

Lincolnshire ITT Recruitment and Selection Policy

Policy Code:	ITT3
Policy Start Date:	September 2026
Policy Review Date:	September 2027

Please read this policy in conjunction with the policies listed below:

- HR4 Recruitment and Selection Policy
- HR8A Equality, Diversity and Inclusion Policy – Staff
- HR16 DBS Policy
- HR33 Records Management Policy
- HR34 Health and Wellbeing Policy for Staff
- ITT1 Lincolnshire ITT Complaints Policy
- ITT2 Lincolnshire ITT Application and Academic Appeals Policy
- SW5 Safeguarding and Child Protection Policy

1 Policy Statement

- 1.1 The policy outlines the principles, statutory requirements and operational arrangements for the recruitment and selection of trainee teachers to Lincolnshire Initial Teacher Training (ITT) programmes leading to the recommendation for the award of Qualified Teacher Status (QTS). It applies to all routes delivered by Lincolnshire ITT, including SCITT (fee-paying route), school direct (salaried route) and the Postgraduate Teaching Apprenticeship. This policy applies to individuals applying for, or being recruited to, an ITT programme and does not create or govern an employment relationship. Employment matters for individuals employed by The Priory Federation of Academies Trust are covered by separate employment policies and procedures.
- 1.2 The policy does not apply to the Assessment Only route, which is governed by separate guidance.
- 1.3 This policy is informed by and aligned with:
- Department for Education (DfE) statutory guidance, including *Initial teacher training (ITT) criteria and supporting advice*, *Keeping Children Safe in Education* (KCSIE), and requirements of the *DfE Apply for teacher training* service;
 - National Association of School-Based Teacher Trainers (NASBTT) guidance on ethical recruitment, selection for potential, equality, diversity and inclusion, and safer recruitment in ITT;
 - The Equality Act 2010; and
 - Teachers' Standards.
- 1.4 References within this policy to Lincolnshire ITT include all accredited ITT provision delivered directly by Lincolnshire ITT (as part of The Priory Federation of Academies Trust) and through its approved Training Partner Schools.
- 1.5 This policy does not form part of any member of staff's contract of employment, and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Professional Learning and the ITT Partnership Board.

- 2.2 This policy is approved by the Education & Standards Committee before being ratified at the next available Trust Board meeting. Approval and ratification is minuted, with records kept by the Clerk to Trustees.
- 2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

Lincolnshire ITT

- 2.4 Lincolnshire ITT has overall responsibility for:
- compliance with DfE and statutory requirements;
 - managing applications through the DfE Apply system;
 - screening applicants against entry and eligibility criteria;
 - coordinating interviews, offers and conditional checks; and
 - maintaining accurate recruitment records and audit trails.

Training Partners and Partnership Schools

- 2.5 Training Partners and Partnership Schools will:
- contribute to interviews and school-based selection activities;
 - ensure representation by staff trained in Safer Recruitment; and
 - support school-visit decision-making.

3 Aims

- 3.1 To ensure that recruitment and selection processes for Lincolnshire ITT, in line with Trust processes, are fair, transparent, inclusive and consistent.
- 3.2 To ensure that Lincolnshire ITT's recruitment and selection processes prioritise pupil safeguarding and comply fully with safer recruitment requirements.
- 3.3 To promote equality of opportunity and eliminate unlawful discrimination.
- 3.4 To ensure a focus on assessing the potential of each individual to meet the Teachers' Standards.

4 Equality, Diversity and Inclusion

- 4.1 Lincolnshire ITT is committed to fair and inclusive recruitment and will not discriminate on the basis of any protected characteristic as defined by the Equality Act 2010, including:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and/or
- sexual orientation.

Reasonable adjustments will be made for applicants with disabilities at all stages of recruitment, in line with the DfE's principles of inclusive recruitment.

- 4.2 All trainees are expected to treat fellow trainees, colleagues, mentors, pupils, and members of the wider school community with dignity and respect at all times. Discrimination, harassment, bullying, or victimisation of any individual, regardless of their role or status, will not be tolerated.
- 4.3 Lincolnshire ITT has a duty to ensure that all trainees are suitable to enter and remain within the teaching profession. Where concerns arise regarding a trainee's Fitness to Teach, these will be considered on a case-by-case basis, taking into account all relevant information, individual circumstances, and any appropriate support or reasonable adjustments. Any decisions relating to Fitness to Teach will be made fairly, proportionately, and in accordance with relevant legislation, guidance, and programme requirements.
- 4.4 Health or disability-related questions will not be asked prior to an offer being made, except where permitted by law and safeguarding requirements.

5 Application Management

- 5.1 All applications are submitted and managed centrally through the 'DfE Apply' system. Lincolnshire ITT will:
- acknowledge applications promptly;
 - screen applications against published entry criteria, including qualifications and suitability; and
 - identify any additional requirements (e.g., Subject Knowledge Enhancement or equivalency testing).
- 5.2 Screening decisions will be documented, and reasons for rejection clearly recorded, consistent with good practice.

6 Selection and Interview

Principles

6.1 Selection activities are designed to assess:

- potential to meet the Teachers' Standards;
- commitment to safeguarding, inclusion and professional conduct; and
- subject knowledge and capacity to develop pedagogical skill.

6.2 This approach aligns with guidance on holistic and values-led selection.

Interview Panels

6.3 All interview panels for admission to the Lincolnshire ITT programme must consist of a minimum of two people. In line with statutory safeguarding requirements, at least one member of the panel must have completed appropriate Safer Recruitment training.

6.4 All members of an interview panel must:

- be familiar with the Trust's HR8A Equality, Diversity and Inclusion Policy and apply its principles throughout the selection process;
- review application materials before the interview, identifying any areas that require clarification or further discussion;
- declare any actual, potential or perceived conflicts of interest before the interview process begins, including personal, family, professional or other relationships with an applicant. Where a conflict exists, advice should be sought as to whether it is appropriate for the individual to participate in the selection process;
- ensure that all applicants are assessed fairly, consistently and objectively; and
- maintain confidentiality in relation to all information obtained through the recruitment and selection process.

Interview Content

6.5 Interviews will include:

- a structured lesson discussion activity;
- pre-planned, standardised interview questions; and
- assessment of spoken standard English, in line with DfE requirements.

Lincolnshire ITT reserves the right to amend the interview and selection process, including the activities and assessments used, in response to programme, regulatory, safeguarding, or operational requirements.

- 6.6 Applicants will be assessed against agreed selection criteria and a documented threshold. Selection decisions will be based on evidence gathered throughout the recruitment process, including the interview and school-based activity. Where an applicant is close to the required standard, professional judgement may be applied, with particular consideration given to their potential to successfully complete Initial Teacher Training and meet the expectations of the teaching profession.

7 Safeguarding and Safer Recruitment

- 7.1 Lincolnshire ITT is committed to safeguarding and promoting the welfare of children and young people and expects all trainees to share this commitment.

- 7.2 Any offer of a place on the programme will be subject to satisfactory safeguarding and suitability checks. These will normally include:

- an Enhanced Disclosure and Barring Service (DBS) check, including a Children's Barred List check;
- verification of identity, qualifications and the right to study and work in the UK;
- the receipt of satisfactory references;
- consideration of any periods spent living, working or studying overseas, with overseas criminal record checks obtained where required;
- discussion of any concerns arising from references as part of the selection process;
- exploration of any gaps in employment, education or training history;
- checks to ensure applicants meet the requirements for entry to the teaching profession, including any relevant fitness to teach considerations; and
- online searches undertaken in accordance with current safeguarding guidance.

- 7.3 Safeguarding concerns identified at any stage will be escalated in line with the Trust's safeguarding procedures. Please see SW5 Safeguarding and Child Protection Policy for further information.

8 Offers and Conditions

- 8.1 All offers are made through the DfE Apply system and are conditional until statutory and provider-specific requirements are met. Conditions may include:

- satisfactory references;

- fitness to teach post offer;
- a clear DBS certificate;
- verification of qualifications; and
- successful completion of a school visit.

8.2 This approach reflects DfE ITT criteria safer recruitment advice.

9 Fitness to Train/Fitness to Practice

- 9.1 Lincolnshire ITT has a duty to ensure that all trainees demonstrate the physical and mental fitness required to undertake Initial Teacher Training and to carry out the professional responsibilities of a teacher, as set out in The Education (Health Standards) (England) Regulations 2003. As a demanding one-year programme, trainees are expected to attend and fully engage in all training activities, including the required number of days in school placements and centre-based training. Trainees must demonstrate the capacity, professionalism and commitment necessary to meet the requirements of the programme and the expectations of the teaching profession.
- 9.2 Lincolnshire ITT is committed to promoting equality of opportunity and fostering an inclusive training environment. Applicants with disabilities are encouraged to apply and reasonable adjustments (in accordance with the Equality Act 2010) will be made, where possible, to support a trainee's access to training, placement and assessment where required.
- 9.3 In line with statutory guidance, health-related information will only be requested following a conditional offer of a place.
- 9.4 All decisions will be made in line with statutory guidance, and with due regard to fairness, proportionality, and the duty of care to both trainees and pupils.

10 School-Based Selection

- 10.1 Applicants will participate in a school-based activity/visit as part of the selection process. Placement schools will provide structured feedback, including a recommendation regarding the applicant's suitability for placement within their school environment. This feedback will be reviewed alongside all other recruitment evidence by Lincolnshire ITT when determining whether an offer should be sustained. Recruitment decisions will be evidence-based, transparent and appropriately recorded.

11 Salaried and Apprenticeship Routes

- 11.1 Additional requirements apply to salaried and apprenticeship routes, including:

- confirmation of an employing school;
- face-to-face interviews and observed teaching activity; and
- clear agreements regarding employment and funding responsibilities.

11.2 These arrangements comply with DfE apprenticeship and employment regulations.

12 Data Protection and Record Keeping

12.1 All recruitment records will be retained securely in line with the Trust's HR33 Records Management Policy. Only authorised personnel will have access to recruitment data.

13 Monitoring and Review

13.1 Lincolnshire ITT will monitor recruitment outcomes, including diversity data and complaints, to evaluate the effectiveness and fairness of this policy. This policy will be reviewed annually or earlier in response to changes in DfE or NASBTT guidance.

14 Policy Change

14.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.