



Yorkshire and Humber
TEACHER TRAINING

Recruitment and Selection Policy

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1. Rationale

This Recruitment and Selection Policy details how the recruitment and selection of trainees to Yorkshire and Humber Teacher Training ITT programmes will meet the DfE's [ITT: criteria and supporting advice](#).

The Recruitment and Selection Policy contains strategies put in place to support recruitment of prospective candidates to the programmes. Yorkshire and Humber Teacher Training (and referred to as YHTT) is seeking to enrol high calibre candidates to its teacher training programmes. In order to do this the recruitment process will be a rigorous selection process, to test the quality of candidates and ensure they meet the criteria and standards required for entry to a QTS programme, and to be successful future teachers working within the premise of the Teachers' Standards.

In addition, YHTT is dedicated to operating a fair, coherent and consistent recruitment and selection process that safeguards the interest of all applicants. This policy details the exact nature of each stage of the process, and the route to take should disputes arise.

This policy exists

- To protect the interests of applicants
- To ensure procedural parity between all applicants
- To enable staff to effectively manage admissions appeals and complaints
- To provide definitions of appeals and complaints

The recruitment policy is reviewed annually in line with the Trust Policy.

2. Scope

2.1. Equal Opportunity

YHTT operates as an accredited provider of initial teacher training and as such aims to produce teachers who will be highly effective educators and role models, wherever they may work.

In keeping with the ethos, values and beliefs of The Constellation Trust in which we belong, and the context of the [Equality Act 2010](#), we are committed to promoting, and practising equal opportunity for all, valuing diversity, and eliminating harassment and discrimination. We aim to be an inclusive organisation which welcomes and treats both staff and students fairly and equally regardless of age, gender, sexual orientation, disability, race, ethnic origin or nationality.

2.2. Data Protection

YHTT will comply with the requirements of the [Data Protection Act 2018](#) and the GDPR Regulations, in relation to holding and processing personal data, in relation to selecting, recruiting, training and assessing trainees, and to the [Freedom of Information Act 2000](#).

Members of the partnership will be duly informed of relevant legislation and their requirement of compliance within the Partnership Agreement.

3. Application Process

The application form and interview process for all routes (salaried apprenticeship and tuition fee) is designed to assess suitability to teach and will focus on the applicant's:

- Suitability to work with children;
- Academia standard in accordance with the entry criteria;
- Breadth of subject knowledge;
- Breadth of school and classroom experience and other work experience;
- Commitment to the teaching profession and improving the lives of young people;

- Enthusiasm for the chosen subject and a capacity to inspire learners;
- Awareness of current educational issues;
- Intrinsic passion for learning;
- Commitment to own professional development;
- Excellent organisational, communication and inter-personal skills;
- Ability to establish effective relationships with both pupils and adults;
- Flexibility and a willingness to act upon advice;
- Emotional and physical resilience and readiness for hard work.

3.1. Apply for teacher training portal

The entry profiles for programme delivery offered by YHTT on the [DfE Apply portal](#) will coincide with the aims and objectives as detailed in the Recruitment and Selection Policy in order to ensure clarity to candidates on the entry criteria and the recruitment process.

All outcomes and decisions will be communicated via DfE Apply.

3.2. Application

Applications will only be accepted via the DfE Apply portal <https://www.gov.uk/apply-for-teacher-training>.

YHTT will conduct the screening of applications to determine whether applications meet the eligibility criteria. All applications will be acknowledged on receipt.

3.3. Standard Entry Criteria (all routes)

All applicants, regardless of the route they are applying for, require at least an undergraduate degree of at least lower second-class honours and GCSEs in English, Maths and Science (if applying for primary) of grade 4/C or above.

The standard entry criteria must be met prior to enrolment on the course. They do not need to be met at the point of interview.

3.4. Scope

Applicants will be given the opportunity to demonstrate that they can meet the stated requirements through certified evidence (including relevant equivalent qualifications).

If the above criterion is not met applicants will be given the opportunity to prove they can meet the requirements through an equivalency test.

The aim of this criterion is to ensure that entrants to ITT have demonstrated their achievement of a minimum standard of educational attainment.

The entry criteria for YHTT have been agreed by all SCITT partners through the Partnership Steering Group and the SCITT Board.

3.5. Protocol and Process

- Application screening (initial screening to check applicant meets the eligibility criteria by Administrator):
 - UK Degree (or recognised equivalent)
 - GCSE Maths and English (Level 4 or above), and Science (Level 4 or above) for primary (or recognised equivalent)
 - If equivalency testing is required
We accept GCSE equivalency certificates from the following providers:
www.equivalencytesting.com

<https://astarequivalency.co.uk/>

Original qualification certification to be brought to interview as confirmation that entry criteria have been met as declared on application form or via equivalency testing.

- Ideally at least 2:2 UK Degree (or recognised equivalent)
- Quality of Personal Statement

3.6. Applicants not meeting standard entry criteria:

1. If not UK Degree
Use of ENIC to confirm equivalence at required level, this will be the responsibility of the candidate.
2. GCSE grades in Maths, English or Science (for Primary) not achieved at level 4 or above
Equivalence test undertaken and given the opportunity to prove they can meet the criteria – this is in the applicant's own time and at their cost.

3.7. Degree Verification

25% of all degrees will be verified directly with the awarding Higher Education Institution.

3.8. Shortlisting

Applications are shortlisted or rejected in line with the application screening process. The shortlisting is the responsibility of the relevant subject lead mentor.

Those successfully shortlisted through the screening process will be invited for interview. Notification will be made via the DfE Apply portal and email providing details of the interview process and format.

Brief feedback will be given to those rejected providing information on why they were not successful this round, and to encourage to apply again if entry criteria can be met following the action suggested.

4. Interview

4.1. Protocol

- YHTT will select the candidates in conjunction with its selection and recruitment policy.
- Successful candidates will be interviewed by YHTT and SCITT partners will be invited to participate in the interview process (by hosting interviews or joining the interview panel).
- At the end of each interview and selection process, the effectiveness will be evaluated and improvements will feed into the next interview process.

The full format of the Interview Process is detailed in the interview email sent to candidates for both Primary and Secondary (see appendix 3 & 4). Interview days will be determined in line with incoming applications and staff availability. YHTT aims to interview candidates within 14 days of receipt of the application (see appendix 1, application process flowchart).

4.2. Interview Day

Interviews will usually take place at the school where the subject tutor is based. For primary, the partner primaries will take it in turns to host interviews.

The letter of invitation will formulate details, process and expectation, and outcome of the interview process with guidance on how to prepare appropriately (appendix 2) and to determine any access arrangements.

Format of the day in summary (secondary)

- Teaching task delivered to interview panel
- Subject Knowledge Test
- Written task
- Interview
- Deliberation time by panel
- Decisions made

Format of the day in summary (primary)

- Teaching task delivered to interview panel
- Written task
- Interview
- Deliberation time by panel
- Decisions made

4.3. Interview Panel

Secondary

The interview panel will consist of no less than two members of staff, ideally the SCITT Director and the relevant lead mentor, one of whom will have completed safer recruitment training.

Primary

The interview panel will consist of no less than two members of staff, ideally the Primary Lead and a Headteacher or Deputy Headteacher from one of the SCITT partner primary schools, one of whom will have completed safer recruitment training.

4.4. Interview Assessment

Assessment Criteria

All assessed activities will be scored and measured against defined criteria as detailed for each activity and against grading descriptors.

4.5. Interview Outcome

Decisions will be recorded on the Interview Check List and be relayed to the applicant via the DfE Apply portal. Feedback will be provided via DfE Apply.

Offers will be conditional. In addition to bespoke conditions, all offer decisions will include these mandatory expectations:

- Completion of a self-declaration occupational health questionnaire to be screened by the independent OH provider Corazon. Applicants may be required to undertake a medical examination arranged by an Occupational Health Consultant.
- Declaration of any criminal convictions through an enhanced clearance from the Disclosure and Barring Service (DBS) and Prohibition List prior to starting the programme. The Rehabilitation of Offenders Act 1974 does not apply to the teaching profession. All evidence will be documented through The Constellation Trust HR Department.

5. Maths and English Subject Knowledge

All applicants are expected to have a good subject knowledge of maths and English. For this purpose an initial assessment of their written and grammar knowledge takes place during the interview process. Successful candidates will be required to undertake a diagnostic assessment of their maths and English skills and, if the pass mark for this is not reached, agree to undertake an online course to further their maths and English skills up to functional skills level 2.

6. Subject Knowledge Enhancement

For applicants with less than the required subject knowledge at the time of applying for their chosen subject the completion of a Subject Knowledge Enhancement course may be required. YHTT is a registered provider of online SKE courses in partnership with VidLearn. Applicants can choose their SKE provider from the [SKE course directory](#). The requirement to complete an SKE course and the required length of the course will be discussed with applicants at interview. Completion of the required SKE course will be indicated as a condition on any offer.

7. Enhanced Clear Disclosure Barring Service (DBS)

Checks will be sought once a candidate has accepted the offer. The procedures for this will be administered by YHTT and managed and undertaken by the Human Resources Department at The Constellation Trust and in line with Trust Policy relating to DBS checks. The HR Department will take responsibility for assuring YHTT that all trainees hold a satisfactory Disclosure and Barring Service Check and completed any other appropriate safer recruitment checks (e.g. certificate of conduct for those who have lived/worked overseas). A DBS Children's Barred List check is part of the enhanced DBS check.

The candidates will require an enhanced DBS for those distinctively working with Children. YHTT is committed to fully comply with GDPR regulations with regards to how this information is stored and what it is used for in line with YHTT's Data Protection Policy.

Original documents confirming identity must be seen and recorded and these will be requested to be present at interview. Information will be shared across the partnership, but in line with the recruitment and selection policy, information will not be shared with a partner that does not have the legal right to view. YHTT will confirm in writing to all partnership schools that a satisfactory enhanced check has been obtained (appendix 5).

8. Safeguarding and Safer Recruitment

YHTT follows The Constellation Trust Safer Recruitment Procedure and its responsibility is detailed therein. At least one member of the interview panel and those involved in the interview and selection process will be trained in Safer Recruitment.

8.1. Safeguarding checks

Safeguarding checks, including background checks will be undertaken as detailed above. This includes checking of candidates' identity at interview by means of photographic ID (passport or driving licence). YHTT reserves the right to not proceed with an interview if the candidate cannot verify their identity.

Successful applicants will be required to complete a satisfactory enhanced DBS check. All documents required for the DBS check need to be provided in original. While a criminal record does not preclude applicants from becoming teachers, teachers are expected to demonstrate consistently high standards of personal and professional conduct.

Applicants are expected to disclose any prior convictions, cautions or warnings at the latest at the interview. Multiple opportunities for disclosure will be given both in writing and in person (on the application form, at interview by completing the disclosure form and during the interview).

8.2. References

Successful applicants need to provide 2 satisfactory references within 30 days of accepting their offer. To be satisfactory a reference must meet the following conditions:

- State that the referee does not have any concerns about the applicant working with children.

- For professional and academic references, only professional or academic email addresses are acceptable. If the applicants contact does no longer work at the company, the reference must be provided by their successor or the HR department. Professional or academic references from Gmail, Hotmail or Yahoo etc are not acceptable.
- Character references are only acceptable for applicants who have not been in employment or education for at least 5 years.
- References from friends are only acceptable as character references if they are from a recognised professional (teacher, doctor or police officer etc). Examples of people who can provide a character reference are: work colleagues, mentors, sports coaches, community leaders (religious officials or local council members). References from family members are not acceptable regardless of their standing in the community. This also applies to anyone living at the same address as the applicant.
- If the applicant has left university within the last 5 years, one of the references must be from their university tutor.
- If the applicant is in employment, one reference must be from the current employer.

9. Fitness to Train

In order to assess the health and physical capacity of applicants for the teacher training programme, completion of a confidential health questionnaire will be sought and is sent directly by Corazon to the applicant. The health questionnaire has been developed by NASBTT and fully checked to ensure that it complies with the [Equality Act 2010](#). The health questionnaire has been developed by NASBTT to check fair access and that it contains relevant and targeted questions in order to satisfy equal opportunity and disability legislation so that the assessment does not hinder candidates' chances of accessing the ITT programme. The checking process is managed and undertaken by Corazon who will assure YHTT that all appropriate checks have been undertaken and that the candidate is fit to train/fit to train with support.

10. Fair Access

We will give candidates the opportunity to identify special arrangements required for an assessment day when informing them of the interview stage. We will fully comply with the 2010 Equality Act and the 2001 Special Education Needs and Disability Act SENDA. In addition, we will sign post the availability of Disabled Student Allowances supporting Higher Education and how to obtain this financial support and funding.

11. Appeals and Complaints

Where disputes arise, it is hoped that most of these can be resolved informally by discussion with the SCITT Director. Where this is not possible, more formal procedures can be taken through the Recruitment Appeals and Complaints Policy as detailed below. Applicants can be assured that formal submission of an appeal or complaint will not prejudice any opinion of the applicant or be used to adversely affect any later dealings with the applicant including any future applications.

12. Recruitment Appeals and Complaints Policy

12.1. Scope

Appeals and/or complaints must be completed by the applicant themselves, and letters and other correspondence from other parties will not be considered. All written correspondence must include the applicant's full details including: name, address, contact details and DfE or other application reference number where applicable.

12.2. Roles and responsibilities

These staff roles have the following responsibilities within the appeals and complaints procedure:

- a) SCITT Administrator
 - To deal with verbal complaints or informal complaints made my email.
- b) SCITT Director
 - To investigate formal written complaints
 - To assess the validity of appeals
 - To make a decision with the appropriate lead mentor on appeals

Applicants are expected to treat all members of YHTT staff with respect. Applicants who abuse, threat or mistreat members of staff either verbally, in writing or physically will not be tolerated and will have their application and appeal/complaint automatically rejected.

12.3. Definitions of Appeals and Complaints

12.3.1. Definition of Appeals

An appeal is defined as a request for the reconsideration of an admissions decision or the wording/terms and conditions of an offer.

The outcome of a successful request to appeal would be to reconsider the candidate's application with a view to changing or upholding the original decision.

An appeal may relate to the following decisions within the application process:

- the decision to interview
- the decision to make an offer
- the content of the offer

12.3.2. Grounds for making an appeal

The Appeals Procedure may only be used where there are adequate grounds for doing so and may not be used simply because a candidate has been unsuccessful with their application at any of the stages listed above.

Appeals against decisions may be made on one of the following grounds:

- There is evidence that procedure was not followed
- There is new evidence which has come to light, with valid reasons for not previously stating it. If no good reason is given as to why this information was not previously available, then it will not be considered
- There is evidence that YHTT has demonstrated bias or prejudice in the treatment of the application

There is no provision for appeal against the academic or professional judgement of those making the decision on applications.

The decision of the Head of the SCITT on completion of the internal procedure is final.

12.4. The Appeals Procedure

12.4.1. Initial contact

Applicants who are dissatisfied with an admissions decision may submit an appeal in writing to the Administrator. The appeal must include the following information:

- Applicant's name

- Applicant's address
- DfE or other application reference number where applicable
- The subject applied for
- The information they have already received

There are a number of grounds for making an appeal and at least one must be specified in the letter. The grounds for appeal are indicated under section 1 above.

Please note that all relevant information should be submitted at this time and that it is not possible to consider information which is submitted at a later point in the appeals process without good reason.

Appeals can only be considered if received within 10 working days of the original despatch of information about an interview, offer or rejection decision. No appeals will be considered after the start of the relevant teacher training course.

Verbal discussions regarding the details of the appeal will not be entered into.

12.4.2. Stage I

Receipt of the appeal will be acknowledged in writing normally within 5 working days of the date of receipt. The SCITT Director will assess the grounds on which the appeal is based to determine whether they are valid.

If it is found that there are no valid grounds for appeal, the appeal will not be progressed any further and the applicant will be informed of this in writing, normally within 10 working days.

If the grounds stated are assessed as valid a formal response will be issued by letter normally within 10 working days. This response will have one of the following outcomes:

- The decision under appeal will be reviewed and the same decision will be arrived at
- The decision under appeal will be reviewed and a different decision will be arrived at

12.4.3. Stage II

If the appeal is not resolved to the satisfaction of the applicant, they may write to the Accounting Officer of YHTT within 10 working days of dispatch of the formal response stating reason for their dissatisfaction.

Appeals at this stage will only be considered valid on the grounds that YHTT has failed to follow the procedure as stated in this document.

The Accounting Officer will assess the validity of any appeals at this stage and will respond within 10 working days by letter to inform the applicant whether the appeal was successful or not. The decision at this stage is final and the applicant does not have further recourse under these procedures.

The time scales for the process are stated above. Applicants are requested not to contact the admin office in these time periods and are advised that no additional correspondence either by telephone, email or letter or any other medium will be entered into.

12.5. Definition of Complaints

Complaints are defined as relating to the services offered by YHTT or the actions or behaviour of a member of staff during the admissions process. This could involve concerns around a procedural error, irregularity or maladministration in the admissions process.

If a complaint were upheld the likely outcome could be a formal or informal apology or decision to review procedures.

12.6. Grounds for making a complaint

A complaint may be made about any stage of the admissions process, where there are adequate grounds for doing so. The Procedure may not be used simply because a candidate has been unsuccessful with his or her application at any of the stages.

Complaints will only be considered valid if they relate to the following:

- The actions of a member of staff

- The conduct of a member of staff
- The services offered by YHTT

Claims for financial compensation will not be entered into.

12.7. The Complaints Procedure

There are two routes for complaints: Informal (verbal); Formal (written).

12.7.1. Informal

Informal complaints may be made verbally or by email to the Administrator, normally within 5 working days of the event or incident to which they relate and no more than 10 working days. This enables the Administrator to gather information about the event or incident quickly.

12.7.2. Formal – Stage I

However, applicants who remain dissatisfied or have a more serious complaint may make a formal complaint in writing. This complaint should be addressed to the SCITT Director and be submitted no later than 10 working days after the event or incident. The complaint must include the following information:

- Applicant's name
- Applicant's address and contact details
- Applicant's DfE number where applicable
- The subject applied for
- The information they have already received
- The nature of their complaint and any supporting evidence
- A reasonable outcome which the applicant feels would be an appropriate response.

Please note that all relevant information should be submitted at this time and that it is not possible to consider information which is submitted at a later point in the complaints process without good reason. The complaint will be investigated by the SCITT Director who will reply to the applicant in writing, normally within 10 working days.

12.7.3. Stage II

If the applicant remains dissatisfied with the decision they may write to the Accounting Officer of YHTT explaining why the applicant remains dissatisfied and, in respect of the complaint, what she/he would have hoped the outcome would have been.

The Accounting Officer will normally respond within 10 working days within term time. This decision is final and the applicant does not have further recourse under these procedures.

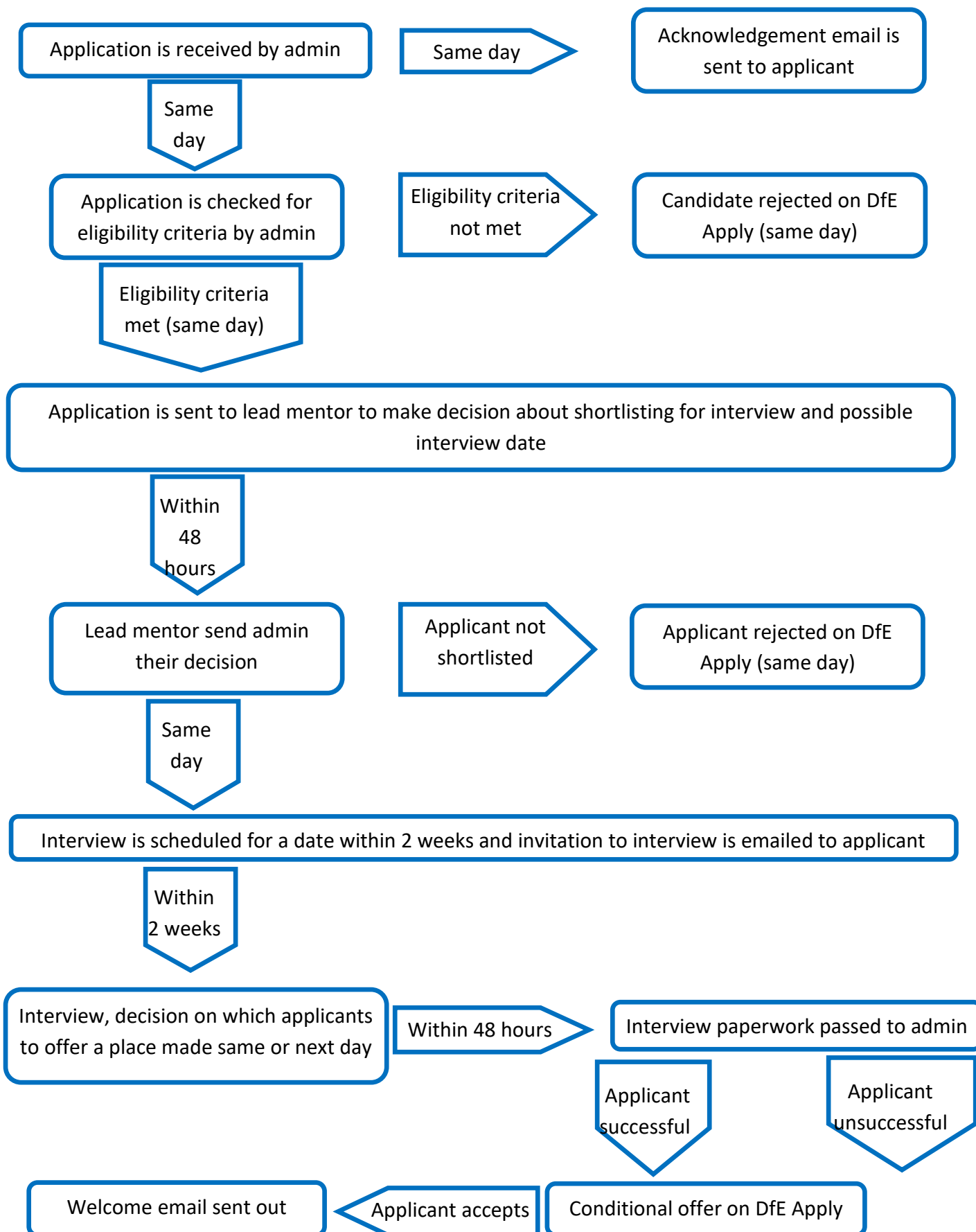
12.8. Storage of information relating to Appeals and Complaints

By signing your letter of Appeal or Complaint, you agree that YHTT can process information it contains for all the purposes relating to the Appeal and Complaints procedure for applicants. Information will be stored and processed in accordance with the Data Protection Act (1998). It may be disclosed to members of YHTT who have a need to see it and will be stored as part of your application to the course.

12.9. Monitoring of Appeals and Complaints

YHTT regularly monitors the numbers and outcomes of Appeals and Complaints and reports this to internal quality assurance forums with a view to improving customer service. Monitoring reports will not contain any personally identifiable information.

YHTT Application Process



How to prepare for your Teacher Training Interview

Be prepared

Think carefully about your reasons for applying for the course and your interest in becoming a teacher. This is your chance to stand out from the rest. Think carefully about what you can bring to teaching that others may not be able to offer.

Research the course and institution you're interviewing for thoroughly (recent OFSTED report), as well as the issues surrounding education and teaching in general. Research current issues in education to show interest and commitment. Policies and practices change quickly, so your knowledge needs to be up to date.

You can't know everything, but demonstrate that you can reflect intelligently on the experience and knowledge that you do have.

What to expect on the day

The format of the interview day will be as follows:

- A teaching task (10-15 minutes) delivered to the interview panel
- A written subject knowledge test (30 minutes), secondary only
- A short written task (15 minutes)
- A formal interview (30 minutes)

What to say

Demonstrate a number of qualities. Tailor your answers and contributions to reflect these qualities:

- A commitment to, and understanding of, secondary education and the role of the teacher
- Good personal, intellectual and communication skills
- A positive attitude towards children and working with young people
- An enthusiasm for, and understanding of, your subject/phase and teaching in general and clear and accurate spoken English

Questions to consider prior to your interview

1. Why do you want to be a teacher?
2. What qualities do you think make a good teacher?
3. Do you have any skills, experience or interests that you think relate to being a teacher?
4. How much of your degree do you think is relevant to the subject you want to teach?



5. Have you ever been in a situation when you've had to make a difficult topic interesting and accessible?
6. What are your opinions about current educational issues?
7. How do you ensure that you respect and include people of all backgrounds as you go about your daily life?
8. Do you have any other skills or interests that you think a school might be interested in?

Useful websites

[Thinking of becoming a teacher? Here are 10 reasons why you should | Tes](#)

<https://getintoteaching.education.gov.uk/how-to-apply-for-teacher-training/teacher-training-interview>

<https://www.ucas.com/postgraduate/teacher-training/what-happens-next/interviews>

<https://www.tes.com/magazine/sponsored/tes-institute/questions-you-are-asked-teacher-training-interview>

<https://www.thecompleteuniversityguide.co.uk/student-advice/what-to-study/how-to-prepare-for-teacher-training-interview>

Appendix 3 – Interview email secondary

Subject: Invitation to Interview for Yorkshire and Humber Teacher Training - Secondary Programme

Dear [Candidate's Name]

Thank you for your application to YHTT; we are delighted to invite you to interview on (date) from (time). The interview should finish by (time).

Your interview will take place at:

Sirius Academy West
296 Anlaby Park Road South
Hull
HU4 7JB

(Visitor information attached)

On arrival, please ask for (Name)

Your interview will consist of the following:

- **Welcome and introduction**
- **Written task:** You will complete a 15-minute handwritten task to help identify potential areas of development and literacy skills.
- **Subject Knowledge Task:** (15 minutes) You will complete a multiple-choice assessment in your subject.
- **Teach task:** (10-15 minutes) You will prepare and present an engaging lesson activity to an interview panel of up to 3 members *(Please see information attached)*.
- **Formal interview** (up to 30 minutes)

What to bring to interview:

- Original copy of your degree certificate* *(if you have already graduated)*.
- Original copies of your GCSE certificates* for Maths and English language.
- [UK ENIC](#) or other equivalency statements/certificates* *(if applicable)*
**If needed, you can request [replacement exam certificates](#) if you no longer hold these.*
- A form of photo identification *(e.g. Passport, Driving Licence etc.)*.
- Any materials you require to support your Teaching Task - please note that any presentations or electronic resources must be emailed prior to the interview, as USB drives are not permitted.

**Please note that you will be asked to complete a Self-Declaration form when you arrive for interview and you will need your National Insurance Number to hand.*

The interview will provide us with an opportunity to learn more about your background, skills, and how your experience aligns with the requirements of the course. Additionally, it is a chance for you to ask any questions you may have about YHTT and the training programme.

If you have a disability as outlined by the Equality Act 2010 and require reasonable adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you in the tasks and interview. You may be asked to provide evidence to support your request for adjustments.

Please explore our [website](#) to learn more about YHTT or, if you have any questions or need further information before the interview, please do not hesitate to contact us at: admin@yhtt.ac.uk

Please confirm your attendance at the interview via email to: admin@yhtt.ac.uk

Thank you again for considering joining Yorkshire and Humber Teacher Training, we look forward to meeting you.

Kind regards

Appendix 4 – Interview email primary

Subject: Invitation to Interview for Yorkshire and Humber Teacher Training - Primary Programme

Dear [Candidate's Name]

Thank you for your application to YHTT; we are delighted to invite you to interview on (date) from (time). The interview should finish by (time).

Your interview will take place at:

Sirius Academy West
296 Anlaby Park Road South
Hull
HU4 7JB

(Visitor information attached)

On arrival, please ask for (Name)

Your interview will consist of the following:

- **Welcome and introduction**
- **Written task:** You will complete a 15-minute handwritten task to help identify potential areas of development and literacy skills.
- **Teach task:** (10-15 minutes) You will prepare and present an engaging lesson activity to an interview panel of up to 3 members *(Please see information attached)*.
- **Formal interview** (up to 30 minutes) with a panel of up to 3 people.

What to bring to interview:

- Original copy of your degree certificate* *(if you have already graduated)*.
- Original copies of your GCSE certificates* for Maths, English language and Science.
- [UK ENIC](#) or other equivalency statements/certificates* *(if applicable)*
**If needed, you can request [replacement exam certificates](#) if you no longer hold these.*
- A form of photo identification *(e.g. Passport, Driving Licence etc.)*.
- Any materials you require to support your Teaching Task - please note that any presentations or electronic resources must be emailed prior to the interview, as USB drives are not permitted.

*Please note you will also be asked to complete a **self-declaration** form when you arrive. Please have your National Insurance number available to you on the day.*

The interview will provide us with an opportunity to learn more about your background, skills, and how your experience aligns with the requirements of the course. Additionally, it is a chance for you to ask any questions you may have about YHTT and the training programme.

If you have a disability as outlined by the Equality Act 2010 and require reasonable adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you in the tasks and interview. You may be required to evidence your needs.

Please explore our [website](#) to learn more about YHTT or, if you have any questions or need further information before the interview, please do not hesitate to contact us at: admin@yhtt.ac.uk

Please confirm your attendance at the interview via email to: admin@yhtt.ac.uk

Thank you again for considering joining Yorkshire and Humber Teacher Training, we look forward to meeting you.

Kind regards

Appendix 5 – confirmation of safeguarding checks to placement schools

«Placement_2»

01 June 2026

Dear Headteacher

**Re: «First_Name» «Second_Name», DOB «DOB»
DBS number «DBS», DBS date «DBS_Date»**

We would like to confirm that in accordance with NCTL guidelines and the Home Office DBS Code of Conduct, we have undertaken a Children's Barred List, an enhanced DBS Check and Prohibition Order Check for the above named Initial Teacher Training (ITT) Trainee and that they have been judged by YHTT to be suitable to work with Children.

Please note, in line with the above guidance, you **will not** be required to undertake a further check in regard to their placement within your school. All trainees are expected to bring their original DBS certificate and a valid form of photo ID with them the first time they visit their placement school.

Please do not hesitate to contact us should you have any questions regarding the above.

Yours sincerely



Kirstin Hilgenfeldt
Director of Operations