

OTT SCITT: Recruitment and Selection

Candidate Information Pack



Thank you for your application to OTT SCITT and congratulations on being invited to a recruitment and selection process. We're really looking forward to meeting you and hearing more about why you want to become a teacher! The purpose of this document is to explain what the recruitment and selection process will involve and to provide detail on how to prepare for and complete the required tasks. Our process involves a number of assessed elements, this is not designed to catch you out, but is to give you the chance to talk to us about your motivations and to share your experiences in full. Some elements require preparation in advance, please read through the details in this document to ensure that you are prepared.

A) WHAT THE PROCESS WILL INVOLVE

- Our recruitment and selection process involves the following elements:
 - **Interview [25-30 minutes]**
 - **Lesson Planning Task [25-30 minutes]**
 - **Group Task [10-15 minutes]**
 - **Subject Knowledge/ Written Task [40 minutes, submitted in advance of the day]**
 - **Document Check [ID/ qualification documents, submitted in advance of the day]**
- The process takes place online, via Zoom and will last approximately 2-3 hours in total so you will need to find a suitable, quiet space in which this can take place
- The process will involve 4-8 candidates from different subjects/phases completing the activities in rotation
- The process 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 can be really valuable for you in your decision making
- Representatives from our Central SCITT Team and Partnership schools will join candidates in the different elements and in the briefing and question sessions
- The process will start with an introduction, outlining the structure and expectations for the day, and an opportunity to ask questions about the process before it begins
- You will then complete three activities, which demonstrate your skills and experiences in different ways
- We will finish the process with another opportunity to hear about our courses and to ask any questions
- In order to complete the process via Zoom, 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, although it is certainly possible to complete the process on a smartphone, you are likely to find it more manageable to have a computer or laptop, chromebook or tablet

B) ELEMENTS YOU NEED TO COMPLETE IN ADVANCE

Subject Knowledge Task (40-45 minutes):

- The purpose of this element is for our panel to get a sense of the level of your specific subject knowledge, and your motivations for teaching your chosen subject or phase, which will be used alongside the information from your application and interview about your prior study and experiences
- In order to complete this task we will send you a document or a form which you will need to sit and complete independently in advance of the recruitment day, at a time which suits you
- The task will vary depending on the course you have applied for and it is attached to your invitation email

- **In order to complete the task 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;
 - plan a suitable time when you can work uninterrupted on the task, you will need to be prepared to complete the task and submit your answers in one sitting
 - complete the subject knowledge task on your own, without any study materials;
 - return the completed document to [apply@ott-scitt.org.uk/](mailto:apply@ott-scitt.org.uk) submit the required Google form

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 order to complete the task you will need to:**
 - complete this [brief online disclaimer form](#) which provides us with a little more background information from you, this enables us to prepare suitable placements for you, should you be successful, and to ensure that we can support you with any adjustments required
 - check and find the required documents for the course you have applied for, see the 'Required Documentation' information at the end of this document
 - scan each required document and email to apply@ott-scitt.org.uk at least one working day before the interview, please explain any gaps in your documentation in your email
 - scans must be clear and legible, if you do not have access to a scanner there are a number of very good scanner apps which allow you to use a smartphone or to create a PDF scan

C) ELEMENTS YOU WILL PREPARE FOR AND COMPLETE ON THE DAY

Lesson Planning 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
- On the day you will have approximately 10 minutes to share your ideas with the panel and explain how you would deliver the activity if you were in a classroom/practical setting; *you will not be asked to actually deliver the lesson but simply to explain your preparations and your reasons for the choices you have made*
- You will then spend a further 10-15 minutes answering some follow-up questions from the panel members to expand on your ideas and think further about how your lesson may have been delivered
- Your invitation email will tell you the topic and age group we would like you to plan for
- We understand that candidates will have varied classroom experiences 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
- There is no specific format you need to use for plans and resources, but do think about/ have a look online at how to set out your ideas clearly and what resources you would need to successfully deliver the lesson
- **IN ADVANCE you will need to:**
 - choose an area related to the topic/ age group you are provided with, that you would like to plan a 30-minute lesson on;
 - think carefully about what the specific focus of your lesson will be and make it age appropriate;
 - think about exactly what you would want the pupils to learn and how your teaching and resources will support them to do so

- do some research to see which topic areas are covered in the subject area and year group you have been asked to prepare for, for example the government document on the National Curriculum
- create a lesson plan, which outlines the objectives, the steps of what and how you would deliver the lesson, along with any required resources to deliver the lesson successfully
- **email apply@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**

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
- You will be asked a series of questions to enable us to understand your motivations for teaching and to get a sense of your skills and previous experiences, we don't use any trick questions!
- **IN ADVANCE you will need to:**
 - think about the sort of questions that you might be asked at an ITT interview - you should take a bit of time to reflect on your experiences, this may help you to articulate these ideas fully on the day;
 - read through the information on our website and the Person Specification to consider your areas of strength and areas you are looking forward to developing further in an ITT programme.

Group Task (10-15 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
- You will work in a group of 3-4, observed by panel members, to discuss, plan and make effective decisions
- You will be given the information required to complete the activity on the day and will be briefed at the start
- You will be expected to communicate your individual ideas but also to listen to the ideas of others, to come to a consensus as a group and present the group findings to the panel
- **IN ADVANCE you will need to:**
 - think about ways in which you can communicate effectively, as part of a team;
 - share your own ideas while being mindful and respectful of others.

D) WHAT WILL HAPPEN AFTER THE RECRUITMENT AND SELECTION PROCESS

- After you have completed the different elements of the Recruitment and Selection Process, you will have a final briefing to discuss the next steps, hear a bit more about our programmes and to ask any questions you may have
- Once the session has finished, 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 details 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
- Shortly after we will also record the decision on the DfE Apply system to include the formal outcome and feedback where appropriate
- As always, you are welcome to contact us to discuss your offer, our courses and organisation and to discuss any queries you may have in order to help you make an informed decision

Required Documents for SCITT Interviews

- 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
- 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 that finding original documents might be tricky, but remember that this is essential for admission to any teacher training course- see information below for what to do if you have lost a document.
- **Please note that before we can complete your enrolment onto our course we will need to see the original versions, in person, to verify their authenticity. This is a requirement for all ITT providers so please ensure that you start the process ASAP for any lost documents. We will discuss arrangements for providing these in the summer term, before your induction days.**

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 the original documents for 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 (for primary programmes)
- undergraduate degree certificate
- relevant postgraduate/ higher degree certificate, if applicable, any A level or equivalent certificates you have
- candidates with overseas qualifications may also be required to provide additional information such as transcripts or translations in order for us to assess equivalence of your qualifications - please provide these if you have them, if not, we will discuss what is required with you during/ after the recruitment process

Important notes regarding certificates:

- Please note that we are unable to accept a 'provisional statement of results' as evidence of your qualifications, 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 not yet completed a qualification listed above, then any offer will be conditional upon this and evidence of your result must be provided as soon as it is available. 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 with a recommended provider.
- 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 state that certified statements of results can take 8-12 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. Remember that you only need to do this for the qualifications listed above.
- If you have lost your original degree certificate, then you should contact your University to seek a reprint or replacement. Again, this may take months to produce, so do start the process as soon as you are able to.
- If you are currently completing your degree, or need to take an Equivalency Test please confirm this when you send your other documents so that we can follow up with you at a later date, when you have these.

IDENTIFICATION

All applicants must produce:

- 1 document from Group 1, detailed below
- 2 further documents, which could be from Group 1, 2a or 2b, one of these must verify your current address
- Proof of your National Insurance number, such as a NI card, P45, P60, payslip
- If you have changed your name at any point- particularly if the name on your certificates is different from the name on your application or identification- you will need to provide either a birth certificate, marriage certificate, divorce documentation or a deed poll letter evidencing the changes of name.

An example ideal combination of documents would be:

- **Passport (group 1)**
- **Birth certificate (group 1/ 2a)**
- **Current driving licence (group 1/2a)**
- **National insurance document**
- **Marriage certificate**

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 (full or provisional)
- Birth certificate - issued at time of birth - including those issued by UK authorities overseas
- Adoption certificate - UK and Channel Islands

Group 2a: Trusted government documents

- Current driving licence - photo card UK/ Isle of Man/ Channel Island (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

Please note that 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.