



# The John Taylor SCITT

## Interview and Selection Procedure – Spring 2025

The John Taylor SCITT Interview and Selection procedure is aligned to the JTMAT Recruitment and Selection Policy [<here>](#) and is designed to ensure fair, equitable, and transparent recruitment of trainees to our teacher training programmes.

### **Scope**

This procedure applies to the John Taylor SCITT Primary (3-7), Primary (5-11) and Secondary (11-16) Training programme and covers the recruitment of trainee teachers. The Procedure will be reviewed annually in-line with any changes regarding DfE or NASBTT guidance.

### **Guiding Principles**

As outlined in the JT MAT Recruitment and Selection Policy the John Taylor SCITT is committed to the guiding principles stated.

### **Equity, Diversity and Inclusion Statement**

The John Taylor SCITT is passionate about training and supplying excellent teachers into Staffordshire, Derbyshire and beyond. We are committed to ensure that our provision reflects the needs and diversity of our whole partnership, and we actively consider ways to enhance the diversity and representation of our trainee cohorts.

We actively champion and support the recruitment of all participants, including welcoming those who are identified through the Equality Act (2010) as holding a protected characteristic. We are committed to promoting equity of opportunity for all and removing barriers through appropriate support to ensure a fair admission process and well-supported training programme.

*The John Taylor SCITT is an inclusive teacher trainer provider that provides all trainees with the opportunity to achieve QTS. We are committed to ensuring all staff and trainees have a thorough understanding of the Equality Act (2010) and the implications to them as individuals and in their roles as a teacher.*

*The John Taylor SCITT is committed to eliminating discrimination, encouraging diversity among the workforce, and positively promoting equality of opportunity for all, including those with a protected characteristic. We welcome applications from all who are interested in training to teach.*

## **Entry Criteria**

Entry criteria will be compliant with the DfE's statutory Initial Teacher Training (ITT) Criteria [<here>](#). This will be reviewed on an annual basis or as new criteria are published.

Criteria is also kept up to date on the JT SCITT website [<here>](#)

## **Suitability**

DfE Statutory Guidance states that a rigorous selection process designed to assess their "suitability to teach" should be in place. There are two aspects to this judgement.

- Safeguarding: there is nothing in the candidate's previous conduct that suggests they might put children and young people at risk (Referring to the respective and up to date KCSIE guidance).
- Professional Potential: the applicant is assessed to have the potential to meet the Teachers' Standards by the end of the ITT programme.

## **Assessment of Applications**

The John Taylor SCITT aims to offer places to eligible applicants who best meet the suitability and selection criteria and are judged to have the potential to train to teach and meet the Teachers' Standards by the end of the ITT programme.

Upon receipt of the application the team will do a thorough assessment of:

- the application form evidenced on DfE Apply.
- background checks including an online name check.
- the candidate's personal statement.
- the candidate's work history and unexplained breaks.
- any identified additional considerations.

Qualifications are assessed at application stage. It is not standard policy to interview an applicant who has non-compliant qualifications. Applicants with non-UK Qualifications are required to provide a ENIC [<here>](#) statement of comparability.

Applicants that disclose a safeguarding consideration through DfE Apply during the Criminal Record and Professional Misconduct are reviewed and a panel from the SCITT Executive Board will be called together to ratify a decision to call to interview or reject.

Applicants that disclose additional any additional consideration will be contacted by the SCITT Administrator to ensure that appropriate support will be put in to place the application and selection process.

The candidate's work history and unexplained breaks will be discussed at interview inline with Safer Recruitment practices.

## **Invite to Interview**

The John Taylor SCITT is committed to interviewing applicants in a timely manner and the vast majority of applicants can expect to hear from The John Taylor SCITT within 10 working days of making an application to train.

The invite to interview is primarily led by the respective SCITT Administrator who will liaise with the candidate to find a mutually agreeable time and date for interview. A formal invite to interview will be emailed to all applicants to ensure consistency of communication.

## **The Interview Process**

Our interview process is designed to be rigorous and suitably ascertain an applicant's suitability to train to teach.

The Interview Process is shared on the website [<here>](#) and consists of a multi-stage interview process.

- 30-minute numeracy diagnostic.
- 30-minute literacy diagnostic
- personal interview to at least two members of staff.
- 15-minute lesson plan and delivery to a group of students.

Numeracy & Literacy Diagnostics are standardised tests that help the John Taylor SCITT to assess the fundamental competencies in numeracy and literacy of applicants. The tests are marked by the SCITT Administrator for consistency and to remain unbiased from the decision-making process. Further evidence of fundamental competencies may be required and the requirement to complete additional training may be required as a condition of offer of study.

The personal interview will consist of at least two members of JT SCITT staff or wider partnership members. At least one will always be safer recruitment trained. For consistency, the JT SCITT uses centralised interview questions that have a grading criterion to support consistent and unbiased decision making.

In general, applicants will be expected to plan for and deliver a 15-minute lesson to a group of students. A member of the John Taylor SCITT or partner staff will be present and will judge the trainees' suitability to train to teach through a centralised and established grading system and criteria.

Summer interviews or during periods where students are not available, a slight variation to the process will be followed whereby the applicant will deliver the rationale and explanation of their lesson plan and intended lesson delivery to the interview panel.

## **Decision Making**

The interview panel will refer to the grading criteria of each element of the multi-stage interview process to guide their decision making. The panel has flexibility and professional judgement to offer a place to study to train to teach. There is not a numerical value that constitutes the decision to make an offer to train to teach.

The John Taylor SCITT believes in timely decision making for the benefit of applicants. Applicants can expect to informally hear the outcome of the interview within 5 working days of attending an interview and formally through the DfE Apply system within 10 working days of attending an interview. In some exceptional circumstances the timeframe may extend – particularly if there are inconsistencies that arise from the interview such as breaks in employment history.

The SCITT Administrator will be responsible for ensuring the outcome of the interview process is accurately recorded onto the DfE Apply system alongside:

- The reason for a rejection of the application to train to teach with The John Taylor SCITT and any recommendations for future applications.
- Any conditions of an offer to train to teach with The John Taylor SCITT.

## **Appeals against admission decisions**

If any applicant feels they have been treated unfairly and wishes to appeal the decision made by the interview panel they can lodge a complaint by following the JT SCITT *Complaints and Appeal Procedure Policy* [<here>](#).