

1) Candidate Information

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 link to a checklist and disclaimer, which you will need to check carefully, complete fully and submit to us in advance of your recruitment process. Please do get in touch if you have questions or require further information.

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 which demonstrate your skills and experiences. Our recruitment and selection processes are completed remotely via Zoom, in order to complete the process, you will need to have access to a device with a camera and an internet connection, you may also wish to have speakers and headphones to hand.

We strongly advise that you test your equipment in advance, and ideally have a back up option/ device. Please be aware that there will be a written element which requires you to complete and return a document to us, you may find that this is complicated to complete on a mobile phone or tablet (though not impossible) so we would suggest the use of a laptop or computer where possible. If this will be an issue for you then please let us know as soon as possible so that we can discuss your options.

Each recruitment process will involve 3-4 candidates, completing the same activities in rotation, with panel members from our Central SCITT Team and Partnership schools. This will provide you with some opportunities to chat with other applicants as well as time to ask us questions about our programmes, both of which we feel are really valuable for you in your decision making.

The recruitment process will consist of the elements below:

- 1. Document Check [10-15 minutes]**
- 2. Interview [25-30 minutes]**
- 3. Teaching Task- Presentation and Discussion [25-30 minutes]**
- 4. Subject Knowledge/ Written Task [40-50 minutes]**
- 5. Group Task [25-30 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 process should take around 3-4 hours 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.

2) Detail for each Element of the Recruitment and Selection Process

1. DOCUMENT CHECK [10-15 MINUTES]

The purpose of this element is to check through your identity documents and relevant qualifications, to ensure that you are eligible for our programmes, that you are eligible for study/ work in the UK and to offer advice and guidance for any documents you are not yet able to provide.

IN ADVANCE you will need to:

- check the requirements on the attached 'Candidate ID/ Qualification Requirements' Document
- seek the *original* documents for each requirement
- scan each document and email to info@ott-scitt.org.uk at least one working day before interview

PLEASE NOTE: Scans must be clear and legible, and they will be retained on file for all successful applicants. Scans should consist of one ID/ qualification document per page and ideally should be emailed in a PDF format, whether as combined pages or individual documents. If you do not have access to a scanner but have a tablet or smartphone, there are a number of very good scanner apps, which allow you to use the camera on your device to create a PDF scan. Photographs of documents will not generally be accepted.

ON THE DAY you will:

- complete the document check individually with a member of our admin team
- need to have all of the original documents to hand, to show to the administrator
- need to explain any gaps and arrange to seek replacements/ additional documents as required

2. INTERVIEW [25-30 MINUTES]

The purpose of this element is for our panel to get to know you better. It is an opportunity for you to expand on the information you provided in your application and explain to us why you have chosen to apply.

IN ADVANCE you will need to:

- think about the sort of questions that you might be asked at an ITT interview, don't worry about spending a long time preparing for this element, but taking a bit of time to reflect on your experiences may help you to articulate these ideas fully on the day
- read through the information on our website and the attached Person Specification to consider your areas of strength and areas you are looking forward to developing further in an ITT programme

ON THE DAY you will:

- complete the interview with 2-3 panel members, but no other candidates will be present for the interview
- answer a series of questions designed to enable us to understand your motives for teacher training and to get a sense of your previous experiences and skills you have developed
- not be asked any trick questions! We're not looking to catch you out with any unusual questions, but simply want to get a better sense of who you are

3. Teaching Task - Presentation and Discussion [25-30 minutes]

The purpose of this element is for you to demonstrate your knowledge and experience of teaching and planning and to show that you have the qualities required to be a successful teacher. We are not looking for you to deliver a lesson, but we would like you to share a plan with the panel members, present your ideas and discuss your decisions and choices.

We would like you to plan and prepare an engaging 20-minute literacy lesson on the topic of:

IN ADVANCE you will need to:

- choose an area related to _____ that you would like to teach a 20-minute lesson on
- think carefully about what the focus of your lesson will be, make it age appropriate and linked to the [national curriculum](#)
- create a lesson plan, which outlines the purpose/ objectives of the activity and the steps of what and how you would deliver the lesson, along with any required resources to deliver the lesson successfully
- email info@ott-scitt.org.uk to submit your plan and other resources at least 24 hours in advance for our panel members to look at ahead of the recruitment and selection process

ON THE DAY you will:

- complete the teaching task presentation & discussion with 2-3 panel members, but no other candidates will be present for your presentation & discussion/
- spend approximately 10 minutes presenting your lesson plan, talking the panel through your ideas and explaining how you will deliver all elements of the activity; you will **not** be asked to deliver the actual lesson, as though teaching the panel members, but simply explain the preparations that you have done
- spend a further 10-15 minutes answering follow-up questions from the panel members to expand on your ideas and think further about how your lesson may be delivered in a classroom/ practical setting

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 at least one working day in advance of your interview, for our panel members to review ahead of the day
- you won't need to deliver a PowerPoint/ slide presentation as the panel will have your resources in front of them to look at while you are talking, but feel free to have some cue cards or a page of notes to prompt your delivery and to ensure you remember the areas that you think are key points

4. SUBJECT KNOWLEDGE TASK [40-50 MINUTES]

The purpose of this element is for our panel to get a sense of the level of your specific subject knowledge, which will be used alongside the information we have about your prior study.

IN ADVANCE you will need to:

- think about any areas of your subject knowledge which you may need to revise/ develop further
- consider looking through the national curriculum or key areas of study for core subjects

ON THE DAY you will:

- complete the subject knowledge task on your own, without any study materials
- receive the task via email, which will be sent during the recruitment and selection process
- complete the task within the time slot provided and return it to us as soon as you have completed it, you can do this either on your computer/ tablet as a word/ google doc, alternatively you can print it out, complete it by hand and scan it, before emailing it back to us right away

PLEASE NOTE: you will be expected to complete this task 'live' and will be supervised periodically to ensure that you have assistance if you have any problems and keep to time. Please let us know in advance if you are concerned about the use of technology for this task, i.e. if you do not have a laptop or computer, and do also let us know if you would usually have extra time for written exams.

5. GROUP TASK [25-30 MINUTES]

The purpose of this element is for our panel to get a sense of your communication skills., specifically how well you can communicate and work as part of a team or small group.

IN ADVANCE you will need to:

- think about ways in which you can communicate effectively, as part of a team

ON THE DAY you will:

- work in a group of 3-4, observed by 3-4 panel members, to discuss, plan and make effective decisions
- be given the information required to complete the activity and will be briefed fully at the start
- be expected to communicate your individual ideas and listen to the ideas of others, to come to a consensus as a group and present the group findings to the panel

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. We will contact you via email in the first instance to confirm whether you are receiving an offer or not, at this point we will also explain the detail of the next steps, and this will also give you another opportunity to ask any questions you may have about our programmes and the next steps. If you are unsuccessful we will follow up with more detailed feedback and our advice for any other/ future applications.

3) SCITT Recruitment: Required Documentation

In order to verify your identity and the required qualifications for an initial teacher training programme, we will need to see a number of documents from you. Ideally, we would like you to scan these and send them to us the day before your interview so that we can check them with you and discuss any gaps or issues.

We understand this might be tricky, but please try to either take a scan (there are a number of good scanner apps for smartphones) or take a clear photograph and email them to us at info@ott-scitt.org.uk. We will need to see the originals of any documentation you provide as evidence of your qualifications or identity at a later date.

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 scan and send 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
- 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 ENIC statement of comparability for all qualifications and an accompanying certified translation, where relevant.

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 generally not issue a replacement certificate but the *certified* statement of results 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 let us know 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. When we get in touch with you the day before your interview, we can discuss any gaps in your documentation and 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 also discuss how and when to set this up

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

- 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 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

- Current driving licence photocard (not counterpart) All countries outside the EU, excluding Isle of Man and Channel Islands (full or provisional)
- Current driving licence - paper version (issued before 1998) UK, Isle of Man, Channel Islands and EU (full or provisional) Birth certificate - issued within 12 months of birth 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

- 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
- **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.**

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 a deed poll letter evidencing the change of name.

Please also provide proof of your National Insurance number, such as a NI card, P45, P60, payslip.

4) Associate Teacher Person Specification

EXPERIENCE AND QUALIFICATIONS:	
<p>Essential:</p> <ul style="list-style-type: none"> • a UK degree or recognised international equivalent (applicants with non-UK degrees must ensure that they have obtained the relevant equivalency statement from ENIC) • GCSE English and Maths, grade C/grade 4 or above or recognised equivalent (evidence of equivalence will be required) • for primary applicants also, GCSE Science grade C/grade 4 or above or recognised equivalent 	<p>Desirable:</p> <ul style="list-style-type: none"> • time spent in a school environment developing understanding of teaching and learning • 2:1 or above in a relevant degree • A level grade B or above or equivalent in relevant subject
PERSONAL QUALITIES:	
<ul style="list-style-type: none"> • a commitment to excellence in state education • analytical and reflective in order to improve • high expectations of self, students and colleagues and a belief that progress is always possible • enthusiastic and committed • a sense of humour and a sense of purpose • humility, respect and empathy 	
SKILLS AND ATTRIBUTES:	
<ul style="list-style-type: none"> • resilience and adaptability • self-awareness • ability to rapidly establish and maintain professional working relationships with students and adults • ability to work in a team • confidence to lead learning and the work of others • evidence of creative thinking and appropriate risk taking to solve problems • excellent skills in communication, time-management, planning and organisation • a positive and engaging presence 	
KNOWLEDGE AND UNDERSTANDING:	
<ul style="list-style-type: none"> • strong literacy and numeracy • knowledge of the Teachers' Standards • potential to develop strong subject knowledge for teaching • awareness of what makes an effective learning environment for all students 	