

SCHOOL DIRECT RECRUITMENT AND SELECTION PROCESS INFORMATION FOR PRIMARY 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.

Until March 2020 all our Recruitment and Selection processes involved a range of different elements and took place as a face-to-face process in one of our partnership schools. Given current circumstances, we have adapted this process so that we can continue to meet applicants and undertake a range of activities that will hopefully give you a good understanding of what being a teacher entails and the opportunity to demonstrate all your relevant qualities, skills and experiences. This is a new system for us, but we hope that it will continue to be a positive and useful process for candidates, as well as for us!

WHAT TO EXPECT

We hold our recruitment and selection processes throughout the application cycle and our aim is to set these up at suitable times which enable candidates to complete a number of activities remotely, via video conference systems, our preference for this is [Zoom](#). **If you do not have access to a computer, tablet or smartphone then please let us know as soon as possible so that we can discuss your options.**

The recruitment process will consist of the four elements below:

- 1) **Document Check** [15 minutes]
- 2) **Teaching Task- Presentation and Discussion** [20-30 minutes]
- 3) **Interview** [20-30 minutes]
- 4) **Subject Knowledge Task** [25 minutes]

Some of these elements require completion or preparation in advance and so you will need to spend some time reading through the detail overleaf and preparing resources in the lead up to the agreed interview slot; the 'live' process should take just over an hour in total so you will need to find a suitable space in which this can take place. We know that this may be challenging for some people and we will be as flexible as we can be, but it is important that we maintain a rigorous recruitment process and that you have the chance to meet our team too.

We will call candidates the day before to check any queries and test out the video-conferencing systems with you, to make sure that you are comfortable and understand what to expect. We will also use this time to check that you have submitted any required documentation in advance (see below) and we will check your ID and qualification documentation too.

If you have any access needs that should be met during the recruitment process, please let us know in advance.

DETAIL FOR EACH ELEMENT

Please read through the information below to successfully prepare for the recruitment and selection process:

1) **Document Check [10 minutes]**

For this element you will be asked to scan and send certain pieces of documentation that are required for us to confirm your identity and eligibility for a teacher training programme. These should be sent to us in advance and we will have a brief conversation with you about these documents and can offer guidance on anything you have not yet been able to send through or find. **Please see the attached ID & Qualification Requirements document.**

2) **Teaching Task - Presentation and Discussion [20-30 minutes]**

For this task you will need to spend some time preparing in advance, and on the day you will present your plans and ideas and have a discussion with the panel about them, via a video-conferencing system.

We would like you to plan and prepare an engaging 20-minute lesson, in advance of the interview we will tell you the topic and year group we would like you to plan for. We are not looking for you to deliver a lesson, but we would like you to share your plan, present your ideas and discuss your decisions with a panel member. **You will be required to submit your plan 24 hours in advance for our panel members to look at in advance.**

We understand that candidates will have varied classroom experience and this might be the first time you have planned a lesson, so this may feel daunting. We want you to see this as an opportunity to show us your enthusiasm for education, the curriculum 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* and linked to the *National Curriculum*.
- There is no specific format for you to use for plans and resources, but do think about how to set out your ideas clearly and what resources you would need to successfully deliver the lesson.
- The lesson plan and any resources for delivery and completion of the lessons must be submitted to us 24 hours in advance of your interview, for our panel members to review ahead of the day.
- On the day you will have up to 10 minutes to present your ideas to the panel members along with any resources that you have prepared, in order to explain your intentions and decisions.
- The panel members will then ask you some follow up questions, which may take a further 10-15 minutes.

3) **Interview [20-30 minutes]**

For this task you will be asked questions via a video-conferencing system, which will be set up with you in advance.

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, though you may wish to think about the sort of questions you might expect to be asked in a teacher training interview.

4) **Subject Knowledge Task [25 minutes]**

As a part of the recruitment process we would like you to complete a short subject knowledge task which will be sent to you in a separate email. This task will be sent as a Google Form and is designed to test specific areas of curriculum knowledge for your chosen subject/ phase.

AFTER THE INTERVIEW

At the end of the interview process, the panel members will discuss the different elements and will decide on the most suitable outcomes for candidates. We will contact you to explain this shortly after your interview and this will also give you a good opportunity to ask any questions you may have about our programmes and the next steps.

Tuition-fee Programmes

The interview process outlined above 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 can arrange feedback from the process so that you are able to see the areas for improvement. 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 interview process outlined above, the panel will decide which candidates they feel are suitable for the salaried programme and candidates will then be informed that they were either unsuccessful or that they have been recommended for a stage two interview. 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 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 for a second process. Due to the nature of the Salaried programme, it is really important that employing schools are involved in the recruitment of salaried Associate Teachers and this second stage gives them the chance to meet you and see how you may fit into their school, and vice versa.

At present, arranging stage two processes with schools is significantly more challenging due to the fact that all schools are currently closed. We will discuss how this may work with you after your interview and we may need to see how things develop over the coming weeks and months.

**Please be aware that in the first instance, all offers we make are conditional, but 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 letter and on the UCAS system.*