



# Recruitment, Selection, Vetting and Interview Policy

## **Recruitment**

We are committed to providing the best possible recruitment service through an intelligent and dynamic approach to our work, coupled with a genuine enthusiasm for the market we serve.

We operate at the highest quality standard in every aspect of our service, and have a concentrated approach, in retaining and attracting the best professionals in the Education Sector.

Pure Education will treat all applications equally so that candidates are selected for interview on the basis of skills, qualifications and experience.

As part of our recruitment process, a Health Declaration will be obtained from the Candidate once registration is completed.

The recruitment process is in line with the requirements set by the Home Office and guidance can be found here <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide> .

For further guidance on the checks of documentation visit <https://www.gov.uk/check-job-applicant-right-to-work>

## **References**

Our aim is to recruit and support, the highest calibre of teaching professionals. References are the first step in this process and all Candidates must meet our Referencing Standards before registration can proceed.

All Candidates must achieve a grading of “Good” or above.

Clarification on the above can be found on Pure Education’s Referencing Policy.

## **Selection**

It is our policy to accept teachers who are:

- NQT’s
- Fully qualified Teachers who hold QTS
- Qualified Teacher Status (QTS) / Early Years Teacher Status (EYTS) with a formal teaching qualification from a recognised training facility i.e. University, College, SCITT , School Direct, Teach First programmes via Department for Education etc.
- OTT with QTS gained via the DfE Overseas Trained Teacher Programme
- OTT from an EU member country who qualifies for QTS under Department for Education regulations.
- Comparable (UK NARIC / TRA registration) Overseas Trained Teachers

We also accept Teaching Assistants who have:

### **Vocationally-related qualifications**

- 6 months minimum relevant work experience
- CACHE Level 2 Certificate for Teaching Assistants
- NCFE Level 2 Certificate



- Edexcel BTEC Level 2
- CACHE Level 3
- Edexcel BTEC Level 3

### Occupational qualifications

- NVQ Level 2 (awarded by CACHE, OCR, City & Guilds and Edexcel)
- NVQ Level 3 (awarded by CACHE, OCR, City & Guilds and Edexcel)

We also accept Nursery Nurses who have:

- 6 months minimum relevant work experience
- Two year CACHE Diploma in Childcare & Education (DCE)
- NVQ Level 3 Early Years Care & Education (EYCE).

### Vetting

Pure Education is committed to safeguarding, promoting the welfare of children and young and vulnerable people, and expects all enrolled Candidates, to share this commitment and to acknowledge the importance of child protection.

Pure Education operates a robust vetting procedure and strictly adheres to DfE and REC guidance. The specific recruitment and vetting checks which must be made on all people who wish to work with children or young and vulnerable people, are outlined in the DfE document [Keeping Children safe in Education](#).

Further, the [Safeguarding Vulnerable Groups Act 2006](#), outlines specific duties and responsibilities for an employer in relation to barred persons, and to the sharing of information about individuals to the Independent Safeguarding Authority.

We regularly review, revise and maintain procedures and processes, to further enhance our vetting policy and deliver the quality of service Schools and Candidates expect.

### Registration

The Registration of Candidates is performed in the following order:

1. Telephone assessment to understand Candidates needs and suitability
2. Submission of CV
3. Reference checks (2 References meeting Pure Education's required standards)
4. Electronic completion of registration documents and submission, prior to face-to-face interview
5. A face-to-face interview with the Candidate

### Interview

Pure Education Limited must ensure staff is competent and adequately and appropriately trained prior to conducting interviews. This is achieved by: -

- Internal training that takes place as part of the induction process
- Attending recognised courses
- Completing online training
- Previous training/experience

All Candidates must attend a personal face-to-face interview prior to placement. Candidates are invited to interview by letter, telephone or email, depending on the lead time, and we occasionally accept unplanned interviews depending on both staff availability and whether the Candidate has the relevant registration documentation with them.



At interview all Candidates must present original documentation (copies will be taken and stored on our secure database. Photocopies of originals are not allowed) and answer a series of pre-set questions that enable us to determine their knowledge and experience. Any gaps in employment are discussed at interview and if further evidence is required to justify such absences a teacher will be asked to submit these. The interview is recorded in detail and follows a consistent format thus allowing us to justify any recruitment decision we make.

Copies of all interview reports are retained on the Candidate's file and are signed and dated by the consultant conducting the interview.

The following procedures and checks apply to all Candidates and unless otherwise stated are conducted prior to placement:

- Face to Face Interview
- Children's Barred Lists
- DBS check
- Qualifications verified
- Two written references
- Signed Rehabilitation of the offenders Act statement
- Registration with the Teaching Regulation Agency
- Teaching Regulations Agency checks
- Identity checks
- Health declaration

#### **Complete/Incomplete Checks**

We make every effort to place a teacher on the completion of all checks. The school is advised if any checks are outstanding and we do seek their permission to place the teacher in the absence these. The minimum checks that we would place a teacher on are:

- Interview
- DBS/DBS in progress
- Children's Barred List
- One written reference and one open reference.
- Health declaration
- Permission to work
- Teaching Regulation Agency registration confirmed/in progress
- ID
- Qualifications
- Signed Rehabilitation of the Offenders Act

Once registered, the Candidate will be added to the pool of Candidates. At this stage or when the client requests, a Health Assessment must be completed.

All documentation necessary for registration, must be provided in an original form. We cannot accept copies.



## Recruitment, Selection and Vetting Policy for Overseas Teachers

The safety and welfare of children is considered at all times and it is our policy to ensure that all relevant pre-registration checks are carried out by staff that are trained in procedures and understand their responsibilities.

As a company dedicated to equal opportunity our policy on governing the recruitment of overseas teachers replicates our Recruitment, Selection and Vetting Policy. Additional considerations are required when engaging overseas trained teachers (OTTs) and these have been addressed in this document. We thoroughly vet all of our supply teachers to ensure suitability. Checks are completed prior to the first placement of a teacher and are repeated during service if required. The following procedures and checks apply to all Candidates and unless otherwise stated are conducted prior to placement.

- Face to Face Interview
- Children's Barred Lists
- Clear valid overseas police check
- DBS check
- Comparable Qualifications verified
- Two written references
- Signed Rehabilitation of the offenders Act statement
- Registration with the Teaching Regulation Agency
- Teaching Regulations Agency checks
- Have permission to work in the UK
- Identity checks
- Health declaration

### **Overseas Police Checks**

If you have lived or worked abroad for more than six months within the last five years, you should be in possession of an overseas police check from the country you were in to cover that period. This must be an original and be dated within the last 6 months.

Pure Education will accept a valid 'Working with Children' card from Australia as equivalent to a federal police check.

### **DBS**

Pure Education will apply for an Enhanced DBS before the Candidate is offered any assignments. If a teacher already has an existing disclosure we will:

Undertake an Update Service online check having sort permission from the candidate. The Update Service will be checked yearly or when the Client request it.

It is our Policy that a Candidate cannot commence an assignment while a DBS application is in progress.



### Rehabilitation of the Offenders Act

All teachers are required to sign the Rehabilitation of the Offenders Act.

### Children's Barred List

All teachers are subject to a check against the Children's Barred List prior to placement. This is undertaken prior/after interview and a copy is retained on the teachers file. Further checks are carried out every 12 months or as requested by a School to ensure the teachers continued suitability.

### References

All teachers are required to provide details of at least two referees, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in the education field. References must cover the last 6 years. Both referees must be senior to the candidate and be contactable at their place of work.

Written            We require both references to be in writing prior to placement

Verbal            We cannot accept Verbal references.

Open              Open references are accepted; however, a teacher would not be placed on the strength of an open reference. If the referees are the candidate's last employer, we would approach them and ask them to verify the contents by mail or electronic means.

### Qualifications

All teachers must provide evidence that they hold qualified teacher status and evidence of comparable qualifications that are relevant to the role. We are required to see original documentation.

From time to time the agency will check the authenticity of qualifications with the issuing institution and we seek the teacher's authority to do this.

If a teacher is in possession of an overseas qualification that we are not familiar with we will ask them to obtain a letter of equivalence from UK NARIC.

Please visit UK NARIC for help <https://www.naric.org.uk/naric/>

### Interviews

All teachers attend a personal face-to-face interview prior to placement.

### Identification

All teachers are required to provide at least 3 forms of identification where at least one is Photo ID and must be from group A and if applicable one from group B. A further two items of identification are required and can be from any group (one must show a teacher's current address).

### Acceptable ID documents

A            Valid passport and Visa/Permission to work



Birth certificate  
EU Identity card

B If the teacher has changed names through either deed-poll or marriage documents in support of this will be required

C p45/60 Statement  
Bank or building society \*  
Utility bill\*  
Mortgage/Insurance statement\*  
Addressed payslip\*  
NI Number card  
Correspondence from government department ie benefits agency, the employment service, the Inland revenue\*

\* dated within 3 months

### Medical Declaration

Teachers are required to complete a medical health questionnaire at registration. The information given will be kept strictly confidential and used only to access needs in the workplace. If the teacher declares a condition that we feel may affect their ability to teach in the classroom we do require a letter from their GP.

### Permission to Work

To comply with the Asylum and Immigration Act 1996 we ensure that the teacher has been given valid and subsisting leave to be in the UK by the Government and that leave does not restrict them in taking the job in question. We satisfy ourselves that the teacher is the rightful holder of any of the documents presented to us by:

- Check photographic ID to ensure that you are satisfied that they are consistent appearance of your potential worker
- Check the dates of birth listed so that you are satisfied these are consistent with the appearance of your potential worker
- Check the expiry dates of passports and visas are valid and ensure that adequate monitoring systems are in place to signal the pending expiry of key documentation
- Check any United Kingdom Government stamps or endorsements to see if the work seeker is able to do the type of work you are offering and that the proposed hours are permissible
- Check that any name changes are supported by the appropriate documentation

### QTS

OTTs are required to obtain Qualified Teacher Status before 4 years have lapsed, following their first day of teaching in the UK.

### Understanding of the National Curriculum



During interview we assess a teacher's understanding of the National Curriculum and Key Stage Standards through both discussion and questioning. If during interview we feel that a teacher is not fully conversant we offer the following support;

- Induction training
- Online access to understanding the National Curriculum
- Access to DfE publications

Once we are confident that they have sufficient knowledge we will then place the teacher and carefully monitor their progress.

