



**Yorkshire and Humber**  
**TEACHER TRAINING**

# **Recruitment and Selection Policy**

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Recruitment and Selection Policy

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## Rationale

This Recruitment and Selection Policy is in place to demonstrate how the recruitment and selection of trainees to the Yorkshire and Humber Teacher Training ITT programmes will meet the DfE's ITT criteria for entry (updated 28 February 2018).

The Recruitment and Selection Policy will be the focus of the strategies put in place to support recruitment of prospective candidates to the programmes. Yorkshire and Humber Teacher Training (and referred to as YHTT) wishes to enrol high calibre candidates to its teacher training programmes. In order to do this the recruitment process will be a rigorous selection process, to test the quality of candidates and ensure they meet the criteria and standards required for entry to a QTS programme, and to be successful future teachers working within the premise of the Teachers' Standards.

In addition, YHTT is dedicated to operating a fair, coherent and consistent recruitment and selection process that safeguards the interest of all applicants. This policy details the exact nature of each stage of the process, and the route to take should disputes arise.

This policy exists

- To protect the interests of applicants
- To ensure procedural parity between all applicants
- To enable staff to effectively manage admissions appeals and complaints
- To provide definitions of appeals and complaints

The recruitment policy is reviewed annually in line with the Trust Policy.

## Scope

### Equal Opportunity

YHTT operates as an accredited provider of initial teacher training and as such aims to produce teachers who will be highly effective educators and role models, wherever they may work.

In keeping with the ethos, values and beliefs of The Constellation Trust in which we belong, and the context of the Equal Opportunities Act 2010, we are committed to promoting, and practising equal opportunity for all, valuing diversity, and eliminating harassment and discrimination. We aim to be an inclusive organisation which welcomes and treats both staff and students fairly and equally regardless of age, gender, sexual orientation, disability, race, ethnic origin or nationality.

### Data Protection

YHTT will comply with the requirements of the Data Protection Act 1998 and the GDPR Regulations, in relation to holding and processing personal data, in relation to selecting, recruiting, training and assessing trainees, and to the Freedom of Information Act 2000.

Members of the partnership will be duly informed of relevant legislation and their requirement of compliance within the Partnership Agreement.

## Recruitment Process

The application form and interview process for all routes (salaried, salaried apprenticeship and tuition fee) is designed to assess suitability to teach and will focus on the applicant's:

- Academia standard in accordance with the entry criteria;
- Breadth of subject knowledge;
- Breadth of school and classroom experience;

- Commitment to the teaching profession and improving the lives of young people;
- Enthusiasm for the chosen subject and a capacity to inspire learners;
- Awareness of current educational issues;
- Intrinsic passion for learning;
- Commitment to own professional development;
- Excellent organisational, communication and inter-personal skills;
- Ability to establish effective relationships with both pupils and adults;
- Flexibility and a willingness to act upon advice;
- Emotional and physical resilience and readiness for hard work.

## UCAS-TT Teacher Training Portal

The entry profiles for programme delivery offered by YHTT on the UCAS-TT portal will coincide with the aims and objectives as detailed in the Recruitment and Selection Policy in order to ensure clarity to candidates on the entry criteria and the recruitment process.

All outcomes and decisions will be communicated via UCAS-TT in line with the UCAS Admissions Guide.

## Application

Applications will only be accepted via the UCAS-TT portal.

YHTT will conduct the screening of applications to determine whether applications meet the eligibility criteria. All applications will be acknowledged on receipt.

## Standard Entry Criteria (all routes)

### Scope

Applicants will be given the opportunity to demonstrate that they can meet the stated requirements through certified evidence (including relevant equivalent qualifications).

If the above criterion is not met applicants will be given the opportunity to prove they can meet the requirements through an equivalency test.

The aim of this criterion is to ensure that entrants to ITT have demonstrated their achievement of a minimum standard of educational attainment.

The entry criteria for YHTT have been agreed by all SCITT partners through the Partnership Steering Group and the SCITT Board.

## Protocol and Process

- Application screening (initial screening to check applicant meets the eligibility criteria by Administrator)
    - UK Degree (or recognised equivalent)
    - GCSE Maths and English (Level 4 or above), and Science (Level 4 or above) for primary (or recognised equivalent)
    - If equivalency testing is required
- Original qualification certification to be brought to interview as confirmation entry criteria met as declared on application for or via equivalency testing.
- Ideally at least 2:2 UK Degree (or recognised equivalent)
  - Level of School and Classroom Experience (ideally 10 days undertaken or secured before start of course)
  - Quality of References
  - Quality of Personal Statement

## Salaried Route Entry Criteria

- Meet standard entry criteria as detailed above
- At least three years' career experience prior to the start of the programme. Consideration will be given to high-quality graduates with less than three years' work experience, especially in priority subjects determined by the DfE.
- Applicants MUST have had experience in school and show substantial classroom experience.
- Pre-employment induction is compulsory which will normally take place in July (release from existing commitments would be expected).

## Applicants not meeting standard entry criteria:

1. If not UK Degree  
Use of NARIC to confirm equivalence at required level, this will be the responsibility of the candidate.
2. GCSE grades in Maths, English or Science (for Primary) not achieved at level 4 or above  
Equivalence test undertaken and given the opportunity to prove they can meet the criteria – this is in the applicant's own time and at their cost.

## Shortlisting

Applications are shortlisted or rejected in line with the application screening process. The shortlisting is the responsibility of the relevant subject tutor.

Those successfully shortlisted through the screening process will be invited for interview. Notification will be made via the UCAS TT portal and email providing details of the interview process and format.

Brief feedback will be given to those rejected providing information on why they were not successful this round, and to encourage to apply again if entry criteria can be met following the action suggested.

## Interview

### Protocol

1. YHTT will select the candidates in conjunction with its selection and recruitment policy.
2. Successful candidates will be interviewed by YHTT and SCITT partners will be invited to participate in the interview process (by hosting interviews or joining the interview panel).
3. At the end of each interview and selection process, the effectiveness will be evaluated and improvements will feed into the next interview process.

The full format of the Interview Process is detailed in the interview email sent to candidates for both Primary and Secondary (see appendix 3 & 4). Interview days will be determined in line with incoming applications and staff availability. YHTT aim to interview candidates within 14 days of receipt of the application (see appendix 1, application process flowchart).

### Interview Day

Interviews will usually take place at the school where the subject tutor is based. For primary, the partner primaries will take it in turns to host interviews.

The letter of invitation will formulate details, process and expectation, and outcome of the interview process with guidance on how to prepare appropriately (appendix 2) and to determine any access arrangements.

### **Format of the day in summary (secondary)**

- Interaction with students task to full class (observed activity)
- Subject Knowledge Test
- Arithmetic, Grammar, Writing Assessment
- Interview
- Deliberation time by panel
- Decisions made

### **Format of the day in summary (primary)**

- PSHE Interaction with students task (observed activity)
- Interaction with students task (supporting students with an activity set by the class teacher, observed activity)
- Arithmetic Test
- Grammar Test
- Written Test
- Interview
- Deliberation time by panel
- Decisions made

## **Interview Panel**

### **Secondary**

The interview panel will consist of no less than two members of staff, ideally the SCITT Director and the relevant Subject Tutor, one of whom will have completed safer recruitment training.

### **Primary**

The interview panel will consist of no less than two members of staff, ideally the Primary Lead and a Headteacher or Deputy Headteacher from one of the SCITT partner primary schools, one of whom will have completed safer recruitment training.

## **Interview Assessment**

### **Assessment Criteria**

All assessed activities will be scored and measured against defined criteria as detailed for each activity and against grading descriptors.

## **Interview Outcome**

Decisions will be recorded on the Interview Check List and also relayed to the applicant via the UCAS-TT portal. If the applicant has been unsuccessful they will be offered feedback upon request.

Offers will be either conditional or unconditional dependent on which elements of the entry criteria have already been met. In addition to bespoke conditions, all offer decisions will include these mandatory expectations:

- a) Completion of a self-declaration occupational health questionnaire to be screened by the independent Occupational Health Department at the University of Hull prior to commencing the programme. Applicants may be required to undertake a medical examination arranged by an Occupational Health Consultant.
- b) Declaration of any criminal convictions through an enhanced clearance from the Disclosure and Barring Service (DBS) and Prohibition List prior to starting the programme. The Rehabilitation of Offenders Act 1974 does not apply to the teaching profession. All evidence will be documented through The Constellation Trust HR Department.

## Maths and English Subject Knowledge

All applicants are expected to have a good subject knowledge of maths and English. For this purpose and initial assessment of their arithmetic, written and grammar knowledge takes place during the interview process. Successful candidates will be required to undertake a diagnostic assessment of their maths and English skills and, if the pass mark for this is not reached, agree to undertake an online course to further their maths and English skills.

## Subject Knowledge Enhancement

For applicants with less than the required subject knowledge at the time of applying for their chosen subject they wish to teach the completion of a Subject Knowledge Enhancement course may be required. YHTT is a registered provider of online SKE courses in partnership with VidLearn. The requirement to complete an SKE course and the required length of the course will be discussed with applicants at interview. Completion of the required SKE course will be indicated as a condition on any offer.

## Enhanced Clear Disclosure Barring Service (DBS)

Checks will be sought once a candidate has accepted the offer. The procedures for this will be administered by YHTT and managed and undertaken by the Human Resources Department at The Constellation Trust and in line with Trust Policy relating to DBS checks. The HR Department will take responsibility for assuring YHTT that all trainees hold a satisfactory Disclosure and Barring Service Check and completed any other appropriate safer recruitment checks (e.g. certificate of conduct for those who have lived/worked overseas). A separate DBS Children's Barred List check will be undertaken by the SCITT Administrator. Both the outcomes of the Barred List check and the DBS check will be recorded on the central trainee database.

The candidates will require an enhanced DBS for those distinctively working with Children. YHTT is committed to fully comply with GDPR regulations in regards to how this information is stored and what it is used for.

Original documents confirming identity must be seen and recorded and these will be requested to be present at interview. Information will be shared across the partnership, but in line with the recruitment and selection policy, information will not be shared with a partner that does not have the legal right to view. YHTT will confirm in writing to all partnership schools that a satisfactory enhanced check has been obtained (appendix 5) after permission to share this information has been obtained from trainees (appendix 6).

## Safeguarding and Safer Recruitment

- YHTT follows The Constellation Trust Safer Recruitment Procedure and its responsibility is detailed therein.
- Safeguarding checks, including background checks will be undertaken as detailed above.
- At least one member involved in the interview and selection process will be trained in Safer Recruitment.
- Candidates invited to interview will have their identity established in a face to face session. Candidates will be required to bring appropriate documentation (in line with DBS approved ID proof guidance) to the interview for clarification.
- Any trainee removed from the programme due to background or safer recruitment checks will be referred to the DBS.

## Fitness to Train

In order to assess the health and physical capacity of applicants to a teacher training programme, completion of a confidential health questionnaire will be sought and is sent directly by the applicant to the Occupational Health

Department at the University of Hull. The health questionnaire has been fully checked to ensure that it complies with the Equality Act 2010. The health questionnaire has been cleared by the University of Hull to check fair access and that it contains relevant and targeted questions in order to satisfy equal opportunity and disability legislation so that the assessment does not hinder candidates' chances of accessing the ITT programme. The checking process is managed and undertaken by the Occupation Health Department at the University of Hull who will assure YHTT that all appropriate checks have been undertaken and that the candidate is fit to train/fit to train with support.

## Fair Access

We will give candidates the opportunity to identify special arrangements required for an assessment day when informing them of the interview stage. We will fully comply with the 2010 Equality Act and the 2001 Special Education Needs and Disability Act SENDA. In addition, we will sign post the availability of Disabled Student Allowances supporting Higher Education and how to obtain this financial support and funding.

## Appeals and Complaints

Where disputes arise it is hoped that most of these can be resolved informally by discussion with the SCITT Director. Where this is not possible, more formal procedures can be taken through the Appeals and Complaints Policy as detailed below. Applicants can be assured that formal submission of an appeal or complaint will not prejudice any opinion of the applicant, or be used to adversely affect any later dealings with the applicant including any future applications.

## Appeals and Complaints Policy

### Scope

Appeals and/or complaints should be completed by the applicant themselves and letters and other correspondence from other parties will not be considered. All written correspondence should always include the applicant's full details including: name, address, contact details and UCAS-TT or other application reference number where applicable.

### Roles and responsibilities

These staff roles have the following responsibilities within the appeals and complaints procedure:

- a) SCITT Administrator
  - To deal with verbal complaints or informal complaints made my email.
- b) SCITT Director
  - To investigate formal written complaints
  - To assess the validity of appeals
  - To make a decision with the appropriate subject tutor on appeals

Applicants are expected to treat all members of YHTT staff with respect. Applicants who abuse, threat or mistreat members of staff either verbally, in writing or physically will not be tolerated and will have their application and appeal/complaint automatically rejected.

## Definitions of Appeals and Complaints

### Definition of Appeals

An appeal is defined as a request for the reconsideration of an admissions decision on an application or the wording/terms and conditions of an offer.

The outcome of a successful request to appeal would be to reconsider the candidate's application with a view to changing or upholding the original decision.

An appeal may relate to the following decisions within the application process:

- the decision to interview
- the decision to make an offer
- the content of the offer

### Grounds for making an appeal

The Appeals Procedure may only be used where there are adequate grounds for doing so and may not be used simply because a candidate has been unsuccessful with his or her application at any of the stages listed above.

Appeals against decisions may be made on one of the following grounds:

- There is evidence that procedure was not followed
- There is new evidence which has come to light, with valid reasons for not previously stating it. If no good reason is given as to why this information was not previously available, then it will not be considered
- There is evidence that YHTT has demonstrated bias or prejudice in the treatment of the application

There is no provision for appeal against the academic or professional judgement of those making the decision on applications.

The decision of the Head of the SCITT on completion of the internal procedure is final.

## The Appeals Procedure

### Initial contact

Applicants who are dissatisfied with an admissions decision may submit an appeal in writing to the Administrator. The appeal must include the following information:

- Applicant's name
- Applicant's address
- UCAS-TT or other application reference number where applicable
- The subject applied for
- The information they have already received

There are a number of grounds for making an appeal and at least one must be specified in the letter. The grounds for appeal are indicated under section 1 above.

Please note that all relevant information should be submitted at this time and that it is not possible to consider information which is submitted at a later point in the appeals process without good reason.

Appeals can only be considered if received within 10 working days of the original despatch of information about an interview, offer or rejection decision.

Verbal discussions regarding the details of the appeal will not be entered into.

### Stage I

Receipt of the appeal will be acknowledged in writing normally within 5 working days of the date of receipt. The SCITT Director will assess the grounds on which the appeal is based to determine whether they are valid.

If it is found that there are no valid grounds for appeal, the appeal will not be progressed any further and the applicant will be informed of this in writing, normally within 10 working days.

If the grounds stated are assessed as valid a formal response will be issued by letter normally within 10 working days. This response will have one of the following outcomes:

- The decision under appeal will be reviewed and the same decision will be arrived at
- The decision under appeal will be reviewed and a different decision will be arrived at

## **Stage II**

If the appeal is not resolved to the satisfaction of the applicant, s/he may write to the Accounting Officer of YHTT within 10 working days of dispatch of the formal response stating reason for their dissatisfaction.

Appeals at this stage will only be considered valid on the grounds that YHTT has failed to follow the procedure as stated in this document.

The Accounting Officer will assess the validity of any appeals at this stage and will respond within 10 working days by letter to inform the applicant whether the appeal was successful or not. The decision at this stage is final and the applicant does not have further recourse under these procedures.

The time scales for the process are stated above. Applicants are requested not to contact the admin office in these time periods and are advised that no additional correspondence either by telephone, email or letter or any other medium will be entered into.

## **Definition of Complaints**

Complaints are defined as relating to the services offered by YHTT or the actions or behaviour of a member of staff during the admissions process. This could involve concerns around a procedural error, irregularity or maladministration in the admissions process.

If a complaint were upheld the likely outcome could be a formal or informal apology or decision to review procedures.

## **Grounds for making a complaint**

A complaint may be made about any stage of the admissions process, where there are adequate grounds for doing so. The Procedure may not be used simply because a candidate has been unsuccessful with his or her application at any of the stages.

Complaints will only be considered valid if they relate to the following:

- The actions of a member of staff
- The conduct of a member of staff
- The services offered by YHTT

Claims for financial compensation will not be entered into.

## **The Complaints Procedure**

There are two routes for complaints: Informal (verbal); Formal (written).

### **Informal**

Informal complaints may be made verbally or by email to the Administrator, normally within 5 working days of the event or incident to which they relate and no more than 10 working days. This would enable the Administrator to gather information about the event or incident quickly.

### **Formal – Stage I**

However, applicants who remain dissatisfied or have a more serious complaint may make a formal complaint in writing. This complaint should be addressed to the SCITT Director and be submitted no later than 10 working days after the event or incident. The complaint must include the following information:

- Applicant's name
- Applicant's address and contact details

- Applicant's UCAS-TT number where applicable
- The subject applied for
- The information they have already received
- The nature of their complaint and any supporting evidence
- A reasonable outcome which the applicant feels would be an appropriate response.

Please note that all relevant information should be submitted at this time and that it is not possible to consider information which is submitted at a later point in the complaints process without good reason. The complaint will be investigated by the SCITT Director who will reply to the applicant in writing, normally within 10 working days.

## **Stage II**

If the applicant remains dissatisfied with the decision s/he may write to the Accounting Officer of YHTT explaining why the applicant remains dissatisfied and, in respect of the complaint, what she/he would have hoped the outcome would have been.

The Accounting Officer will normally respond within 10 working days within term time. This decision is final and the applicant does not have further recourse under these procedures.

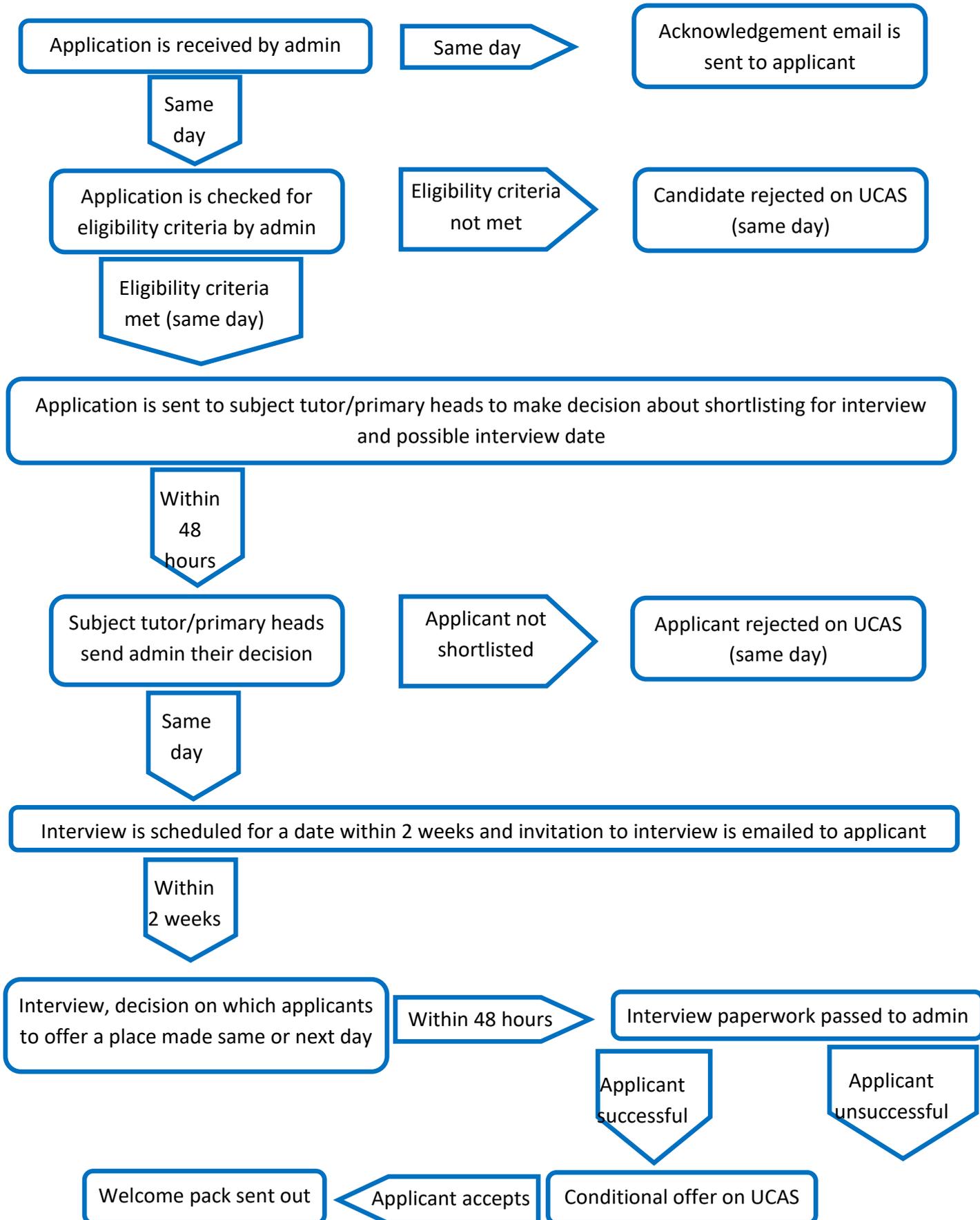
## **Storage of information relating to Appeals and Complaints**

By signing your letter of Appeal or Complaint, you agree that YHTT can process information it contains for all the purposes relating to the Appeal and Complaints procedure for applicants. Information will be stored and processed in accordance with the Data Protection Act (1998). It may be disclosed to members of YHTT who have a need to see it and will be stored as part of your application to the course.

## **Monitoring of Appeals and Complaints**

YHTT regularly monitors the numbers and outcomes of Appeals and Complaints and reports this to internal quality assurance forums with a view to improving customer service. Monitoring reports will not contain any personally identifiable information.

### YHTT Application Process



## How to prepare for your Teacher Training Interview

### Be prepared

Think carefully about your reasons for applying for the course and your interest in becoming a teacher. This is your chance to stand out from the rest. Think carefully about what you can bring to teaching that others may not be able to offer.

Research the course and institution you're interviewing for thoroughly (recent OFSTED report), as well as the issues surrounding education and teaching in general. Research current issues in education to show interest and commitment. Policies and practices change quickly, so your knowledge needs to be up to date.

You can't know everything, but demonstrate that you can reflect intelligently on the experience and knowledge that you do have.

### What to expect on the day

The format of the interview day will be as follows:

- An interaction with students task (10-15 minutes)
- A written subject knowledge test (30 minutes)
- A short assessment each for arithmetic, grammar and writing (30 minutes overall)
- A formal interview (30 minutes)

### What to say

Demonstrate a number of qualities. Tailor your answers and contributions to reflect these qualities:

- A commitment to, and understanding of, secondary education and the role of the teacher
- Good personal, intellectual and communication skills
- A positive attitude towards children and working with young people
- An enthusiasm for, and understanding of, your subject and teaching in general and clear and accurate spoken English

### Questions to consider prior to your interview

1. Why exactly do you want to be a teacher?
2. What qualities do you think make a good teacher?
3. Do you have any skills, experience or interests that you think relate to being a teacher?
4. How much of your degree do you think is relevant to the subject you want to teach?



5. Have you ever been in a situation when you've had to make a difficult topic interesting and accessible?
6. What are your opinions about current educational issues?
7. How do you ensure that you respect and include people of all backgrounds as you go about your daily life?
8. Do you have any other skills or interests that you think a school might be interested in?

#### **Useful websites**

<http://newteachers.tes.co.uk/news/how-prepare-your-teacher-training-interview/46081>

<http://newteachers.tes.co.uk/content/what-makes-good-itt-interview-candidate>

<http://newteachers.tes.co.uk/content/10-things-i-wish-id-known>

## Appendix 3 – Interview email secondary

Dear Candidate

Thank you for your application for an ITT place with Sirius Academy/YHTT. I would like to invite you for an interview on Monday 12<sup>th</sup> March 2018 at 9.00am.

The interview will take place at Sirius Academy West, 296 Anlaby Park Road South, Hull, HU4 7JB. Please use the main car park which is accessible at the rear of the Academy via Pickering Road, HU4 7AE, and report to the Academy reception (at the front of the building) at **8.45 am**. Please enter the building through the front doors (walk along the fence to the left of the building).

The interview day will consist of:

- Written Subject Knowledge test (30 minutes)
- Arithmetic, grammar and writing task (30 minutes)
- Interaction with students task (15-20 minutes)
- Formal Interview (30 minutes), including 5 minute presentation on a topic you will be given on the day (you will be given 20 minutes to prepare this on the day of the interview)

Please find attached the topic for your interaction with students task. Your interaction task will be with a Year **(insert year group)** class. You can prepare a power point presentation or any other classroom based activity on this topic. If you are giving a power point presentation please email this to us before your interview as memory sticks are now longer allowed in the Academy. You will be provided with a computer and projector.

The purpose of the interview is to assess your suitability for the ITT placement and give both the panel and yourself an opportunity to gain further information before offering the available places to the successful candidates. It is also an opportunity to seek clarification on information which you have provided on the application form. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Please can you confirm that you are able to attend the interview by replying to this email or by ringing 01482 349612? If you require any access arrangements to be put in place to access any part of the interview day, please can you state this in your reply? You may be required to provide evidence to substantiate this request.

**Please bring with you the originals of your GCSE certificates for English and Maths and your degree certificate (if you have received it) and also a form of photo ID.**

If you have any questions/queries relating to the interview process or would like something specific, please email Mr C Fletcher, SCITT Director, [info@yhtt.co.uk](mailto:info@yhtt.co.uk), or reply to this email.

We appreciate that for some of you the interviews for different providers may be far apart, but please remember that, according to UCAS regulations, you have up to 10 days after your final interview to choose your provider, and should not feel pressurised to accept offers prior to that date.

Kind regards

## Appendix 4 – Interview email primary

Dear Candidate

Thank you for your application for an ITT place with Yorkshire and Humber Teacher Training. I would like to invite you for an interview on **date** 2017 at **timeam**.

The interview will take place at Appleton Primary School, Appleton Road, Hull, HU5 4PG.

The interview day will consist of:

- A welcome by SLT
- Activity 1: Time in class to support the class teacher, meet the pupils in the class and be observed interacting and supporting learning
- Activity 2: PSHE interaction task
- Feedback and reflection with a member of SLT following both activities
- A short Standard English and arithmetic test (approx. 30 minutes)
- An interview with a panel

The purpose of the interview is to assess your suitability for the ITT placement and give both Yorkshire and Humber Teacher Training and yourself an opportunity to gain further information before offering the available places to the successful candidates. It is also an opportunity to seek clarification on information which you have provided on the application form. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Please can you confirm that you are able to attend the interview by replying to this email or by ringing 01482 349612? If you require any access arrangements to be put in place to access any part of the interview day, please can you state this in your reply? You may be required to provide evidence to substantiate this request.

**Please bring with you the originals of your GCSE certificates for English, Maths and Science and your degree certificate (if you have received it) and also a form of photo ID.**

If you have any questions relating to the interview process or would like something specific, please contact us by email [info@yhht.co.uk](mailto:info@yhht.co.uk), phone 01482 349612 or reply to this email.

We appreciate that for some of you the interviews for different providers may be far apart, but please remember that, according to UCAS regulations, you have up to 10 days after your final interview to choose your provider, and should not feel pressurised to accept offers prior to that date.

Kind regards

«Placement\_2»

22 November 2019

Dear Headteacher

**Re: «Title» «First\_Name» «Second\_Name», DOB «DOB»**

We would like to confirm that in accordance with NCTL guidelines and the Home Office DBS Code of Conduct, we have undertaken a Children's Barred List, an enhanced DBS Check and Prohibition Order Check for the above named Initial Teacher Training (ITT) Trainee and that they have been judged by YHTT to be suitable to work with Children.

Please note, in line with the above guidance, you **will not** be required to undertake a further check in regard to their placement within your school. «First\_Name» has consented to us sharing their DBS number and date with you.

«First\_Name»'s DBS number is «DBS» and the date is «DBS\_Date».

Yours sincerely



Kirstin Hilgenfeldt  
SCITT Administrator

## ***Disclosure and Barring Service (DBS) checks***

Yorkshire and Humber Teacher Training (via Sirius Academy) have completed DBS checks on all ITT trainees in accordance with DBS regulations. We would like to share your DBS number and the date the check was completed with your placement schools for their records. In order to do this, we require your permission. In accordance with the 1997 Police Act and the DBS Code of Practice we will never share the contents or a copy of your DBS certificate with your placement schools.

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|                           |              |                    |       |
|---------------------------|--------------|--------------------|-------|
| <b>Student First Name</b> | «First_Name» | <b>Student DOB</b> | «DOB» |
|---------------------------|--------------|--------------------|-------|

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|                        |               |
|------------------------|---------------|
| <b>Student Surname</b> | «Second_Name» |
|------------------------|---------------|

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|                        |  |
|------------------------|--|
| <b>Student Address</b> | «Address_1»<br>«Address_2»<br>«Address_3»<br>«Address_4»<br>«Postcode» |
|------------------------|--|

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**Please delete as appropriate.**

I do/do not give permission for YHTT to share my DBS number and date with my placement schools.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_