



Initial Teacher Training Recruitment Policy

Hamwic SCITT

Introduction

Hamwic SCITT are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

Hamwic SCITT is committed to ensuring that all selection and withdrawal decisions for its ITT programme is fair, transparent and conducted according to our agreed policies and procedures. Each procedure will meet the requirements of the Secretary of State's ITT criteria and shall align with safer recruiting/safeguarding best practice.

Hamwic SCITT has adopted the following recruitment and appeals policy. No applicant or candidate shall be prejudiced or disadvantaged by using this policy.

Safeguarding (Recruitment)

The Hamwic SCITT and its partner schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and trainees to share this commitment. In order to ensure this recruitment and selection policy is in accordance with Keeping Children Safe in Education 2023, we will ensure:

- Safeguarding questions are included at interview
- All interviewers have completed the Safer Recruitment training

All entrants onto our ITE course are subject to pre-employment checks, including a satisfactory Enhanced Criminal Records with Barred List check through the Disclosure and Barring Service (DBS).

Selection Stage

The process for admissions is co-ordinated by the Hamwic SCITT in collaboration with its partnership schools.

All applications for a trainee teacher position must be made through DfE Apply using their proforma.

- All applicants will initially be screened by a member of the Hamwic SCITT team to check they meet or will have the capacity to meet the entry criteria of GCSE's and degree. Notes are made if an applicant will need a specific equivalency test so this can be discussed and explored with them at interview.
- Work history will be examined and interviewers informed of any 'gaps' in work history, so this can be discussed with the candidate
- We will also undertake safer recruitment checks, so further questions can be asked about any previous convictions that have been declared and any references from personal email accounts, that can't be verified
- Any reasons for rejecting an applicant will be clearly identified at this stage.



Interviews

Interview dates are set by the Hamwic SCITT and take place throughout the year. Candidates are selected for interview on the basis of their application forms.

- The interview process will explore the applicant's ability to train to teach
- Interviews will be either online and/or face-to-face
- Applicants will be asked to prepare a short presentation and complete written, maths and GPS tasks and teaching activity with a small group of children.
- Please note that no questions will be asked about health or medical fitness prior to any offer being made.
- Following the interview and associated tasks a final selection decision is made.
- If an applicant is successful a conditional offer will be placed on the DfE Apply system.

Health and Physical Capacity to Teach

- Hamwic SCITT has a responsibility to ensure that trainees have the health and physical capacity to teach and will not put children and young people at risk of harm.
- Successful applicants will be asked to complete a health questionnaire once an offer is accepted.
- Only targeted and relevant health- related questions which are necessary to ensure that a person is able to teach will be asked.
- Hamwic SCITT will provide support and guidance to trainees who provide further information about identified needs. This may be following a DSA (Disabled Students Allowance) request via Student Finance England.

Appeals

An appeal is defined as a request for reconsideration of a decision to reject an application or remove (withdraw) a trainee from the programme. Should a rejected applicant or a withdrawn trainee consider that either:

- Hamwic SCITT has not adhered to its own policies or procedures or is in breach of any national policies or relevant legal requirements; or
 - the administration of an application
 - there is evidence of bias or prejudice against the applicant/trainee

then the applicant/trainee is entitled to ask for a review of the decision to reject/withdraw.

A complaint may be about:

- a perception that a Hamwic SCITT or national policy or relevant legal requirement has not been correctly implemented or adhered to when dealing with an application Procedure

An applicant/trainee wishing to lodge an appeal or should write to:

CEO
Hamwic Education Trust Managed Service Team
Unit E, The Mill Yard
Nursling Street
Southampton
SO16 0AJ



Complaints or appeals will only be considered from the applicant or trainee concerned and not from any third party.

- An applicant/trainee wishing to lodge an appeal should do so within 21 days of the date of the letter, informing him or her of the decision on his or her application/withdrawal.
- An applicant/trainee wishing to make a complaint should do so within 21 days of the matter with which the complaint is concerned.

If an appeal or complaint is lodged, the Hamwic SCITT Programme Leader will contact the applicant to acknowledge receipt of the appeal or complaint. Hamwic SCITT will endeavour to deal with any appeal or complaint within 28 days. The applicant will be kept informed of the progress of his or her appeal or complaint if the period of investigation is likely to exceed 30 working days.

The Programme Leader and/or Director of Education (Primary) will investigate the circumstances of the appeal or complaint consulting relevant staff including. In certain circumstances the results of the investigation may be passed to the CEO of the organisation for a ruling.

During the course of the investigation, the applicant may be asked to provide further information on, or clarification of, any points made in his or her initial correspondence.

Outcomes of appeals/complaints

Appeals

Should the investigation establish that a decision to reject was made in breach of any Hamwic SCITT/Hamwic Education Trust policy or procedure, any national policy or law, or if there is evidence of bias or prejudice against the applicant, the application/trainee's place will be reconsidered. Should the reconsideration result in a decision to admit the applicant/re-engage the trainee (subject to any conditions being met) but at such a time in the cycle that the original entry point is not possible, a suitable alternative entry point will be offered.

Should the investigation determine that the original decision be upheld, the applicant/trainee will be informed accordingly with a statement as to why the appeal has been rejected.

Complaints

The investigation of a complaint will result in either the complaint being rejected or upheld wholly or in part.

Should a complaint be rejected, the applicant or trainee will be informed accordingly with a statement as to why the complaint has been rejected.

If the investigation determines that the complaint be upheld in whole or in part, an apology will be issued to the applicant/trainee. Should the findings suggest that changes to procedures or policies are appropriate; this will be stated in any correspondence to the applicant.

Further consideration

Should an applicant or trainee be dissatisfied with the outcome of an appeal or complaint, s/he should write to the Hamwic SCITT Programme Leader stating the reasons for his or her dissatisfaction and the outcome s/he was seeking. The Director of Education (Primary), in conjunction with the CEO, will investigate the appeal or complaint.



The decision of the Director of Education (Primary) and CEO is final. Once this decision has been communicated to the applicant, no further correspondence will be entered into regarding this application/withdrawal from the programme.

Date approved by the SCITT Board: December 2023 **Date for policy review:** December 2024