

Bournemouth Bay Recruitment Procedure Including Safer Recruitment

Review by policy owners:	Verity Burgess, SCITT Director, October 2025
Review by SPB members:	18 th November 2025
Ratified:	Jon Chapple, Director of Inclusion
Review date:	September 2026

This policy reflects the legislation at the time that it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

Application

Applications will only be accepted via the DfE Apply portal.

Bournemouth Bay Teacher Training Partnership will conduct the screening of applications to determine whether applicants meet the eligibility criteria. All applications will be acknowledged on receipt via email.

Standard Entry Criteria

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

Protocol and Process

- Application screening, assessment and selection record (Initial screening to check applicant meets the ENTRY criteria)
- UK Degree (or recognised equivalent)
- GCSE Maths and English (4/C or above grade or recognised equivalent)

Original qualification certification to be brought to interview.

Standard of subject knowledge

- Ideally at least 2:2 UK Degree (or recognised equivalent) unless PE (2:1 expected)
- Ideally at least 50% of degree relates to subject planning to teach
- Ideally A levels or equivalent in the subject that is being taught
- Work related subject experience
- Suitability for Subject Knowledge Enhancement (SKE)

Standard of other academic study

- Masters/PhD etc
- Subject specific vocational

Standard of Intellectual & academic capabilities in English and Maths

- Equivalency test from list of approved providers
- Level of numeracy and literacy from academic qualifications
- Quality of personal statement

Other personal qualities suitable for teacher training/teaching

- Undertaken any School and Classroom Experience (not as a requirement)
- Evidence of passion for subject
- Evidence of why they want to teach
- Quality of Personal Statement

Safer Recruitment checks

- Gaps in employment history checked at interview
- Overseas check required – period of 6 months in the last 7 years
- Criminal Conviction disclosure completed at interview
- Online safety check (as per KCSIE)

Applicants not meeting standard entry criteria:

1. If not UK Degree

- Use of UK ENIC or DfE Advisory Service to confirm equivalence at required level, this will be the responsibility of the candidate

Resource for Equivalence Confirmation - UK ENIC providing advice on the equivalence of non-UK qualifications or DfE Get into Teaching Advisor Service

2. GCSE grades in Maths and English either not achieved grade 4/C or last examined qualification achieved at a lower level

- Equivalence test undertaken and given the opportunity to prove they can meet the criteria – external source used at applicant’s own time & cost - www.equivalencytesting.com or similar approved agent
- For overseas candidates IELTS or CELTA is preferred but will accept other providers
- Proof of equivalence testing outcomes (if met criteria) to be provided for review

References

- References will be requested from two individuals following acceptance of a conditional offer.
- Referees should be appropriately selected to comment on the applicant’s suitability for teacher training. References from family and friends are not deemed appropriate and will not be accepted.
- One of the references should be academic if the applicant has applied within five years of applying for teacher training.
- Referees to confirm either way “**if they know of any reason why the candidate should not work with children?**”
- Additional references will be requested if initial references not appropriate

Criteria Measure

To assess suitability to work and adheres to employing school’s recruitment policy in ensuring all appropriate checks are in place before employment takes place

As the application form itself does not provide means to provide this information the forms must be completed as well as the application form in order to gain more in depth information.

Overseas Applicants Overseas applicants

must comply with Immigration Rules and have;

- Indefinite Leave to Remain in the UK, or
- Permanent residency in the UK, or
- Hold UK Nationality
- A Visa that allows them to study

Pre BREXIT EU Nationals to have completed EU settlement scheme application request in line with BREXIT requirements

Proof of the same by the Home Office will be required before an offer can be made of a place on the programme. **BBTTP is unable to admit to the programme any applicant requiring a visa in order to remain in the UK or offer sponsorship to gain a visa.**

Shortlisting

Applications are shortlisted or rejected in line with application screening process.

Those successfully shortlisted through the screening process will be invited for interview.

Notification will be made via;

- DfE Apply portal
- Emailed letter

providing details of the interview process and format.

Brief feedback will be given to those rejected if requested, 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. BBTP will select the candidates in conjunction with its selection and recruitment policy. This is a transparent process and the outcomes will be shared with relevant SCITT partners
2. Successful candidates will be interviewed by BBTP
3. Partner schools will be given at least 5 working days' notice of future selection and interview days. Where possible future selection days will be calendared in advance.
4. All partner schools can take an equal part in the interview and selection of trainees.
5. At the end of each interview and selection process, the effectiveness will be evaluated, and improvements will feed into the next interview process.

The format of the Interview process is sent to candidates with assessment day arrangements and preparation advice. Interview days will be determined in line with incoming applications and consequent Reject By Default date, and staff availability.

Interview Invitation

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

At each stage of the interview process the applicant will be assessed and the outcome documented on the "interview decision day proforma" using the scoring matrix. The interview will be conducted in a clear, fair and transparent manner (the order of the activities may vary).

Format of the Interview in Summary

We reserve the right to be able to adapt the process in line with the best fit for the forum being used to undertake the assessment at interview

- Lesson observation / learning walk of at least 15 minutes if interview is held on a school day
- Short written reflection of observations (15 minutes)

- Presentation to subject lead on how to teach an element of their subject – a clear brief will be sent out in advance of the interview and the presentation format is determined by the candidate
- Interview with staff panel
- Literacy and numeracy task completion
- Subject knowledge assessment (if necessary) – Applicants will be duly notified if this is required and given support to prepare in advance

Interview Panel

Interview Panel will consist of no less than two members of staff including a member of SCITT, and a member of staff who has undertaken Safer Recruitment training as well as a Subject Specialist.

All staff undertaking any aspect of the interview process will receive advanced instruction about the assessment forms, and format of the interview day. This will involve explanation of the document proformas for completion during the assessments, assessment systems, and entry criteria, and ensuring we recruit in a consistent manner.

Interview Assessment

Assessment Criteria

All activities will be measured against defined criteria or mark scheme

There will be deliberation time by panel in order to reach a decision

Documentation

- Panel Interview Questions
- Subject Interview Questions
- Literacy Task
- Literacy Quiz
- Numeracy Quiz
- Observation Reflection document
- Subject Specific Test

BBTTP will complete an interview decision day proforma for each candidate comprising the outcomes of each of the assessed activities, and overall decision outcome from the interview day, and pre-ITT reading/preparation that might feed into a conditional offer.

Interview Outcome

Decisions will be recorded on the interview decision day proforma, and relayed to the applicant via the DfE Apply portal and via email if an offer is being made. Successful interview outcomes will also detail any additional conditions of the offer such as Subject Knowledge Enhancement (SKE), and prompt that the offer has been added to DfE Apply.

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:

1. Completion of a self-declaration Occupational Health Questionnaire to be screened by an independent Health Advisory Group prior to commencing the programme. Applicants may be required to undertake a medical examination arranged by an Occupational Health Consultant
2. 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 and documented through Archway Learning Trust HR Department.
3. Ability to travel between different training locations within the locality.

Well-being, Mental Health and Equal Opportunities

All candidates successfully through to the interview stage will be asked if there is any further support, or reasonable adjustments required during the training year in order for BBTTP to accommodate/support any adjustments where possible.

Consideration is given to candidate preference of school placements to ensure that travel issues do not impose too great a barrier to trainees on a daily basis, at least for their main placement. However, candidates are informed that for some subjects, few schools offer placements making it hard to meet all travel needs.

Intellectual and Academic Capabilities

All applicants (trainee teachers) have a mandatory requirement to have met a proficient standard of English and maths required in the classroom at the point of gaining QTS. An initial assessment will be used at interview (literacy and numeracy quiz), and further testing is built into the training programme and measured at each ½ termly reporting point and evidenced through Extended Learning Tasks and Subject Knowledge Audits. Assurance of meeting the required criteria will be recorded in the final report, externally moderated and approved at the end of year Awards Board and before the award of QTS.

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;

- A Subject Knowledge test maybe be required at the interview stage should they be shortlisted
- The outcome of this test will determine any consequent Subject Knowledge Enhancement course including duration of course necessary if an offer of a place is made.
- Completion of the required SKE course will be indicated as a condition of any offer

Enhanced Clear Disclosure Barring Service (DBS)

The application form will be checked for disclosure of any criminal conviction. This will be addressed at interview for further discussion. Additionally, candidates will be asked at interview if there is anything further not detailed in the application form that they wish to disclose.

Checks will be sought once a firm offer of a place has been established. The procedures for this will be administered and managed by BBTTP and overseen by Twynham Learning Trust Policy relating to DBS checks. BBTTP will take responsibility for assuring that all trainees hold a satisfactory Disclosure and Barring Service Check and completed any other appropriate safer recruitment checks, including online searches, prior to starting the programme and placement school.

The candidates will require a full DBS for those distinctly working with Children. Whilst doing so, BBTP fully complies with GDPR.

Original documents confirming identity must be seen and recorded and these will be requested to be presented at interview. **These are kept in accordance with GDPR** for 6 years after the end of the training period.

BBTP will confirm in writing to all partnership schools that a satisfactory enhanced DBS check has been obtained.

A meeting and risk assessment will be undertaken with the trainee, as necessary for those whose DBS certificate has not been delivered by the time the programme starts, or if there are any convictions declared on the certificate. The trainee, Twynham Learning HR and a member of the BBTP team will be present in the meeting.

Safeguarding and Safer Recruitment

- BBTP follows the Twynham Learning Trust Safer Recruitment Procedure, and its responsibility is detailed therein.
- Safeguarding checks including background checks will be undertaken as detailed in the above section.
- BBTP will request additional “safer recruitment statements” from referees if necessary (if not already indicated on the DfE application form).
- At least one member involved in the interview and selection process will be trained in Safer Recruitment. KCSIE 2024 Part 3: Safer Recruitment.
- Candidates invited to interview will have their identity established in a face-to-face session. Candidates will be requested 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.
- Checks are carried out at interview to ascertain if applicants have previously undertaken an ITT programme and the reason for non-completion/withdrawal
- Any trainees enrolled on the programme will be reminded on a termly basis of their obligation to inform the Trust of any Police action against them since being appointed. This will be checked by means of an electronic form.
- For applicants made a Conditional Offer, online searches will be carried out by way of best practice and due diligence advised by KCSIE 2042 paragraph 226 to help identify any incidents or issues.

Fitness to Teach

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 sent to an approved Occupational Health Advisory Group. The health questionnaire will be fully checked to ensure that it complies with the Equality Act 2010. The health questionnaire has been cleared by NASBTT 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 candidate’s chances of accessing the ITT programme. The checking process is managed and undertaken by Corazon, an external provider to conduct the checks. Corazon provides BBTP with a report on each candidate in order to support them make decisions about any recommended 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 signpost the availability of Disabled Student Allowances supporting Higher Education and how to obtain this financial support and funding.

Non-Offer of a Place

Candidates who are not invited to join the programme after the interview may be given feedback on that decision at their request.

Recruitment Model

