



YORKSHIRE WOLDS TEACHER TRAINING

Recruitment & Selection Policy & Procedure

Version 1.0

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<p>Related Documents:</p>	<p>Keeping Children Safe in Education – September 2018</p>

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POLICY STATEMENT

Our vision is to *inspire* each other and our students so each of us *aspires* to reach a potential which is not limited but is given wings by creativity and a shared sense of purpose.

Our core purpose is to prepare trainees to become highly effective teachers with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. Our trainees will be enthusiastic and passionate practitioners and will find innovative and creative ways to communicate with learners and enable them to make excellent progress. We will seek to equip our trainees with a wide range of teaching and learning strategies as well as the inter-personal skills required to motivate and inspire students.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

1. PURPOSE

Yorkshire Wolds Teacher Training is committed to equality and fair treatment in recruitment and selection and all offers of training places will be based on merit. YWTT will ensure that all staff involved in recruitment follow this procedure, safeguarding children in its' partnership schools. The purpose of the Recruitment and Selection Policy and Procedure is to provide a fair, consistent and transparent framework that enables YWTT to:

- attract the best possible candidates to the YWTT programme
- ensure that the safeguarding and welfare of young children takes place throughout the process
- follow a fair and consistent process in recruiting and selecting YWTT trainees
- adhere to all relevant legislation and statutory requirements
- ensure the most cost effective use is made of resources
- give applicants a clear understanding of the YWTT training programme and what is expected of them, measuring candidates against the criteria in a fair, transparent and reasonable way

YWTT recognises the obligations it has as an Initial Teacher Training Provider under the DfE Statutory guidance ITT criteria and supporting advice.

Shortlisting, assessments and selection processes will always be carried out without regard to the nine protected characteristics:

- Age
- Disability
- Sex
- Gender reassignment
- Pregnancy and maternity
- Race
- Sexual orientation
- Religion or belief
- Marriage and civil partnership

Recruitment of high quality trainees is crucial to the supply of high quality entrants to the teaching profession and the continued success of Yorkshire Wolds Teacher Training. This policy details YWTT approach recruitment and selection.

2. SCOPE

This policy applies to all prospective candidates making applications to YWTT.

3. ROLES AND RESPONSIBILITIES

The **YWTT Executive Board** is responsible for ensuring this policy is applied fairly and consistently across the organisation and monitoring the effectiveness of the policy.

The **Director of YWTT** is responsible for ensuring candidates are treated fairly and consistently across the organisation and will ensure this policy is implemented fairly and consistently.

4. EQUALITY AND DIVERSITY

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. the Equality Act 2010.
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

5. PRINCIPLES

Yorkshire Wolds Teacher Training adheres to the following principles in recruitment and selection:

- All applicants will receive fair treatment.
- The Trainee Criteria stated on the Trainee Recruitment Form are used throughout the process and applied equally to all applicants.
- Recruitment decisions will be based on the assessment of how candidates match the criteria detailed in Trainee Recruitment Form
- Selection should be carried out by a panel of at least two people, preferably three people where possible. At least one panel member must have received recruitment and selection and safer recruitment training. Usually this will be the Director of YWTT, the appropriate YWTT subject lead and representation from a partner school where possible.
- Selection should be based on a completed UCAS application form, shortlisting and interview.
- The Equality Act 2010 requires YWTT to make reasonable adjustments to the recruitment process if an applicant makes us aware that they have a disability. This applies to the entire recruitment process and the YWTT is committed to meeting this requirement.

6. DOCUMENTATION

The recruitment process will be documented at each stage, resulting in a clear audit trail and transparency of decisions. All documentation relating to the recruitment process will be retained for 6 months from the date of the commencement of the training programme. Documentation relating to successful candidates will be transferred to their personal file. By keeping appropriate records YWTT can demonstrate in the event of an enquiry or complaint that appropriate procedures have been followed. Information on candidates must be treated in the strictest confidence and restricted to those directly involved in the recruitment process.

YWTT will use appropriate ICT to manage the recruitment process and therefore applicant data will be stored electronically and all recruitment documentation will adhere to the requirements of GDPR.

7. EQUAL OPPORTUNITIES

YWTT is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection documentation must only contain objective, justifiable, non-discriminatory information.

8. APPLICATION & SHORTLISTING

All applications are received through UCAS. Candidates complete the application form including:

- personal details,
- choice of course,
- qualifications including content of first degree,
- school, college and university education
- criminal conviction declaration
- Special needs or support
- Personal statement
- School/work experience

Reference sections are completed by two nominated referees before the application is received by YWTT.

On receipt of an application form the following procedure is followed:

- Candidate folder created by YWTT administrator, held within "Recruitment" folder
- All documentation kept in candidate folder within YWTT with access restricted to the Director of YWTT, the YWTT Administrator and members of the South Hunsley HR team.
- The YWTT Administrator conducts initial qualification checks & e-mails recruitment form & application to the Director of YWTT and appropriate YWTT Subject Lead for shortlisting against criteria
- YWTT Subject Lead reviews application against criteria & returns completed recruitment form to YWTT Administrator and the Director of YWTT within 2 days
- The Director of YWTT reviews application against criteria & completes recruitment form & approves for interview if appropriate.
- The YWTT Administrator arranges interview through consultation with to the Director of YWTT and appropriate YWTT Subject Lead requesting Partnership Representation where possible.
- The YWTT Administrator invites the candidate to interview, ensuring candidates are aware of the need to bring appropriate identity evidence and original qualification certification to the assessment day.

YWTT will not normally provide feedback for candidates that are not invited to interview.

9. THE ASSESSMENT PROCESS

A member of the administration team will be present at all YWTT assessment welcome meetings to conduct identity and qualification document checks. They will notify the panel of any issues arising from these checks. Electronic copies of certificates and ID documentation is kept in the candidate file with all interview materials.

The candidate will be assessed against the criteria and will undertake the following assessments:

- Pre-prepared small group learning task
- Subject knowledge task
- Subject knowledge audit
- Student panel
- Formal interview including unseen presentation

The interview panel will consist of at least two people, preferably three. Normally this will be the Director of YWTT, the appropriate YWTT Subject Lead and partnership representation, which may be a subject mentor or professional mentor from a partnership school. At least one of the interviewers will have attended a safer recruitment training session within the last three years. YWTT will ensure that where required, reasonable adjustments are made for disabled candidates. The Director of YWTT will remind each candidate that any offer is subject to satisfactory clearances and conditions.

All assessments relate to the criteria as documented in the Trainee Recruitment Form, measuring the candidate's suitability against the criteria in a fair, transparent and consistent way. The panel complete the scoring sheet and return all documentation to the YWTT administrator upon completion of the assessment process.

10. DECISION TO OFFER TRAINING PLACE & CONDITIONS

The recruiting panel take account of all sections of the assessment process, assessing candidates against the criteria and completing the interview section of the Trainee Recruitment form. Ultimately the decision to offer a training place will be made by the Director of YWTT, having due regard to the views and opinions of the panel members. The Director of YWTT completes the recommendation of allocation of training place including any Subject Knowledge Enhancement conditions.

All offers of training places (verbal and written) are subject to satisfactory clearances and conditions:

- That you obtain / hold GCSEs at grade A*-C, in English Language and Mathematics (or equivalent).
- That you obtain / hold GCSEs at grade A*-C, in Science (or equivalent) for primary applicants
- That you obtain / hold at least a 2:2 Undergraduate degree from a UK Higher Education institution (or equivalent).
- That you satisfactorily complete an <x> week Subject Knowledge Enhancement course in <subject>
- That you complete and pass the Professional Skills Tests in literacy and numeracy as soon as possible, ideally by the end of June 2019.
- Satisfactory health and DBS checks.
- Two satisfactory reference checks

The YWTT Administrator will send an offer letter to all successful candidates detailing the conditions of the offer. Candidates have 10 days from the date of their last interview to decide which provider offer they wish to accept.

The Director of YWTT will contact unsuccessful candidates and provide them with access to constructive feedback that is honest and balanced.

11. AFTER ACCEPTANCE OF A TRAINING PLACE WITH YWTT

The YWTT Administrator will contact candidates who have accepted an offer of a training place with YWTT, to arrange for them to complete the online DBS application form, providing the candidate with advice and guidance in line with DBS guidance. The candidate will complete their medical questionnaire and once assessed, the Occupational Health provider will contact the South Hunsley HR Department to confirm the outcome.

Qualifications and the right to work will normally be checked on the assessment day. If any original certificates are not available on the assessment day, arrangements will be made for the candidate to provide these prior to registration date.

The Childcare (Disqualification) Regulations 2009 are made under section 75 of the Childcare Act 2006 and set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the Act. Section 76 (2) of the 2006 Act provides that a person who is disqualified under the 2009 Regulations may not provide relevant childcare provision or be directly concerned in the management of such provision. Schools are prohibited from employing a disqualified person in connection with relevant childcare provision. The criteria for disqualification include the following:

- Inclusion on the DBS Children's Barred List
- Being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations
- Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations
- Refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations
- Living in the same household where, to the best of their knowledge, another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations
- Being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the UK

YWTT will remain in contact with all candidates who have accepted a training place with YWTT and they will be invited to the pre course induction week (in July) prior to registration on the YWTT programme in September.

YWTT will check that each trainee has fulfilled the conditions of their offer on YWTT programme registration date.

12. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this Policy will be monitored on an annual basis and formally reviewed in July 2019.

13. REVIEW

This Policy and Procedure will be reviewed within one year of the date of implementation.