



# Referencing Policy

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. These are sought and obtained directly from the referee. Both referees must be senior to the teacher and be contactable at their place of work. References must be provided in headed paper or by completing an online form, by which means, a professional email address from the referee's current place of work, must be supplied. Both references must cover the Candidate's performance covering the last 2 years.

- Written** We require both references to be in writing prior to face-to-face interview.
- Verbal** A teacher may only be placed on the strength of two written references, therefore, we cannot accept verbal references.
- Open** Open references are accepted in addition to two written references. These must have been signed by the Referee. A teacher would not be placed on the strength of an open reference. If the referee is the teacher's last employer, we would approach them and ask them to verify the contents by mail or electronic means.
- Character** If a teacher has been out of the workplace for some time and is unable to provide professional referees, we would advise the Candidate to seek voluntary work or make other arrangements, with the intent of obtaining written references. We do however accept a written character reference and a written professional reference and would place with prior consent from the Client.
- Other Agency** Agency References must be provided in headed paper or by completing an online form, by which means, a professional email address linked to the Agency, must be supplied. References must cover the last 2 years. References must confirm dates worked through the agency. If a Candidate is not currently employed in an education environment, a Candidate must provide details of the most recent school, college etc that they worked for confirmation of employment detailed reasons for leaving.

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.

The Standard of Grading is as follows:

**Excellent** | **Very Good** | **Good** | **Average** | **Below Average** | **Poor**



All Candidates must achieve a grading of “Good” or above. Candidates achieving an Average grading, will be subject to further checks with the Refereeing Party, to clarify the result of the grading.

If we are not entirely satisfied with the contents of the findings but are confident of the teacher’s ability we would ask the Candidate for a further two referees. The consultants will then review all references to ensure they are satisfied with the comments, and cross check all information with CV provided, looking for gaps not covered or other details requiring clarification.

Registration will then be awarded or declined on the result of the review.