

# SCITT

# Recruitment and Selection

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## Procedures

22-23

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## 1. Introduction

The purpose of these procedures are to ensure that:

- ✓ trainees selected to train to teach, have the potential to become outstanding teachers.
- ✓ the accredited SCITT Provider, London District East SCITT, and its Delivery Partners (DPs) ensure consistent application of this recruitment procedure. The DPs are Arbor Trust and Community Schools Trust.
- ✓ Trainee talent acquisition has Equality, Diversity and Inclusion as core components of the overall process.
- ✓ Transparency of process is provided to all parties.

## 2. Courses advertised and application acceptance

### 2.1. Advertising of SCITT Courses

LDESCITT and its DPs, publish SCITT courses on the Department for Education (DfE) website [Find Postgraduate teacher training](#). This is where prospective students search for available courses using filters to narrow their search.

**LDESCITT approves the courses prior to publication.** Each course is identified by a unique course code.

### 2.2. How candidates apply

Applications are only accepted by LDESCITT and its DPs via the DfE Apply portal route.

#### 2.2.1. Courses offered

The courses offered by LDESCITT and each of its DPs may include any or all of the following:

#### 2.2.2. School Direct Tuition (SDT) Fee

The course fees are normally paid by trainees, whether directly or via Student Loan. However, there are cases where schools may sponsor the tuition fees; for clarity there will always be a specific agreement by all parties and without any such agreement in place, the trainee will be obligated.

#### 2.2.3. School Direct Salaried (SDS) Route

Normally only available for trainees that apply with a sponsored school, though schools may also have occasional openings for salaried route.

#### 2.2.4. SDT with PGCE

Consideration and acceptance onto this course is carried out by the Lead Schools, on behalf of The University of East London (UEL). Successful candidates will thereafter have the obligation to enroll with UEL and participate in their PGCE training in addition to the School Direct training under each of the Lead School Delivery Partners.

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### 3. Safeguarding and Safer Recruitment

London District East SCITT is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil, both inside and outside of our partner schools.

LDESCITT and its DPs must also refer to the following policies:

- ✓ The Boleyn Trust Safer Recruitment Policy
- ✓ London District East SCITT Safeguarding & Child Protection Policy and Procedures

Key requirements include:

- ✓ scrutiny of any discrepancies/anomalies/gaps in employment or study to be identified and explained at interview.
- ✓ the interview invitation to include a statement about our commitment to safeguarding and information about safeguarding checks.
- ✓ that the interview is carried out by a minimum of two people, at least one of whom will have had appropriate safer recruitment training.
- ✓ Successful candidates must complete an enhanced DBS check.

### 4. Post-application process

The following process is followed after receipt of an application.

#### 4.1. Stage 1: Scrutiny of Application for decision to Interview or Reject

Applicants are initially assessed by LDESCITT and its DPs, through scrutiny of the application received through the DfE Apply portal, with reference to the Department for Education's initial teacher training statutory requirements. Key updates for 23/24 applicants are:

- ✓ **NEW:** References are no longer available on the DfE Apply portal at the application stage and prior to interview. They are now a condition post-offer.

#### 4.2. Stage 2: Invitation to Interview

The outcome of the initial assessment will be either an **invitation to interview** or **rejection** of application.

The communication of either interview offer or rejection will then be made either via the [DfE Apply portal](#) and/or by email correspondence, in order to provide attachments for the applicant's attention:

- ✓ Summary of the interview format, including any preparation that needs to be undertaken in advance
- ✓ a statement of LDESCITT's commitment to equal opportunities
- ✓ a request for applicants to inform LDESCITT/DPs of any special arrangements that need to be made
- ✓ Programme Requirements Form.
- ✓ Details of documentation required.

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- ✓ Safeguarding Statement which includes information about disclosure and a reference to the importance of the safeguarding of children.
  - ✓ School Experience Form
  - ✓ Teach a Skill instructions

#### **4.3. Stage 3: Selection day**

Interviews will this year be held face-to-face, unless there are Covid directives to move on-line. Only in exceptional circumstances will interview by Zoom be permitted; in such cases, face-to-face checks and follow-up face-to-face interview will form part of any conditional offer.

On the day candidates are met by a member of LDESCITT/DP staff, and the selection day procedure is explained to them.

Candidates are required to bring original documentation to interview. This will be passed to the relevant LDESCITT/DP office for checking by a Safer Recruitment trained staff member and returning the originals to the candidates, prior to their departure.

Candidates will undertake the following:

- ✓ A practical teaching activity
- ✓ An observation and writing task
- ✓ A Maths assessment task
- ✓ An interview

On occasions where logistics allow, LDESCITT and its DPs will attempt to include an opportunity for candidates to meet with a current year or former trainee.

##### **4.3.1. Communication and Organisational skills**

Throughout the selection day, assessors will pay close attention to applicants' communication and organisational skills. Danger signs (e.g. not making eye-contact) are listed on both the Teach a Skill and Interview Answer recording sheets for assessors to highlight if they observe them.

##### **4.3.2. Commitment to the promotion of fundamental British Values**

Throughout the interview and the rest of the selection day, candidates' responses to interview questions and interactions with each other will be assessed to ensure they demonstrate an appropriate commitment to the promotion of British Values.

#### **4.4. Decision Making and feedback.**

Two assessors observe each selection activity/component, noting on the appropriate recording sheet where the candidate demonstrates evidence of the assessment criteria. At least one of these assessors MUST hold a Safer Recruitment Certificate issued in the past 3 years.

Each component of the selection is scored. Weakness in one component (e.g. written test, or interview) may highlight a 'need'. A judgment may be made that it would be possible to address this before the start of the course via tuition and/or coaching. This should be identified as an "early professional development opportunity" and / or addressed through identified pre-course learning and transferred to the Summary of Scores sheet to identify it as such. However,

candidates may be rejected on English Language alone or if they do not meet the required scores according to the scoring framework.

Rejections are recorded on the summary of scores and thereafter on the DfE Apply portal. Both successful and unsuccessful candidates are given feedback. The purpose of feedback is to highlight the candidate's strengths and provide guidance on areas for development before and during the programme. For candidates offered, a development plan is drafted.

#### **4.5. Conditional Offers**

The scoring should be completed on the same day as the interview, and a conditional offer or rejection given to candidates by phone and/or the portal, ideally the same day, but within 24 hours following the interview.

If a candidate is offered a place on the course, this may be subject to various conditions e.g. degree or GCSE equivalency test result. Candidates must meet all conditions before they commence the programme. The conditions must be added to the offer on the DfE Apply site. All candidates will be required to undertake a 'fitness to Teach' questionnaire

In the event of any salaried courses only, there will be the condition that they must successfully pass an informal selection process at one of LDESCITT/DPs partnership schools.

#### **5. Post- Selection Day**

Safeguarding checks (e.g. DBS and necessary checks from overseas) and medical checks are undertaken. When safeguarding checks and medical clearance are received, this is recorded on LDESCITT's application spreadsheet template, which is issued to DPs at the start of the recruitment cycle. The spreadsheet will be made available to LDESCITT by DPs on request.

Applicants who fail to meet these requirements are not permitted to start the programme.

#### **6. Withdrawal prior to starting**

If a successful applicant is unable to take up the offer of a place on the programme they will not be able to defer their place on the programme until the following academic year. They will be required to withdraw and reapply the following year.

#### **7. Office use: Compliance tracking and KPIs**

The *LDESCITT Application Tracker* is updated by LDESCITT and its DPs; this forms the basis of the compliance tracker for candidates who are ultimately accepted, and KPIs for all applicants.

Safeguarding checks at this stage include vigilance for gaps in personal history or self-disclosures. (Any anomalies in employment etc. in the application are recorded on the Scrutiny Form and followed up). It is also noted whether the applicant has lived abroad in the past 5 years, so overseas police checks can be requested as appropriate. Additional checks at this stage include whether the applicant has undertaken any previous programme of teacher training, and disability.

## **8. Recruitment document pack**

A recruitment document pack is made available to LDESCITT and its DPs which includes:

### **8.1. For internal use:**

- Application tracker
- Standard interview invitation script
- Checklist for Scrutiny of paperwork at interview
- Interview timetable format

### **8.2. For provision to applicant prior to/at interview:**

- Safeguarding statement (for completion by candidate)
- Programme Requirements (for completion by candidate)
- Teach a Skill Instruction for Primary Candidates & Subject relevant Instruction for Secondary Candidates
- Trainee application Privacy Notice

### **8.3. For use at/immediately following interview:**

- Written exercise and score sheet
- Teach a skill exercise link, response indicators and score sheet
- Maths testing, model answers and score sheet
- Interview Script with score sheet
- Development plan template