruitment of all SCITT trainees.

**2. This policy must be read and reviewed in conjunction with:**

- Reasonable Adjustment Policy
- Equality Duty.

**3. The Sheffield SCITT will achieve its stated aims through the following means:**

- The Sheffield SCITT Core and School Direct Leads will be responsible for trainee recruitment to each route.
- The Sheffield SCITT Core and School Direct Leads must ensure that all staff involved in recruitment and selection will have received appropriate briefing/training to ensure that correct procedures are followed and that all relevant Equal Opportunities and Safeguarding legislation is adhered to.
- If any party involved in the recruitment and selection process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the candidate's application. It will be necessary for the member of staff to have no further involvement in the recruitment process.
- Documentation relating to applicants must be treated with strict confidence and in accordance with the requirements of the Data Protection Act 1988. Under this legislation applicants will have the right to request feedback and

to access any documentation held on them in relation to the recruitment and selection process.

#### 4. **Recruitment**

- 4.1 The recruitment and selection process should not commence until the Sheffield SCITT Strategic Phase Leads and School Direct Leads have carried out an evaluation of their capacity to provide high quality Teacher Training for each route concerned, the capacity of partner schools to provide suitable trainee placements, the strategic employment needs of partner schools, and until such point as the NCTL have awarded us an official allocation of such places.

During recruitment and selection, the Strategic Phase Leads and School Direct Leads may temporarily or permanently close recruitment to a particular route if their assessment is that they no longer have the capacity to provide high quality Teacher Training for the particular route concerned.

All marketing information must be factually correct, adhere to current DfE regulations and requirements for ITT, and not be open to misinterpretation.

- 4.2 Advertising and marketing will take a variety of forms, including but not limited to the use of print advertisements, word of mouth, social media, open days and attendance at marketing events.

#### 5. **Shortlisting**

- 5.1 Shortlisting process will be undertaken on a fair and consistent basis. No-one should be shortlisted who does not, as a minimum, meet the defined essential criteria within DfE regulations, currently

- GCSE grade C / 4 (or standard equivalent) in mathematics and English - and a science subject for primary trainees. The Sheffield SCITT will make the final decision as to whether or not an applicant meets this entry criteria. If an applicant does not meet this criteria, they will be asked to sit a GCSE equivalency test, or offer other evidence to demonstrate their ability
- A degree (or equivalent qualification). For equivalent qualifications, applicants will need to confirm with the Sheffield SCITT that their qualification is equivalent to a degree.

- 5.2 In addition, as part of the shortlisting process, The Sheffield SCITT will consider:

- The content of the degree studied, particularly for secondary applicants.
- Level (age phase), type and duration of any school based experience.
- Other personal characteristics and/or experience that demonstrates resilience, motivation, perseverance and strong interpersonal and communication skills.

- Information from referee/s confirming aptitude, suitability for teaching and/or personal characteristics.
  - Other personal factors that indicate a sustained commitment or suitability for teaching (eg sports coaching, youth work, student associate scheme etc).
- 5.3 The Sheffield SCITT Equal Opportunities monitoring form must be removed prior to any shortlisting activity taking place.
- 5.4 Shortlisting of applicants must be undertaken by at least 2 members of the interview panel. Shortlisting must be against the Sheffield SCITT agreed criteria for recruitment to ITT places and the DfE requirements and regulations.
- 5.5 Those involved in the selection process must adhere to the Sheffield SCITT Reasonable Adjustments Policy for candidates with disabilities.
- 5.6 The Sheffield SCITT will ensure that candidates are informed in writing of:
- The date, time, location and approximate length of the interview
  - The format of the interview and designations of the interview panel
  - Detail of any other selection methods which will be used in addition to the interview
  - The person to be contacted for any further information on recruitment arrangements

## 6. **Interviews**

- 6.1 At least 2 members of staff from the following will be involved in the interview process for each candidate: Strategic Phase Leads, Core Leads, School Direct Leads, Headteachers, An appropriate phase or Subject Specialists, School ITT Coordinators.
- 6.2 The interview process will consist of a minimum of:
- An individual interview
  - An observed teaching activity with a group of students
  - An assessment of literacy and numeracy skills

6.3 The interview process is designed to assess

- Presentation and communication skills
- Motivation and commitment to teaching
- Interpersonal, group & team work skills including resilience and perseverance
- The applicant's attitude towards children and young people
- The applicant's ability to support the schools agenda for safeguarding and promoting the welfare of children
- Experience of working with young people
- Realistic expectations of the teaching profession
- Subject knowledge and expertise

6.4 Additionally the interview process is designed to give an opportunity to:

- Discuss gaps in the applicant's employment history
- Discuss concerns or discrepancies arising from information provided by the applicant and/or referee
- Explore any further support the candidate may require prior to commencing training, for example support in preparing for the numeracy and literacy skills tests and Subject Knowledge Enhancement
- Address any questions the candidates may have about the training process

6.5 Additionally

- The panel should also ask the candidate if they wish to declare anything in light of the requirement for an enhanced DBS disclosure.
- During the interview process care will be taken to avoid any questions which could be interpreted as discriminatory. At least one question in relation to the Sheffield SCITT's Equal Opportunities Policy will be included in all interviews.
- Canvassing of any Sheffield SCITT staff or staff from partner schools involved in the selection process by candidates or attempts to influence on a candidate's behalf, may result in disqualification of that candidate or the withdrawal of an offer of a place and disciplinary action recommended.

## 7. **The Offer of a Place on the Sheffield SCITT Scheme**

7.1 At the end of the recruitment and selection process all documents pertaining to the process will be retained as follows:

- For a period of 6 years following the completion of their training for a successful applicant.
- Until the end of the academic year in which the application was made for an unsuccessful applicant..

7.2 The Sheffield SCITT will contact both the successful and unsuccessful candidates to inform them of the outcome following the interview. Feedback will be available upon request.

7.3 All offers of a place are conditional upon:

- Receipt of two satisfactory references, one of which must be the current or most recent employer;
- Identity check;
- Proof of qualifications, including the passing of any skills tests as specified by the Department for Education;
- Eligibility to live and work in the UK;
- A satisfactory DBS check and a check of the children's barred list;
- A satisfactory pre-employment health check carried out by the current occupational health provider used by the personnel department of Notre Dame High School. Where adjustments are recommended by occupational health provider, these will be considered in line with the Reasonable Adjustment Policy.

7.4 The Sheffield SCITT reserves the right to place additional conditions on the offer, for example completing Subject Knowledge Enhancement courses prior to starting training. Any additional conditions must be communicated in writing to the applicant as part of the offer.

7.5 The reasons for the rejection of an applicant will be made clear in all correspondence with the candidates and The Sheffield SCITT documentation.

7.6 The Sheffield SCITT will ensure that an offer letter is issued to the successful candidate within a reasonable timescale outlining:

- The subject for which a place is being offered
- The date the course commences
- Details of fees & bursaries via [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)
- Satisfactory Enhanced Disclosure and Barring Service Check
- Any conditions attached to the offer.

7.7 Candidates should not start the course before receipt of satisfactory pre-employment checks. However, in the delay of the return of a DBS by the Disclosure and Barring Service, trainees may be able to start the course subject

to risk assessments and appropriate safeguards being put in place. If there is any doubt, a delay to the start date should be put in place and where appropriate advice sought from the Personnel Department of Notre Dame High School.

7.8 The Sheffield SCITT will seek advice from the Personnel Department of Notre Dame High School if there are any issues or concerns regarding the suitability/standard of pre-employment checks.

7.9 The Sheffield SCITT's policy is to allocate trainees both a home school and alternative placement that is appropriate for both the trainee and the school. Although trainees will be asked for their preference, the Sheffield SCITT cannot guarantee that trainees will be placed at their preferred school. Trainees will be placed where the Sheffield SCITT consider is most suitable for their development as a teacher and for the benefit of the school.

## 8. **Review and Monitoring of Appointments**

8.1 Applicants for all places will be asked to provide details of their ethnic origin, and gender.

This information is confidential and will not be seen or used by the panel in selection in any way. The information will be filed in the Sheffield SCITT office for monitoring purposes.

8.2 The aim of recruitment monitoring is to enable the Sheffield SCITT to identify the numbers and proportion of various groups participating in the selection process at application, shortlisting and appointment stages. This information will help to assess progress in implementing the Sheffield SCITT Equal Opportunities Policy and identify actions which might improve the fairness of recruitment and selection procedures.

**Review Date:** September 2018    **Next Review:** September 2019  
**Review Mechanism:** Management Board



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