


Initial Teacher Training Recruitment Policy

Owner and version control

Responsibility:	ITT Programme Director	Date doc. created:	22/03/2023
Print name sign off:	Sian Marsh	Last review date of doc:	22/03/2023
Signature:		Next review date:	22/03/2024

Best Practice Network is committed to the fair treatment of applicants and trainees, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

Best Practice Network is committed to ensuring that all selection and withdrawal decisions for its EYITT and Primary ITT programmes are 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.

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

Safeguarding (Recruitment)

Best Practice Network 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 our 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 courses 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 Best Practice Network in collaboration with its delivery partners. 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 Best Practice Network ITT 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 Best Practice Network 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 depending on the location
- Applicants will be asked to prepare a short presentation and complete written and maths tasks.
- 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.

Salaried apprentices (Primary ITT only)

- All salaried applicants will need to have an employing school prepared to employ them on the unqualified teacher scale point 1, as a minimum.

Postgraduate Teacher Apprenticeship Vacancies (Primary ITT only)

Applicants who are successful at interview, will be offered a conditional place. One of the conditions of their place will be to secure an apprenticeship employer. We will support all applicants with sourcing a suitable apprenticeship employer and are working with a number of schools to seek opportunities for applicants.

If an apprenticeship employer (and/or funding) cannot be secured by beginning of September, the place on the programme will need to be deferred – applicants cannot start the course without full time employment within a school.

- For those schools who have teacher apprenticeship vacancies, will assess their latest Ofsted report, health and safety and safeguarding policies before we advertise on the find an apprenticeship site and screen all potential applicants before following the process above
- Information, advice and guidance throughout apprenticeship candidate recruitment will be followed
- All potential apprentices will be screened for apprenticeship and ITT eligibility (and processed in accordance with the ITT policy)
- Once all checks and applications have been passed, they will be matched with school partner (or non-partner schools if there is demand / current vacancies) for their own interview and selection stages
- Funding is secured via the apprenticeship service. Best Practice Network will work with your apprenticeship employer to secure this funding. Apprentices will receive a notification to confirm personal and apprenticeship details including expectations of you and your employer and how to access support and information for your apprenticeship
- Once offered by the school and a start date agreed we will commence the onboarding of the apprentice ensuring they are fully enrolled in readiness for the First day of learning and timely commencement of the ITT programme
- All Apprentices must be employed by a school for the minimum duration of the apprenticeship (incl. EPA) and will be paid on the unqualified teacher scale

Health and physical capacity to teach

- Best Practice Network 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.
- Best Practice Network 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:

- Best Practice Network 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 Best Practice Network 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:

Early Years and Primary ITT Candidate Support Manager

Best Practice Network

Newminster House

27-29 Baldwin Street

Bristol

BS1 1LT

Email: teach@bestpracticenet.co.uk

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 Best Practice Network Early Years and Primary ITT Candidate Support Manager will contact the applicant to acknowledge receipt of the appeal or complaint. Best Practice Network 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 Head of Early Years/Primary ITT will investigate the circumstances of the appeal or complaint consulting relevant staff including, but not limited to, staff in the department which oversees the programme to which the applicant sought admission/was participating in. In certain circumstances the results of the investigation may be passed to a Director 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 Best Practice Network 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 Early Years/ITT Director stating the reasons for his or her dissatisfaction and the outcome s/he was seeking. The Director, in conjunction with the Managing Director, will investigate the appeal or complaint.

The decision of the Director and the Managing Director 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.