

## School Direct Recruitment and Selection Day

### Information for Candidates

Thank you for your application to Oxfordshire Teacher Training, we are really pleased that you are considering an Initial Teacher Training programme with us, and congratulations on being invited to a Recruitment and Selection Day, we're looking forward to meeting you!

The purpose of this document is to explain what the day will involve, what you need to prepare in advance and what will happen following the day. You will also find attached a Person Specification, which is at the centre of our recruitment processes, and a 'checklist and disclaimer', which you will need to check carefully, complete fully and bring with you on the day. Please do get in touch at any stage if you have questions or require further information.

#### WHAT TO EXPECT

We hold our 'stage one' recruitment and selection days throughout the application cycle, approximately once a fortnight, depending on the number of applications we have at any one time. The days are hosted by different partner schools who really enjoy the chance to meet candidates and show you what their school has to offer. The host school will not necessarily be a placement school but on the day there will be a number of representatives from other partner schools who may well be looking to take an Associate Teacher at their school.

In general, we will have 6-12 candidates attend each stage one recruitment and selection day and a similar sized panel will observe you in the different elements of the day. The day is a rigorous process but is structured so that we can provide a platform for all candidates to present the best of themselves, we do this by assessing the same eight elements at each day:

- 1) **Interview** [10 minutes]
- 2) **Teaching Task** [20 minutes]
- 3) **Presentation** [8 minutes]
- 4) **Group Task** [20 minutes]
- 5) **Written Task** [20 minutes]
- 6) **Subject Knowledge Task** [25 minutes]
- 7) **Literacy and Numeracy Test** [15 minutes]
- 8) **Document Check** [10 minutes]

It may seem like a lot to think about in one day but there is nothing within the day designed to catch you out; it is important for us to see the different qualities and experiences that you have and each element is a new opportunity for you to show us the breadth of your skills in a range of settings.

Throughout the day there will be plenty of time for questions with the central team and, where possible, we will also arrange for a current Associate Teacher or Newly Qualified Teacher to come and speak to you about their experiences on our programme during the lunchbreak. A sandwich lunch and refreshments will be provided so please do let us know of any dietary requirements you have in advance of the recruitment and selection day. School dress codes are varied but please ensure that you are dressed in appropriate, smart clothing and footwear.

## WHAT TO PREPARE IN ADVANCE

It is important that you check the relevant programme details on the Oxfordshire Teacher Training website and ensure that you meet the selection criteria. Please look through all the information provided in this document and prepare the relevant elements for the recruitment and selection day as detailed below. Also attached to this document is a checklist and disclaimer, please go through this prior to interview to ensure that you are clear on our expectations then complete it, sign it and bring it with you to the recruitment and selection day.

**For each element of the day please use the following details to guide your preparations:**

### 1) Interview [10 minutes]

You will have a 10-minute, formal interview with two or three panel members. This is an opportunity for you to demonstrate your experience, relevant skills and your reasons for choosing to apply for our programme. There is nothing that you need to prepare in advance for this element though you may wish to think about the sort of questions you might expect to be asked in a teacher training interview.

### 2) Teaching Task [20 minutes]

For the panel on the day the teaching task is one of the most crucial elements in the decision making process because it is important for us to see your potential as a classroom teacher. The arrangements of the classes for the teaching task will depend on the host school's timetable and availability we will therefore confirm the year group and guidance regarding content for your task via email as soon as possible.

- For the Primary 3-7 programme, we will aim to arrange a **year 1** group for your teaching task
- For the Primary 5-11 or Primary SEND 5-11 programme, we will arrange **either a year 2 or a year 3** group
- For the secondary 11-16 programme, we will arrange **either a year 7 or a year 8** group
- For the secondary 14-19 programme, we will arrange **a year 10** group

We understand that candidates will have varied experience and that this may be the first time you have been at the front of the classroom so this may feel daunting, but do see your teaching task as an opportunity to show us your enthusiasm for education and working with young people and to demonstrate your potential to train to be a great teacher. **In order to support your preparations for this task here are a few specific directions:**

- This is an opportunity to demonstrate planning and organisation skills so please *think carefully about what the focus for your lesson will be*, make it age appropriate to the year group you are given and ensure that you communicate the focus with the class at the start of your session.
- Consider what specific outcomes you expect from the task and again please share those with the class; *what do you want them to know or be able to do by the end of the 20 minutes?*
- Generally, it is better to *try to do one thing effectively* rather than try to cram in several; 20 minutes can go by very quickly so think about your timings and how long, realistically, things may take.
- *Think about the resources that you will use.* You may not have access to a computer and projector (please contact us if you would prefer to use this and we will check the facilities with the host school). Students will have books, paper and pens and you are welcome to bring additional resources if you would like.
- Think about *how you will demonstrate or model the different elements of your lesson* in a creative way that will engage all students; generally, 'lecturing' for 20 minutes is not effective for students of this age.
- We are also keen to look at your ability to engage with the students so make sure your plan allows us to see your skills of *working with the whole group* as well as your ability to *interact positively with individuals and smaller groups*.

There may be candidates with specific, special educational needs or disabilities present during your teaching task but, given that you only have 20 minutes to deliver your session and you do not know the pupils, we do not want you to worry about this too much. Due to this, and because we are not able to access or share the host school's

confidential pupil data, **we will not provide you with SEND/ EAL/ PP information**. It is unlikely that there will be individuals with complex needs but if there are, they are likely to have their usual TA with them.

We would encourage you to think about how you might ensure that your task is accessible for all pupils and to be prepared for the need for some possible flexibility when asking the pupils to complete a task. Think about how you might adapt a task, or extend it further if some pupils complete it quickly and equally, think about how you might modify your explanation or expectations if it is evident that there are some who have not understood it.

### **3) Presentation [8 minutes]**

We would like you to deliver a 5-minute prepared presentation to a small group of both panel members and pupils on a topic area we will confirm in advance of the day. You can approach the presentation in whatever way you would like to and a computer/projector will be available should you wish to use it for PowerPoint or similar, but this is optional and our advice would be not to depend on technology too much (either for the teaching task or presentation) as there is always the potential for technical difficulties.

Following the prepared element, the panel members will ask you to present a **further 3-minute presentation** on a simple, accessible topic which will be the same for all candidates. Candidates are often nervous about this, but it is a topic that everyone will be able to talk about and you will be given a brief moment to think and prepare yourself before delivering the presentation.

### **4) Group Task [20 minutes]**

For this element preparation is not required; you will be observed by one or two panel members working with a small group of candidates on a task related to education which will be explained before you begin.

### **5) Written Task [20 minutes]**

The Written Task will be explained on the day, no preparation is necessary.

### **6) Subject Knowledge Task [25 minutes]**

The Subject Knowledge Task will be explained on the day, no preparation is necessary.

### **7) Literacy and Numeracy Test [15 minutes]**

The Professional Skills Tests are no longer an entry requirement but candidates will still need to evidence a certain level of proficiency in literacy and numeracy in the context of teaching. A short literacy and numeracy test will be completed on the day.

### **8) Document Check [10 minutes]**

For this element you will be asked to present certain pieces of documentation that are required for us to confirm your identity and eligibility for a teacher training programme. This is a **crucial** element of the day so please ensure you check all of the required documents outlined on the next page. For each required document please bring the original and, where possible, a clear photocopy.

**If you have any access needs that should be met during the recruitment and selection process, please let us know as soon as possible so that we can ensure that the panel and the host school are prepared.**

Unfortunately, due to the schedule restrictions, extra time cannot be provided for any of the elements of the day. If you have any concerns about this, please get in touch with us in advance and we will ensure that the panel are aware when they mark the papers. However, please do let us know if there is anything we *can* do in advance to best support you, such as providing written tests on a particular colour paper or large print.

## WHAT TO BRING WITH YOU

### Identification

All applicants must produce: 1 document from **Group 1** and 2 further documents from **Group 1, 2a or 2b**, one of which **must verify your current address** (*see below*):

Group 1: Primary identity documents Document	
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card	UK/ Isle of Man/ Channel Island and EU (full or provisional)
Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents Document	
Current driving licence photocard ( <i>not counterpart</i> )	All countries outside the EU, excluding Isle of Man and Channel Islands (full or provisional)
Current driving licence - paper version ( <i>issued before 1998</i> )	UK, Isle of Man, Channel Islands and EU (full or provisional)
Birth certificate - <i>issued within 12 months of birth</i>	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents Document & Notes		Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
EU National ID card		Must still be valid

We are unable to accept mobile phone bills, credit card bills or statements, letters from the bank regarding payments or overdrafts or printed bank statements from an online banking system. We *are* able to accept banks statements with your current address which are printed in branch then signed and stamped by an advisor from the bank.

## Qualifications

We are required to see evidence that you have the relevant qualifications for the programme that you have applied for and that you meet the national criteria for an Initial Teacher Training programme. Therefore, you will need to bring with you on the day the **original** and **a copy** of the following:

- GCSE English grade C/ grade 4 or above, or recognised equivalent certificate
- GCSE maths grade C/ grade 4 or above, or recognised equivalent certificate
- GCSE science grade C/ grade 4 or above, or recognised equivalent certificate [primary programmes only]
- undergraduate degree certificate
- relevant postgraduate/ higher degree certificate, if applicable
- any A level or equivalent certificates you have
- Candidates with any overseas qualifications must also provide a [NARIC](#) statement of comparability for all qualifications and an accompanying certified translation, where relevant. Please see our website or the [Get into Teaching](#) website for more information regarding this process.

### **Important notes regarding certificates**

Please note that we are unable to accept a '*provisional statement of results*' as evidence of your qualifications. Generally, when you collect your GCSE and A level results you are initially given a provisional statement of results before final certificates are produced; you will be able to tell the difference between these and the full certificate as they are typically printed on smaller or thinner paper and will state 'provisional' or 'this is not a certificate'.

If you have lost your school certificates, or only have the provisional statements, then you must contact the relevant exam board (your school or peers may be able to tell you what this was if you are unsure) and you will need to pay a small fee for a *certified* statement of results. Exam boards will not issue a replacement certificate but the certified statement of results is different from the provisional statement and is acceptable as an official record of your exam results. Check the individual exam board websites for further information and remember that these can take 4-8 weeks to process so you will need to start this process as soon as possible. Please inform us at the Recruitment and Selection Day if you are waiting for your statement to be sent to you.

If you have lost your original degree certificate, then you should contact your University to seek a replacement. Again, this may take weeks or months to produce and there may be a small fee depending on your University, so do start the process as soon as you are able to.

If you have not yet completed your degree, a GCSE or relevant equivalency test then any offer will be *conditional* upon this and evidence of your result must be provided as soon as it is available. We understand that there may be some instances where you are unable to produce documentation at the Recruitment and Selection Day but it is important that we see the originals as soon as possible as offers cannot be made until all the correct documentation has been produced. We will discuss gaps in your documentation during the checks at the Recruitment and Selection Day and will provide guidance on how to proceed. If you are required to take an Equivalency Test and have not yet arranged this, please let us know so that we can send you the details of how to set this up.

### **Additional Requirements**

Candidates who have *changed their name at any point*- particularly if the name on your certificates is different from the name on your application or identification- will need to provide either a birth certificate, marriage certificate, divorce documentation or an official deed poll letter evidencing the change of name.

Please also bring something with your **national insurance number on it** (NI Card, payslip, P45/P60 etc.) and remember to bring the completed **Checklist and Disclaimer** attached to this document.

## AFTER THE DAY

At the end of the recruitment day, you will have a final briefing with the SCITT Director who will explain the next steps. We will then follow up with all candidates within three working days regarding the outcomes of the day.

### Tuition-fee Programmes

The 'stage one' recruitment and selection day is the only recruitment process for tuition-fee applicants, if you are successful we will contact you via email and UCAS to make you an offer\*. According to UCAS regulations, you will have 10 working days from the point of receiving responses from all of your choices to make your decision regarding which offer you would like to accept. I.e. if you have only applied to our programmes then you will have 10 working days to make your decision once we have recorded it on UCAS, if you have applied to other providers then you will have 10 working days once you have a decision from all choices.

We hope that you will be pleased with any offer that we make and that you are keen to accept it, in which case please respond to our email and accept on the UCAS system. At any stage, if there is any information that we can give that will help in your decision-making please do get in touch. Please be aware that we will not be able to inform you of your placement schools until later in the academic year, as this is dependent on a number of factors. If there is any information which may be important for us to know in relation to placement schools, such as a school you have completed work experience in, a school your children attend or limitations with your ability to travel, then please let us know when you accept your offer and we will do our best to accommodate this.

If you are unsuccessful on this occasion, then we will ensure that you have detailed feedback from the stage one day so that you are able to see the areas for improvement. In many cases, applicants who are not made an offer find it helpful to attend a pre-application or interview preparation workshop through our partner schools – for more information on these please see the events section of our website. Similarly, some candidates find that arranging additional school experience enables them to develop their understanding of effective classrooms, and again, this can be arranged via our partner schools – please see our website for detail. We are always open to candidates making an application to us again, once there has been time to work on the feedback provided.

### Salaried Programmes

For salaried programmes, there is a two-stage recruitment process. At the end of the stage one recruitment and selection day, the panel will decide which candidates they feel are suitable for the salaried programme and candidates will then be informed via email that they were either unsuccessful or that they have been recommended for a stage two interview, we will aim to do this within three working days. As above, unsuccessful candidates will receive detailed, developmental feedback. Recommendation for stage two is not a guarantee of gaining a place as this will be dependent on a school offering a position, but it is highly unusual for candidates to be recommended for stage two and then not to be successful in gaining a place.

For stage two, we will send your application form to our partner schools, who will then contact individuals to invite them to their school for a short interview, should they wish to. Due to the nature of the Salaried programme it is really important that employing schools are involved in this process, this stage gives them the chance to meet you and see how you may fit into their school and vice versa. The process within each school may vary but you should expect another interview and teaching task, and there may be other candidates from your stage one day there too. Although you are not able to choose which school you are placed in, you are allowed to choose which stage two invitations to accept. Deciding not to attend an interview is a risk and is not something we would recommend as it limits your chances of gaining a place; if you decide not to attend, you should contact the school and politely decline.

Following the stage two interviews, partnership schools will inform the SCITT Leadership Team which individuals they wish to employ and train and placement decisions and offers\* will then be made by the SCITT Leadership Team.

*\*Please be aware that initially all offers we make are conditional, any offer is firm and will not be rescinded unless you do not meet the conditions of your offer. Conditions could be academic- such as pending degree or GCSE results- or they could be related to DBS or medical clearance. We will detail the conditions and expected timeframes in your formal offer and on the UCAS system.*