

Safer Recruitment Policy Statement



1. Statement of Intent

Inspire Trust has implemented this policy to assist with recruitment and employee selection. It outlines how the Trust ensures safer and inclusive recruitment is considered at all levels of the recruitment process and embeds a robust safeguarding culture into the recruitment practices of the Trust.

Panel Members, HR Staff, Managers and Senior Leaders must read the '**Recruitment and Selection Guide for Panel Members and Line Managers**', in conjunction with this policy.

Academy PA/HR Officers and HR Staff must read the **Recruitment Procedures HR Officers**.

This policy is not contractual and the Trust (this term is used to include all schools and colleges within the Trust) may choose to vary the terms of this policy.

Our Core Values

Our core values, our ethos, priorities, vision and aims are what root us as a Trust. We are committed to a value-led educational provision. Our core values define who we are and what we stand for. We will not shift as personalities come and go. Our core values determine our direction of travel: they are non-negotiable.

Our Ethos

'Inspiring lives, creating possibilities, shaping futures' Sitwell Junior School

'Inspired to achieve' Oakwood High School

'A tradition of achievement – a future of opportunity' Thomas Rotherham College

Together, within this multi-academy trust, we will work together to Inspire Learners to Achieve: for today, for tomorrow and into the future.

2. Guiding Principles

2.1	This policy aims to ensure a fair, safe and effective recruitment selection is conducted at all times. Safeguarding and promoting the welfare of learners is an integral factor in recruitment and selection and is an essential part of creating safe environments for our learners.
2.2	Effective recruitment should result in the employment of staff who are; well qualified in their field, have the potential to grow and are agile, are professional and possess the qualities, personal ethos and behaviours to work effectively with our learners, colleagues and our other stakeholders. All workers at the Trust must show commitment

	<p>to supporting learners to achieve, have high aspirations for the learners' success and will contribute to the ongoing pursuit of excellence of the Trust.</p>
<p>2.3</p>	<p>The policy will seek to discourage inappropriate people from seeking employment or volunteering to work with children and young people (CYP). The policy builds upon the recommendations and principles set out in Choosing with Care (Warner, 1992); and the recommendations of Sir Michael Bichard (2004) following his inquiry into the Soham murders, and adopts the subsequent guidance issued by the DfE; Working Together to Safeguard Children, and includes the DfE guidance; Keeping Children Safe in Education; Statutory guidance for schools and colleges (update – 1 September 2022) and specifically, but not limited to, Part 3. (Subsequent updates to this guidance will be reviewed and incorporated as appropriate.)</p> <p>All Senior Leaders will undertake and complete Safer Recruitment Training. Although there is no expiry date to this training, Trust best practice is that staff renew this training every five years.</p> <p>The designated safeguarding lead and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years. In addition, their knowledge and skills should be updated (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, and at least annually, to keep up with any developments relevant to their role.</p> <p>Governing bodies and proprietors should ensure that all staff undergo safeguarding and child protection training (including online safety) at induction.</p> <p>In addition, all staff should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively</p> <p>The frequency of staff training will increase to reflect any changes to the Regulations and/or guidance.</p>
<p>2.4</p>	<p>The Trust is committed to ensuring that all staff (external workers and volunteers) have been appropriately screened prior to appointment. The Trust will make clear our commitment to promoting and safeguarding the welfare of learners and workers in all documentation relating to the recruitment process, including job adverts, descriptions, person specifications, candidate information and our application forms by inclusion of the following statement:</p> <p style="text-align: center;">Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, external workers and volunteers to share this commitment.</p> <p>School and College based posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form. As a result of amendments to the Act in 2013 and 2020, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed by candidates, and if they are disclosed, employers cannot take them into account. Applicants should read the guidance provided on the Disclosure and Barring Service website (https://www.dbschecks.org.uk/enhanced-dbs-check/) if they are unsure what to declare and what not to declare. A reasoned, measured approach</p>

	<p>to the evaluation of disclosures will be adopted, see section 8 below; Disclosures, Criminal Convictions, Cautions and Bindovers.</p> <p>The Trust uses 'Strictly Education' online DBS application service. Strictly Education as the Registered Body works to the DBS Code of Practice and will provide a copy of the code to applicants, should this be requested.</p> <p>Staff who provide childcare to our learners who are 8 years of age and under will be required to complete a Staff Disqualification Declaration as required under Regulation 4 of The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations").</p>
2.5	<p>The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.</p> <p>The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. We select all candidates for an interview based on their skills, qualifications, experience and potential.</p> <p>The Equality Act makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.</p> <p>Equal opportunities information is not shared with the panel. The data collected is anonymous and is used for monitoring and statutory reporting purposes in line with our published Privacy Notices.</p> <p>Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:</p> <ul style="list-style-type: none"> ● Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments). ● Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment. ● Positive action to recruit people with disabilities. ● Equal opportunities monitoring (which will not form part of the decision-making process).
2.6	<p>Recruitment is routinely the biggest investment the Trust will make. The Trust is committed to robust recruitment and selection procedures to ensure that we secure the best staff to give the best chance to our learners and our wider Learning Community.</p> <p>All workers are covered by the policy; including; all staff and all external workers (supply staff, volunteers, ITTs, governors/trustees/members, third party contractors and workers from other organisations who work within the Trust, other specialist or self-employed contracted staff).</p>

	The Trust is committed to the provision of appropriate guidance about safe working practice, boundaries, expectations, conduct and propriety to all staff appointed or who work within the organisation.
2.7	<p>We offer a positive working environment, we care about our learners and we care about our staff and external workers. All workers have an opportunity to contribute to our positive culture and to develop this further. All are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.</p> <p>Our recruitment via our website will promote our offer to staff generally and this includes:</p> <ul style="list-style-type: none"> ● A culture that values the individual and their potential to make a positive impact on our learners and our workers and working practices. ● Effective and supportive leadership and management at all levels. ● Salaries in line with national agreements. ● Access to the Teachers and Local Government pension schemes with employer contributions at between 13 and 23 %. ● A robust and supportive Staff Wellbeing policy. ● Employee Assistance Programme via the Educational Partnership. ● Access to quality Continuing Professional Development
2.8	The Trust is robust in its recruitment and will not put filling vacancies before the welfare of learners and staff. Consideration will be given to interim arrangements that will safely cover any necessary gap in provision until the post is filled safely and appropriately. The benefits to making the most suitable appointment to the post outweigh the potential time required should an unsatisfactory appointment be made.

3. Responsibilities

Everyone within the Trust has a responsibility for safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. All staff / governors or third parties who sit on panels must make themselves fully aware of the contents of this policy prior to sitting on a recruitment panel, they will confirm receipt of and understanding of the content of this policy statement (and associated procedures) via the Trust 'HR System Policy Acceptance function'.

It is the responsibility of the Head of each establishment to assure the competence of a convened panel in line with this policy statement (and associated procedures).

It is the responsibility of the Chief Executive Officer (CEO), the Trust Head of HR, the Heads of Academy and the Trustees to maintain this policy and to ensure that it is carried out successfully within the Trust.

4. Recruitment Practices (Staff should refer to the Guidance on 'Recruitment and Selection Guide for Panel Members and Line Managers').

4.1	<p>Adverts will focus on saying what the role is, giving an indication of the Trust values, a clear statement about terms and will not use discriminatory language or indicate bias.</p> <p>The Trust will not accept applications from agencies for their clients against our advertised posts.</p>
4.2	Person Specifications will include as 'essential requirements':

	<p>a) commitment to safeguarding and promoting the welfare of children and</p> <p>b) health and physical capacity for the role</p> <p>c) qualifications at a level appropriate to the post. Note candidates for teaching posts at all Trust establishments must have or will achieve prior to their start date a teaching qualification that provides QTS status (see Appendix 1).</p> <p>d) All candidates for Learning Support and Teaching Assistant posts and similar posts where staff work directly to support the learning of Pupils / Students (at all levels) must have as a minimum GCSE English and maths at grade C or above (or equivalent).</p>
4.3	<p>The Trust operates an on-line application process via our websites as follows:</p> <p>https://www.inspiretrust.uk/vacancies/</p> <p>https://www.inspiretrust.uk/oakwood-high-school-vacancies/</p> <p>https://www.inspiretrust.uk/sitwell-junior-school-vacancies/</p> <p>https://www.inspiretrust.uk/thomas-rotherham-college-vacancies/</p> <p>All applicants are issued with, and are required to agree to, the 'Applicant Privacy Notice', before completing the application form.</p> <p>Application Forms are designed to capture the information we require to support 'Safer Recruitment', and our decision-making processes. We operate online applications for the following (via our website Vacancy page):</p> <p>a) Employees</p> <p>b) Volunteers</p> <p>c) Work Placement</p> <p>d) Expressions of Interest for Governors / Trustees</p> <p>e) Post Specific (where this is appropriate)</p>
4.4	<p>CV and CV attachments will not be accepted (the online system does not allow for CV's to be uploaded). Our online application form has been designed to capture the information needed to recruit safely and effectively and to secure regulatory and legal compliance. This includes questions about previous offences, barred lists, referees (must be from current/most recent employer who can verify suitability to work with children) and full history from school to present. The online form is structured to enable the panel to identify and explore further gaps in history.</p>
4.5	<p>Agencies and other organisations that provide workers are required to submit a fully completed Third Party Worker Form (or their own version which must cover all the questions asked on the internal form), this must include a photo of the worker.</p> <p>In addition, Agencies that provide staff will need to (for each assignee), provide:</p> <ul style="list-style-type: none"> ● A full CV which includes dates for employment and educational history. ● Copies of the two appropriate references provided to the agency (that are recent, relevant and have been validated by the agency). ● Written notification that the organisation has carried out the necessary safeguarding checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform.

	<ul style="list-style-type: none"> Information provided by the DBS certificate relating to previous offences, cautions etc must be reported by the agency to the Trust before an assignment can be accepted or confirmed. Where the position requires a barred list check, this must be obtained by the agency or third party prior to any appointment. The school or college must also check that <p>All workers arriving at the Trust for the first time are required to provide a photo ID that corresponds with the photo and information provided by their employing organisation / agency on the Third-Party Worker Form so as to ensure the person presenting themselves for work is the same person on whom the checks have been made.</p> <p>No 'external worker' can work in the Trust without completion in full of the relevant processes. Senior Leaders in each Academy are responsible for ensuring this takes place.</p>
4.6	Application forms will be scrutinised and checks made relating to suitability. When reviewing application forms, the panel will pay particular attention to and explore gaps in history that referees stated are in line with career / education history (for example to see if the applicant doesn't provide their current Head of Academy / School / College or employer as a referee) and identify any other issues of concern. These will be reviewed with the applicant by the Panel during the interview and the responses recorded in the panel documents.
4.7	Where appropriate and to ensure Safeguarding, the Trust will use 'public domain' information available on Social Media and other online platforms to assess a candidate's suitability for employment.
4.8	References will be requested prior to interview and these will be checked against the application form; any vague or ambiguous statements or disclosures will be recorded by the panel and followed up at interview. It is the responsibility of the applicant to ensure that their referees are available and willing to provide a reference.
4.9	Open references or testimonials will not be accepted. References for the successful candidate will be validated by HR contact direct to the referee to confirm they have provided the reference.
4.10	Face to face interviews (except in exceptional circumstances which must be approved by the CEO) will always be held and all panels must include a senior leader member of staff and someone who is Safer Recruitment trained (this can be the senior leader).
	NOTE: during a Covid-19 pandemic digital interviews and processes will be acceptable and will follow this policy and the recruitment guidance.

5. Recruitment Panel (and avoiding unconscious bias). The following steps will be taken to counteract unconscious bias:

5.1	The CEO must approve who is Chair of a Panel; only the Chair of a Panel has the delegated authority to make an offer subject to completion of all pre-employment checks.
5.2	Only panel members will be allowed access to candidate application forms (this is also a GDPR and Data Privacy requirement) and panel members must not share application forms or give access to information in applications with anyone outside the panel. This applies throughout the process and beyond the process.
5.3	All panels must be aware of the potential impact of unconscious bias and take steps to counteract this – the Chair of the Panel will lead on this and challenge and take

	steps should this be evident. Staff are required to read and confirm understanding of the document ' Recruitment and Selection Guide for Panel Members and Line Managers '.
5.4	The shortlisting and interview panel will include a range of staff in respect of gender, race and age as much as is practical and possible to avoid bias.
5.5	The interview panel must include a senior leader and must include someone who is Safer Recruitment trained (this can be the Senior Leader). Headteacher and CEO post must include a Trustee.
5.6	The shortlisting panel will not be provided with gender, age or ethnicity data and will be provided with candidate number only.
5.7	The shortlisting panel will not be provided with any data relating to health or sickness absence prior to them reaching a decision.
5.8	The shortlisting panel will not consider references until a panel decision has been made; the Chair will be clear in summary if a disclosure in a reference influenced the outcome of a panel.
5.9	The panel will agree questions to be asked of each candidate – subsidiary questions (relating to an agreed question) or questions as a result of drilling deeper due to an answer provided can be used. However, in principle, the same line of questioning will be used with all candidates to elicit answers that can be equally compared across the entire field of candidates.
5.10	The panel will assess the performance of each candidate; their application form, the skills test / observation, the response to interview questions and any other aspect that is used as part of the recruitment process. Candidates are observed from the point they enter our Trust sites to when they leave. References are an important external component but should be treated with caution and not relied on solely in respect of a final outcome.
5.11	In compliance with Section 60 of the Equalities Act 2010, candidates will not be asked about health or physical or mental capability to undertake the role until an offer of employment has been made. Pre-employment checks will include medical assessment and fitness to undertake the post when employees have declared a specific disability or the need for the Trust to make reasonable adjustments at interview, this question is included within all standard interview questions.
5.12	Staff or Trustees / Governors must declare and decline to be on panel if they are related to or have a close personal relationship with a candidate. The Chair of Panel must ask all potential panel members to declare such relationships and seek an alternate.

6. Offers of Employment	
6.1	The CEO must be informed of and approve all offers of employment.
6.2	All offers of employment made verbally will be subject to the successful candidate being able to:
6.2.1	Provide all relevant documentation to support statements made in their application and at interview.
6.2.2	Provide satisfactory references including sickness absence history.
6.2.3	Pass a pre-employment medical assessment that confirms fitness to discharge the role (if necessary).
6.2.4	Pass all regulatory and legally required checks (as defined by the statutory guidance) and any further checks as required by the Trust.

	6.2.5	Satisfy any other specific requirement as stated in the offer, for example passing ITT year.
	6.2.6	Complete all 'on-boarding documentation' prior to commencing post.
	6.2.7	Receive ratification from the CEO of appointment.
6.3	Some posts require ratification from Trustees, this will be sought outside a meeting cycle from the Chair acting on behalf of the Board and confirmed at the next appropriate Board meeting.	
6.4	All applicants, employees and external workers are issued with, and are required to acknowledge receipt of, the relevant Data Privacy Notice in compliance with our Data Protection and GDPR duties.	

7. Pre-employment and External Worker Checks		
7.1	All successful Applicants will be checked against the DfE Employer Access Teacher Status and the Prohibited from Teaching List prior to commencing work. For those engaged in management roles an additional check will be required to ensure they are not prohibited under section 128 of the Education and Skills Act 2008 provisions. A note of the check will be kept on the employees HR file that the check has been done, who did it and that it is clear.	
7.2	<p>All staff who work for the Trust are required to complete a DBS Enhanced check and show a copy of this to the PA/HR Officer on receipt and prior to commencing employment.</p> <p>It is noted that there is scope for allowing staff to start without the DBS under supervision - as per the KCSIE guidance. However, this can only be exercised by the CEO and must be accompanied by a Risk Assessment that indicates that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.</p>	
7.3	<p>All candidates are required to provide evidence of Right to Work in the UK (RTWUK) in compliance with the Immigration, Asylum and Nationality Act 2006.</p> <p>It is a criminal offence if found guilty of employing someone who you knew or had 'reasonable cause to believe' did not have the right to work in the UK.</p> <p>From 1 January 2021 EU, EEA and Swiss nationals must provide proof of their UK immigration status which they can obtain via the online service</p>	
7.4	<p>For candidates who have resided outside the UK, the provision of good behaviour reports regarding foreign travel is on the following basis:</p> <ul style="list-style-type: none"> ● If the candidate has been abroad for 3 months or more in one country, a certificate of good conduct is required from the country's embassy if this falls within the last 10 years. ● Candidates are required to pay the costs for obtaining good behaviour reports and translations. ● If it is not possible to obtain a certificate of good conduct from the relevant country, the candidate may be asked to provide additional references. <p>A letter of professional standing check is carried out if member of staff has been a qualified teacher in another school within the EU (replaces the EEA check) from March 2021. The letter of professional standing should: confirm that the individual is recognised as a qualified teacher in any EU member state, Iceland, Liechtenstein,</p>	

	Norway or Switzerland; show that they are not subject to any restrictions in that country; be dated within the 3 months prior to the application for recognition
7.5	Employers of External Workers have a legal duty to ensure their employees have in place a completed and clear Enhanced DBS check and have a responsibility to provide us with confirmation of this and disclose whether any information was disclosed via the DBS Certificate. We have no legal right to see that DBS Certificate, however, we can also refuse a person on assignment if we are not assured of their suitability. It is never acceptable to just accept the word of a candidate or employer; the checks have to be in place.
7.6	Candidates will be required to provide original certificates for qualifications claimed that are a requirement of the post.
7.7	All successful candidates are required to provide two referees, who are available and willing to provide a reference, it is the responsibility of the candidate to check and secure this prior to application.
7.8	Each worker will undertake appropriate 'Onboarding' and induction and will provide required information, complete relevant declarations and forms before accessing Trust sites and systems.
7.9	Staff who provide childcare to our learners who are 8 years of age and under will be required to complete a Staff Disqualification Declaration as required under Regulation 4 of The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations").

8. Disclosures, Criminal Convictions, Cautions and Bindovers

8.1	<p>All school/college posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindover (s) must be declared on the application form. As a result of amendments to the Act in 2013 and 2020, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed by candidates, and if they are disclosed, employers cannot take them into account.</p> <p>A reasoned, measured approach to the evaluation of disclosures will be adopted, if a candidate discloses a conviction on the application form, the Trust will refer this to the CEO and or the Director of Corporate Services who will consider the following before any appointment decision is made:</p> <ul style="list-style-type: none"> • the guidance provided by the Disclosure and Barring Service and our Registered Body Guidance (Strictly Education) relating to the fair use of disclosure information • that the candidate has made the disclosure • the nature of the offence, conviction, caution or bindover (s) and whether it is felt that this poses a risk to the safety of children, staff and other workers (it may now have been decriminalised) • has the offence been repeated or are there a number of offences. • consider whether the issue will automatically stop a candidate from working with children • consider the profile of the candidate since the issue, how long ago was the issue, work record / achievements since, references etc. • consider the level of work the candidate will do with learners, access to learners and nature of contact/care provided • the country of the conviction • remorse through actions since and attitude now
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	<ul style="list-style-type: none"> • whether the candidate declared the information or if it was provided via another party (for example on the DBS certificate) • any information provided by the candidate as a result of the disclosure being brought to the attention of the Trust.
8.2	<p>Staff Disqualification Declaration. Under Regulation 4 of The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”) staff who routinely provide childcare for pupils aged 8 years and under are required to provide certain information. Staff who this applies to are required to complete the Staff Disqualification Declaration. Please note that the previous requirement relating to ‘Disqualification by Association’ no longer applies.</p>

9. Single Central Record	
9.1	<p>The Trust operates a Single Central Record that is an output from our HR and Payroll System. The information captured and reported discharges our duties under the Statutory Guidance; Keeping Children Safe in Education; Statutory guidance for schools and colleges (Update 1 September 2022) with reference to the following Regulations:</p> <ul style="list-style-type: none"> • for maintained schools - Regulations 12(7) and 24(7) and Schedule 2 to the School Staffing (England) Regulations 2009 and the School Staffing (England) (Amendment) Regulations 2013 (applied to pupil referral units through the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007); • for colleges - Regulations 20-25 and the Schedule to the Further Education (Providers of Education) (England) Regulations 2006; 70
9.2	The Single Central Record can be reported at each academy and at Trust Level.
9.3	The Single Central Record includes all employed staff and all external workers.

10. Legal Framework and Links	
10.1	<p>This policy has due regard to all relevant legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Children Act 1989 • Children Act 2004 • Safeguarding Vulnerable Groups Act 2006 • The Education (School Teachers’ Appraisal) (England) Regulations 2012 (as amended) • Sexual Offences Act 2003 • The School Staffing (England) Regulations 2009 • Rehabilitation of Offenders Act 1974 • Education and Skills Act 2008 • Data Protection Act 2018 • The General Data Protection Regulation (GDPR) • Education Act 2002 • Equality Act 2010 • Regulation 4 of The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)

10.2	<p>This policy has due regard to guidance including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● DfE (last updated September 2022) 'Keeping children safe in education' <u>Keeping Children Safe in Education</u> ● DfE (last updated October 2021) 'Staffing and employment advice for schools' ● DfE (last updated October 2020) 'Governance handbook'
10.3	<p>This policy has links to the following Trust policies:</p> <ul style="list-style-type: none"> ● Child Protection and Safeguarding Policy ● Records Management Policy ● Data Protection Policy ● Equal Opportunities and Dignity at Work Policy ● Pay Policy ● Induction, Onboarding and Probation Policy Statement and Procedures
10.4	<p>Panel Members, Managers and HR Staff should also read the following operational documents:</p> <p>Recruitment and Selection Guide for Panel Members and Line Managers. Recruitment Procedures (HR Officers) Induction, Onboarding and Probation Policy Statement and Procedures</p>

11. Reporting and Recording	
11.1	An equality monitoring report is created by each Academies PA/HR Officer and this is provided to the Heads of Academy and CEO, this will be made available annually to Trustees via the Trust Workforce Report.
11.2	It is the responsibility of the Chief Executive Officer (CEO), the Trust Head of HR, the Heads of Academy and the Trustees to maintain this policy and to ensure that it is carried out successfully within the Trust.

12. Confidentiality	
12.1	All matters relating to applicants are confidential and details must only be shared on a need to know basis with information secured in approved Trust systems.

Policy Review	Annual
Policy to be approved by	Trust HR Panel
Date of Review	26 September 2022
Approved by Chair of Trust	
Next Review	September 2023 (subject to changes to the statutory guidance)
Lead Professional	Lawrence Youel, Trust Head of HR
Communication	Via HR System and Vacancies Area of the Websites. Supported by briefing on ' Recruitment and Selection Guide for Panel Members and Line Managers '

Appendix 1 – Qualification Routes

There are several routes to obtaining Qualified Teacher Status (QTS); not all routes qualify to teach at all levels. Some PGCE routes do not include QTS e.g. a Postgraduate Certificate in Education (PGCE) in Further/Adult Education is for people who want to teach in colleges or adult education classes but **does not include QTS** to enable them to teach children. Therefore Further/Adult Education PGCE qualified candidates must still study for QTS to enable them to qualify to teach. (Note: you can have **QTS** without a **PGCE**). Those that have followed a non-QTS route do not have to undertake the Statutory NQT Assessment (and in fact cannot access this formally). Note the Statutory NQT Assessment will be replaced by a Statutory ‘Early Career Framework’ in September 2020.

The table below summarises the possible routes into teaching, prerequisites for each route, whether the route leads to QTS attainment and the level of qualification this enables the individual to teach at.

Route	Prerequisite Entry Requirements	Duration	Full QTS Achieved?	Qualified Level
School-centred initial teacher training (ITT) (School Lead)	<ul style="list-style-type: none"> Undergraduate degree, grade C or above in GCSE English and Maths (or B if applying in Wales). Those training to teach early years and primary will need grade C or above in GCSE science. If a trainee's degree does not link closely to their chosen teaching subject they may need to take a subject knowledge enhancement course. Students will also need to pass a skills test in numeracy and literacy. 	1 year	YES	Full QTS status – can teach any level.
School Direct QTS, can be salaried or unsalaried) (School Lead -	<ul style="list-style-type: none"> Undergraduate degree, grade C or above in GCSE English and maths (or B if applying in Wales). Those training to teach early years and primary will need grade C or above in GCSE science. If a trainee's degree doesn't link closely to their chosen teaching subject they may need to take a subject knowledge enhancement course. Students will also need to pass a skills test in numeracy and literacy. 	1 year	YES	QTS - qualified to teach in any school in England . School Direct path into teaching means you are employed in a single school as an unqualified teacher.

Route	Prerequisite Entry Requirements	Duration	Full QTS Achieved?	Qualified Level
<p>PGCE (Postgraduate route)</p> <p>PGCE (post graduate certificate in education) - a Masters level (L7) certificate in the study of education. (University Lead)</p>	<ul style="list-style-type: none"> Undergraduate degree, grade C or above in GCSE English and Maths (or B if applying in Wales). Those training to teach early years and primary will need grade C or above in GCSE Science. If a trainee's degree does not link closely to their chosen teaching subject they may need to take a subject knowledge enhancement course. Students will also need to pass a skills test in numeracy and literacy. 	<p>1 year (usually Sept to July - 9 months)</p>	<p>Depends on level of PGCE qualification taken</p>	<p>PGCE Primary prepares you to teach children up to year 6 (You may specialise in a particular age group). PGCE Secondary - prepares you to teach the secondary school and sixth form years in a specific subject. PGCE Further/Adult Education is for people who want to teach in colleges or adult education classes. It does not include QTS – if you decide to teach other levels later, you will need to requalify. PGCE QTLS provides FE and Secondary teaching.</p>
<p>Undergraduate Degree Course (University Lead)</p>	<ul style="list-style-type: none"> A minimum of two A-levels (or equivalent) is usually required, though this will vary. Students will also need grade C or above in GCSE English or Maths (or B if applying in Wales) Those training to teach early years and primary will need grade C or above in GCSE Science. Students will also need to pass a skills test in numeracy and literacy. 	<p>Usually 3 to 4 years</p>	<p>YES</p>	<p>Bachelor of Education (BEd), or BA or BSc with full QTS status.</p>