

Education MATTERS GROUP

Recruitment and Selection Policy

Education Matters Group is a leading Recruitment Agency that specialises in the supply and permanent market servicing the education industry, with 20 years' experience of offering a service led, consultative, recruitment model. We support all Schools, Academies, Independents, Early years through to Further Education establishments and Local Authorities, in finding the best Candidates; whether that be Qualified Teachers, Teaching Assistants, SEN Specialists, Department / Heads, or support staff - from Administrators to Caretakers.

With a consultative approach, the Education Matters team will lead the recruitment project from start to finish, offering guidance and exemplary customer service throughout.



OUR PROMISE

Even though we have an existing database of candidates who are actively looking for a new career in the education Industry, we are constantly looking to attract the best talent. In order to meet the growing demand for quality candidates **LOCAL** to you, our team of specialist consultants run various recruitment campaigns, using the following methods:

- Overseas Recruitment
- Local, Regional and National job boards
- Social media
- Networking with our vast contacts in the industry
- Online and offline marketing
- Recruitment days
- Referrals



(v. Mar 19)

Education Matters Group Ltd – Investing in your future

www.educationmattersgroup.co.uk / 0203 031 3550 / enquiries@educationmattersgroup.co.uk

Company registered address: First Floor, 9 Belgrave Road, Victoria, London SW1V 1QB / Company number: 9717542
VAT registered 228 7553 82

In order to ensure we are consistently delivering the highest **QUALITY** candidates we ensure we thoroughly interview each and every person, so that we can carefully match them to your specific requirements. We go through a detailed competency based interview covering the following topics:

- Subject knowledge
- Experience and qualifications / training to date
- Attainment statistics
- Extra-Curricular interests
- Special Educational Needs experience
- SATS experience
- OFSTED experience

Only those that meet our high standards will be introduced to our clients.

With over 20 years' experience, the team is made up of Recruiters, Educators, Parents and Governors with a genuine passion for the industry where we believe we can add value to both our Schools and Candidates.

We like to meet all our schools and candidates so that we can offer a **BESPOKE** experience. The more we know about you the better position we are to pitch your school to our candidates. This can help to attract those not on the job market and to fill any shortages you may have.

We give our full attention to working on our candidate pipeline, those looking for immediate work or those considering a career move in the future. Talk to us about your school's strategy so that we can not only support you now but in years to come.

Education Matters Group is committed to the principle of equal opportunity for all and to provide a recruitment process free of discrimination and harassment. All recruitment decisions are based on assessment of suitably qualified and eligible candidates regardless of race, colour, ethnic origin, religion or belief, sex (including pregnancy), disability, age, sexual orientation, gender identity or marital status. Education Matters will not tolerate discrimination or harassment based on any of these characteristics.

ASSURANCES

Education Matters fully understands the importance of ensuring all candidates are suitable to work with young people therefore all candidates are subject to the following compliance checks in line with DfE guidance Keeping Children Safe in Education (2015):

- 1. Identity and eligibility to work in the UK**
- 2. Proof of address**
- 3. DBS checks, including update system, barred list, and Overseas Police Check where applicable**
- 4. References**
- 5. Qualifications / QTS / GTC Registration**
- 6. Declarations**

1. Identity and proof of address

Applicants from the UK can produce any of the following:

- Passport.
- UK or Irish birth certificate accompanied by an official document (P60, payslip, NI card etc....) showing their National Insurance number.
- Home Office issued certificate or registration or naturalisation accompanied with official document displaying National Insurance number.

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Applicants from outside the UK, but within the EEA:

- Passport.
- Other form of proof of nationality / residency such as residence card, national ID card. These must be issued by the applicant's home government.

Applicants from outside the UK and EEA:

- Passport with accompanying visa. The visa must give right to work, be current and be presented with the passport (the visa will quote the passport number).
- A document showing endorsement from the Home Office confirming indefinite leave to remain
- Biometric Immigration document – check for indefinite leave to remain vs conditions or limitations
- Immigration Status Document issued by Home Office stating leave to remain in the UK + NI document
- Positive Verification Notice from Home Office that an application or appeal is in progress. This is valid for 6 months from the date of issue only.
- All visa's will be checked to ensure the candidate has the right to work in the UK

2. Proof of address

Proof of address is requested which is dated within the last 3 months, from a bank, government body, or utility bill. Overseas candidates who have only been in the UK for a short period of time are requested to let us have this as soon as they have proof of their address.

3. DBS Checks

All candidates are required to have a DBS that meets the following standards:

- Original Copy
- Enhanced Disclosure and Barring Service Disclosure
- Issued within the last 6 months unless they are also on the DBS update Service or unless they are only seeking a permanent role.
- Clear DBS or if any information is disclosed then it should be supported by a written statement from the candidate which is submitted to Education Matters Group compliance team for signing off. Convictions do not automatically prevent candidates from working. The compliance team will look at the date, nature and frequency to make a decision.
- DBS update where relevant will be checked annually

Overseas Police Check - Candidates will additionally require an Overseas Police Check if they have lived outside of the UK for a period of 12 months or more in the last 5 years. This must be dated within the 6 months prior to them leaving that country. If multiple countries have been visited over the period of 12 months or more then police check from each country / state must be produced. A professional reference would also be required for the time period.

In the case where we are able to assess the authenticity of the OPC through a verification email with the originals or translations, this will be taken into consideration. Essentially, the original document is the preferred mode of accepting an Overseas Police Check. In the case where the original hard copy is not provided, a suitable copy would be considered where its authenticity can be considered and verified. Where a candidate has provided a copy of the OPC, if the document is able to be verified from the source, then this will also be acceptable for supply roles but will be noted on the vetting sheet (i.e. OPC received copy and verified date). It will be up to the client's discretion if a copy is acceptable or not for supply roles.

DBS in progress – should a candidate be requested to start working at a school / Interview / trial prior to a new DBS coming through, then the school must confirm in writing that they are happy to proceed on these terms.

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4. References

Education Matters Group Child Protection Policy sets out the requirement for all applicants to provide “At least 2 satisfactory references from appropriate academic institutions commenting on the applicant’s suitability to work with children”

When sourcing references, Education Matters Group will follow these guidelines:

- A minimum of two satisfactory references will be obtained.
- Where possible the candidate’s current or most recent employment will be referenced.
- One of the references must be from a teaching environment or child care setting and evidence the candidate’s suitability and skills to work with young people.
- The references received confirm they have no concerns regarding the applicants ability to work with children (as a result of documented safeguarding incidents or otherwise) OR; all concerns raised during the reference process have been assessed and approved by the Compliance Manager and Education Matters Group DCPO.
- All references must be provided from a professional email address (i.e. not Hotmail, Gmail). Where a reference is received from a non-professional email address it will be verified that the referee actually works at the organisation stated. Signed hard copy on headed paper will also suffice.
- The references must be from different organisations / referees.
- A bad reference or refusal to supply a reference will not be ignored – all information must be considered as part of the candidate’s assessment.
- It is the role of the consultant to ensure the referee details supplied are for the most appropriate referees based on the candidate’s CV. Where necessary, the consultant shall ask the applicant for alternative referee details.
- If an applicant refuses to supply referee details (for any request other than their current position) the consultant must raise the issue to the Compliance Manager before proceeding with the application.
- References supplied by a candidate must be checked for authenticity and written confirmation from the referee to confirm this.
- Any missing information from a reference must be followed up and obtained.
- Any negative comments such as ‘would not re employ’ to be investigated.
- Verbal references will be followed up via email for the referee to confirm the content.
- References from family or friends are not acceptable.
- Where a candidate has been doing supply work for a period of 12 months or more, a statement of service will be requested from the agency and where possible references obtained from the relevant school(s).

Exceptions:

In some cases an applicant may not be able to supply 2 references in line with the above guidance. It could be they have worked at the same school for 20 years, or they are a recent graduate with only 2 years’ experience from one school. In these cases it is the role of the Consultant to make a judgement and obtain the most relevant references for the applicant. This may include, for example, character references from previous senior colleagues or a referee whose profession is of public trust.

In these cases, the consultant is responsible for deciding which references should be contacted, with advice from the Compliance Manager where appropriate.

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Sharing references:

Whilst Education Matters Group has the right to share references with potential clients (as per Safer Recruitment Guidelines), Education Matters Group also has a duty of confidentiality to the person supplying the reference.

5. Qualifications

Education Matters Group will check all teacher training qualifications to ensure Teachers are qualified via sighting original certificates, where these are not available we will seek confirmation at source directly with the educational institute. Where candidates have qualified overseas the appropriate NARIC will be requested and supported by checking the TRN.

All qualified teachers will have a DfE TRN check to confirm Qualified Status and that there are no sanctions.

6. Declarations

All candidates are requested to read and sign declarations on the following:

- Rehabilitation of the Offenders Act Statement
- Disqualification by Association Declaration
- DBS Update Service Consent
- Health, Medical and Disability
- Child protection and Safeguarding Statement
- Employer Checking Service



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