



1. Recruitment & Selection Policy

1.1 The **Partnership London Scitt (PLS)** is committed to ensuring that the recruitment and selection of trainees is conducted in a manner that is systematic, efficient, and effective and promotes recruitment of the highest quality staff and equality of opportunity.

1.2 is committed to equality, valuing diversity and working inclusively across all our activities and aims to have a workforce that represents a variety of backgrounds and cultures.

1.3 Recruitment should be treated as a key public relations exercise as the way it is managed affects the PLS's image, and consequently its ability to attract and appoint high calibre trainees.

1.4 This policy has been designed to provide a flexible framework which promotes good practice and supports fully the PLS's strategic aims.

2. Scope

2.1. This policy applies to the recruitment and selection of all trainees to the PLS

2.2. All staff involved at any stage of the recruitment and selection of trainees should be aware of and adhere to the contents of this policy.

3. Aims

We aim to select trainees that can provide the best possible entrants to the teaching profession

4. The purpose of this policy:

4.1 To recruit and select the best possible trainees to join the PLS.

4.2 To take all reasonable steps to prevent unsuitable people from joining the PLS

4.3 To safeguard the children and young people in our schools;

4.4 To recruit, select and manage our trainees in a way that complies with legislation designed to combat inequality and discrimination;

4.5 To ensure that recruitment and selection processes are consistent and transparent;

4.6 To do all we can to achieve and maintain a diverse group of trainees;

4.7 To ensure that all trainees are given a proper induction and ongoing support, supervision and mentoring;

5. General Principles

5.1 All staff involved in the recruitment process, and in particular the PLS Co-Directors, should ensure that they are aware of their responsibilities under the relevant employment legislation.

5.2 If a member of staff involved in the recruitment process has a close personal or familial relationship with a trainee they must declare this as soon as they are aware of the individual's application. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.

5.3 Documentation relating to trainees will be treated with the utmost confidentiality and in accordance to the requirements of the Data Protection Act and from May 25th 2018, the GDPR. DPA trainees will have the right to feedback and to access any documentation held on them in accordance with the DPA.

6. Sourcing trainees

6.1 Places on the PLS will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified trainees. This may include local, national publications and web sites and should adhere to the PLS's visual identity.

6.2 Trainees will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the training programme

6.3 All advertisements must include a short statement on safeguarding checks and equal opportunities. Trainee places will be advertised in line with the Work Permits (UK) Regulations.

7. Selection Process

7.1 The selection process should be:

- Transparent;
- Timely and cost effective;
- Equitable;
- Free from conflict of interest.

7.2 All recruitment will be based on agreed written trainee academic criteria and person specifications(see section 10 below). Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed written selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to join the PLS. All decisions must be recorded.

7.3 Any skills tests (other than the statutory literacy & numeracy tests) must be directly related to the placement and measured against objective criteria. Candidates must be notified of the details of any skills test when they are invited for interview and the selection process for trainee teaching placements must include a demonstration of teaching skills.

7.4 Where required every effort must be made to make reasonable adjustments for candidates with disabilities.

7.5 Interview questions must relate to the placement requirements as exemplified in the criteria and person specification. The person specification and placement description should be used as the basis for determining the interview questions.

7.6 Interview questions must appear on an interview assessment form on which answers to questions must be recorded.

7.7 The choice of trainee will be determined by only the members of the selection panel.

8. The PLS Contract

8.1 At the end of the recruitment process, all records must be retained in accordance with the PLS document retention scheme.

8.2 Offers of placement are conditional upon receipt of proof of identity, medical assessment, proof of qualifications, evidence of right to work in the UK and a Disclosure and Barring Service (DBS) check.

9. Duties of PLS Co-Directors

9.1 The **PLS Co-Directors** must:

- Ensure the selection process is transparent and equitable;
- Manage the interview;
- Convey verbal offer to the successful applicant(s);
- Provide feedback to applicants;
- Provide a record of all stages of the recruitment process, including the reasons for selecting/rejecting each candidate.
- Advise on / make on-going improvements to the recruitment process and supporting policies and advisory documentation

10. Selection Criteria

10.1 Academic criteria

- A UK honours degree (2.2 or above) or equivalent overseas degree, verified by The National Recognition Information Centre for the UK (NARIC)
- PLS consider potential trainee teachers with a 3rd class degree, only based on credible recommendations from partner schools
- The degree must comprise a minimum 50% of modules in the subject area trainee wishes to train to teach
- A standard equivalent to a grade C in the GCSE examinations in English and mathematics
- For primary applicants, this must also include a grade C in the GCSE examination in Science or standard equivalent
- Applicants who do not have standard GCSE certificates will need to take an equivalence test
- All entrants will need to have passed the professional skills tests in literacy and numeracy prior to beginning the programme

10.2 Personal Criteria

- Enthusiasm for teaching
- An awareness of key safeguarding issues in schools today

- Some evidence of a knowledge of key issues facing educators in the 21st century
- A sense of the scope of teachers' professional skills and responsibilities
- A commitment to inclusion and equal opportunity
- High expectations of young people and a commitment to high achievement from all
- Excellent subject knowledge and/or knowledge of the demands of the phase
- Positive attitudes to young people and their education
- Understanding of the importance of establishing respectful, supportive and constructive relationships
- Ability to work as part of a team
- Ability to communicate effectively and accurately in standard spoken and written English
- The ability to reflect critically and creatively
- Some evidence of wider educational reading
- A strong work ethic

11. Monitoring and Review of Policy

11.1 Regular reports on trends and statistics relating to recruitment and appointments will be discussed at Board meetings.

11.2 This policy will be reviewed annually.