



**Bromley Schools' Collegiate
Policy Document**

Policy Name	Recruitment and selection policy (Initial Teacher Training)
Date of Last Review	November 2025
Date of Next Review	November 2026
Reviewed Annually by	Consortium Management Board



Recruitment and selection policy (Initial Teacher Training)

Purpose of the policy

This policy explains the steps that we proactively take to be in compliance with the Initial Teacher Training Criteria published by the Department for Education (2025), the Equality Act (2010) and the Special Educational Needs and Disability Act (2001).

We are also aware of the potential for unconscious bias in recruitment and have taken specific steps to recognise and address this risk factor within recruitment practice.

As part of our commitment to equality and diversity, we welcome applications from prospective teachers from a range of backgrounds. We are seeking to establish ways to encourage applications and understand any potential barriers for applicants.

The pre-application phase

Before a candidate applies to our Initial Teacher Training (ITT) programmes, we may receive and handle informal and formal enquiries via telephone, email and during teaching information events about teaching as a career choice. As well as advising on the application, we also explain the qualities that we look for in applicants and central to these is the desire to put the interests and welfare of the whole child at the centre of professional practice.

We explain the entry requirements and the subject knowledge requirements required specifically for secondary subjects.

Candidates can search for ITT courses using the DfE “Search” tool than can be found here:

<https://www.gov.uk/find-postgraduate-teacher-training-courses>

The application process

Applications are made through the (DfE) dedicated service called “Apply”

<https://www.gov.uk/apply-for-teacher-training>

The Apply service has a number of safeguards to remove unconscious bias from the application process including, but not limited to:

- Removing salutations from the information providers can see
- Removing the name of the secondary school that the candidate attended
- Removing any information declared about gender, disability and ethnicity
- Asking candidates to explain any gaps in their work or educational history

Interviews

These are conducted either in-person or via Zoom and the panel consists of at least two people, one of whom must have undertaken recent Safer Recruitment and unconscious bias training.

The purpose of the interview process is to ensure that the candidate is suitable to start a programme of Initial Teacher Training and we have assessed their:

- Verbal communication skills
- Health and physical capacity to teach
- Intellectual and academic capacity
- Appropriate level of subject knowledge for teaching

During the interview process we also give an opportunity for candidates to disclose to the panel any cautions, reprimands, warnings or convictions that they wish to inform the panel of. We explain that these will be checked as part of the enhanced DBS check prior to them starting the course.

Candidates are asked to bring originals of their GCSE certificates or their equivalence if they undertook secondary education overseas. For overseas qualifications we also request that they bring ENIC/NARIC equivalence certificates. Degree classification is confirmed by verifying certificates when the candidate has completed undergraduate or postgraduate study. Candidates who have not completed their degree will be required to inform the outcome of their degree by transcript from their University prior to the awarding of a certificate. We normally require a degree classification of a 2:2 honours degree or better as this is a condition for those subjects attracting a bursary. For subjects not attracting a bursary, we will consider those with a 3rd class degree, but individual circumstances will be considered.

For online interviews scans are requested for the interview, but originals must be brought into the office for checking.

For applicants that do not currently possess original certificates they are asked to secure replacements from the issuing examination board.

Where a candidate does not hold the GCSE entry requirement BSC will arrange for a free equivalency test to be undertaken as an entry requirement onto the course. These must be passed prior to the start of the programme.

GCE O Level qualifications graded at Grade A, B or C are deemed equivalent to the grade 4 minimum pass requirement at GCSE level.

The SCITT Director has final say on the equivalence of qualifications that are acceptable for the GCSE entry requirement.

The following qualifications are not considered to be acceptable to meet the entry requirements:

- Functional skills qualifications
- Essential skills qualifications
- Adult Literacy and Numeracy qualifications
- City and Guilds level 2 qualifications
- Entry to FE qualifications
- Entry to HE qualifications

For Science GCSE entry requirement for the Primary programme, the following are acceptable qualifications:

- GCSE Single Science (Biology, Chemistry or Physics)
- GCSE Double award Science
- BTEC Level 2 award/Certificate/Diploma at a pass grade or better

Where candidates have volunteered information either in their application or during the interview of additional needs that need to be considered when training or on placement, we discuss what reasonable adjustments that they feel would be appropriate to support them to be successful on the ITT programme if they are offered a place.

For secondary subject specialist programmes, the SCITT Director must be satisfied that the candidate holds the requisite subject knowledge to be able to teach their specialist subject within the age range that the subject is offered in schools. This is normally 11-18 or 14-19.

For secondary programmes we require:

- At least 50% of the undergraduate degree content to be in the subject that they wish to teach across level 4 to 6 modules.
- For French, Spanish or German applicants, an undergraduate degree of a 2:2 classification or better or to be a native speaker of one of those languages.
- For those without degree subjects in their specialist subject, we will consider commensurate professional expertise within their subject gained from working within this field such as nationally recognised professional certification such as chartered status commensurate with level 6. This generally applies, but not exclusively to Computing, Business or Media specialist subjects.
- For Music trainees, we require at least a level 5 music grade in Keyboard or piano as well as meeting the degree requirements.

Subject knowledge for teaching is assessed by the subject specialist (where practical) that is on the panel for Secondary Phase applicants, and the questions focus more on how the candidate would explain models or ideas that are key to the subject to pupils of different ages. This is to assess how they scaffold key ideas for pupils of various ages and to understand their thought processes about how to explain key ideas that are studied across the age range for their subject.

The [European Network of Information Centres](#) in the European Region (ENIC) provides advice on the equivalence of overseas degrees.

The [Framework for Higher Education Qualifications of UK Degree-Awarding Bodies](#) describes the higher education qualifications awarded by UK higher education institutions (HEIs) at 5 levels.

[Selection of candidates and suitability for teaching](#)

The main guiding principle that underpins our selection of candidates is whether they meet the ITT criteria requirements and they put the welfare and development of the whole child at the centre of their practice.

BSC ensures that, before anyone is admitted to an ITT programme, they have been deemed suitable to train to teach. This will help to protect children and young people from trainee teachers who might put them at risk of harm because their previous conduct shows that they are unsuitable for teaching.

BSC should conduct interviews, run appropriate pre-selection checks, and assess if an applicant has the potential to undertake an ITT course and meet the Teachers' Standards by the end of their training.

BSC considers a range of evidence to judge an applicant's suitability to train to teach prior to offering them a place on a course, for example:

- Information from application forms;
- Results of any entry tests or tasks such as the presentation required of all candidates and the English and Maths tests undertaken by primary candidates;
- Interviews.

BSC ensures that applicant selection processes give due regard to relevant aspects of part three of Keeping Children Safe in Education (Safer recruitment).

BSC ensures that at least one member of the recruitment panel has undertaken appropriate safer recruitment training.

Equality

To comply with equality legislation, BSC ensures that interview procedures promote equality of opportunity and avoid discrimination.

The Equality Act 2010 and Special Educational Needs and Disability Act 2001 require BSC to ensure that they are not discriminating against applicants on the basis of any protected characteristic, or applicants with special educational needs (SEN).

Applicants with disabilities are under no obligation to disclose their disabilities. BSC ensures that their provision does not place applicants with declared disabilities at a disadvantage.

BSC will also consider making anticipatory adjustments to promote positive equality of access for disabled applicants, including access to benefits, facilities, and services. They should provide as many opportunities as possible for applicants to identify any special arrangements they may require, for example when inviting them for interview or making arrangements for any entrance tests.

Health and physical capacity to train to teach

BSC will have regard to the relevant aspects of Keeping Children Safe in Education (KCSIE) requirements when assessing trainees' health and physical capacity to train to teach, so that children and young people are not at risk of harm. The activities that a teacher must be able to perform are set out in the Education (Health Standards) (England) Regulations 2003.

BSC is responsible for ensuring that only trainees who have the capacity to teach remain on the programme.

People with disabilities or chronic illnesses may have the capacity to train to teach, just as those without disabilities or medical conditions may be unsuitable to train to teach.

Successful applicants may be asked to complete a pre-employment health check questionnaire prior to commencing the programme. BSC will not ask all-encompassing health questions but should ensure that they only ask targeted and relevant health related questions which are necessary to ensure that a person is able to train to teach.

Commented [SW1]: Is this better expressed this way. These are presumably the health screening checks carried out by OH provider. Fitness doesn't sound right but I also appreciate that pre-employment may not be quite right either. Health screening check?

Disclosure and Barring Service checks

BSC will have regard to the Keeping Children Safe in Education statutory guidance when carrying out their duties to safeguard and promote the welfare of children. We will ensure that all trainees have been subject to appropriate preselection checks. This will include obtaining and considering Disclosure and Barring Service (DBS) criminal records checks and children's barred list information.

BSC will confirm in writing to schools that a non-salaried trainee's criminal record check, including a check of the children's barred list, has been completed and that the individual has been judged by the accredited ITT provider to be suitable to work with children. BSC are not required to provide any information to schools in addition to this confirmation. Schools may wish to record this confirmation in their single central record, but they are not required to do so.

When determining an individual's suitability to train to teach, BSC, or employing schools for salaried routes, should check, by asking the trainee or using any other data or information they have access to, that a trainee has not previously been removed from an ITT programme because they have behaved in a way that indicates that they may not be suitable to work with children, or if the previous accredited ITT provider would have removed the trainee had they not left.

In the case of salaried routes, the responsibility lies with the employer to ensure that DBS checks have been carried out. The employing school should inform the accredited ITT provider that a satisfactory check has been obtained.

Where a school or college allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

BSC has established clear safeguarding procedures and protocols that are agreed by all partners in the partnership. This should include a common understanding of convictions, offences, cautions and warnings that would not pose a barrier to joining or continuing an ITT programme.

BSC will ensure that all trainee teachers, at the start of training in any school, are provided with:

- the safeguarding and child protection policy;
- the staff behaviour policy (sometimes called a code of conduct);
- information about the role of the designated safeguarding lead;
- a copy of Keeping Children Safe in Education.

If BSC removes a trainee from a programme because the trainee has harmed or poses a risk of harm to children, or if the accredited ITT provider would have removed the trainee had they not left, the accredited ITT provider should seek guidance from DBS and inform DfE by contacting itt.safeguarding@education.gov.uk.

Commented [SW2]: I'm not sure that this sentence flows from the previous one?

Commented [SW3R2]: Ignore me. I have worked it out. It basically means what things on a DBS are acceptable and which are not

Applicants who have lived or worked outside the UK must undergo the same checks as all other trainee teachers. In addition, further checks should be carried out so that events that occurred outside the UK can be considered. The Home Office has published guidance on Criminal record checks for overseas applicants and DfE has published

[Changes to checks for EU sanctions on EEA teachers and Recruit teachers from overseas.](#)

Accredited ITT providers and employers must check that applicants are not subject to a prohibition order issued by the Secretary of State.

[Childcare disqualification](#)

Accredited ITT providers should have regard to the Disqualification under the Childcare Act 2006 statutory guidance and related obligations under the Childcare Act 2006.

Where trainees are salaried, it is the responsibility of the school to ensure that they comply with the legislation. If a salaried trainee is, or becomes, disqualified from a childcare role, schools should inform the accredited ITT provider of this. Where trainees are fee-funded, it is the responsibility of the accredited ITT provider to ensure that the trainee is not disqualified from childcare or that the trainee has obtained a childcare disqualification waiver from Ofsted.

Further advice on the childcare disqualification arrangements can be obtained from DfE at mailbox.disqualification@education.gov.uk or on 01325 340 409.

[Relevant course information](#)

BSC includes training locations and contact details when publishing course information on Find and ensures that these are kept up to date.

BSC ensures that courses are closed on Apply swiftly once they are full. It should be clear to applicants when a course is full, and they should be made aware at the earliest opportunity when a course that they have applied to becomes full.

BSC also gives clear information about specific requirements or expectations they have of applicants applying to salaried courses.

Accredited ITT providers should give details of their complaint procedure on their website, which should be straightforward to follow if an applicant wishes to make a complaint.

[Decisions, offers, feedback, and deferrals](#)

BSC give timely responses to applications, and this is within 10 working days. BSC allows applicants time to consider the outcomes of other applications before accepting or declining offers.

BSC ensures that applicants are given a deadline to meet any offer conditions that have been set. Applicants apply and are interviewed at different times through the recruitment

period, but they should be given the same amount of time to meet the same conditions, where possible.

Interviews always take place before an offer is made.

If an application is rejected, feedback should explain the reason(s) why to the applicant, including advice on how the application can be improved. If an application is rejected because a course is full, where recruitment processes allow, BSC still aims to provide feedback.

If an offer is deferred, BSC will ensure that there are sufficient places on the ITT course for the following year.

Applicants will provide details of references as part of their application. References should be checked only after an offer has been made and the checks outlined in C1.3 Suitability of the ITT criteria have been undertaken, including to ensure that it is safe for the applicant to work with children.

Accessibility

Accredited ITT providers should check the accessibility requirements of applicants, and make any reasonable adjustments where required.

Department for Education (2024)

https://assets.publishing.service.gov.uk/media/66d042a9011f08ebe0502c49/ITT_statutory_guidance_2024_to_2025_September_2024_update.pdf

Compliance checklist

Compliance section	Notes
C1.1 GCSE standard equivalent	Seen during the interview process as originals must be brought in. NARIC/ENIC certificates must be seen for overseas qualifications. Equivalency tests are provided for those without English, Maths or Science as appropriate.
C1.2 Degree criteria	2:2 honours degree or equivalent for overseas awarded degrees are required for bursary awarding subjects. 50% of subject knowledge on degrees must relate to the secondary specialist subject programmes or commensurate study/professional accreditation.
C1.3 Suitability	BSC is fully compliant with the requirements as outlined within this policy
C1.4 ITT Recruitment practices	BSC is fully compliant with the requirements as outlined within this policy