

# Recruitment and Selection Policy

## Introduction

Axcis Education provides teachers, teaching assistants, HLTAs and Support Staff, as well as other specialist staff to work in educational and care settings across England and Wales. This Policy applies to all contractors who register with Axcis Education seeking work.

## Statement of Intent

This Recruitment and Selection Policy ensures a transparent and fair hiring process is followed throughout Axcis Education. Contractors can be confident they will be treated fairly and selected for the role based on the skills and qualifications required. This Policy should be read in conjunction with; the Equal Opportunities, Diversity and Inclusion Policy, the Referencing Policy; and the Safer Recruitment Policy.

## Procedures

Contractors will be recruited in a number of ways:

- The Axcis Education website (<http://www.axcis.co.uk>) is to be used as the main source of contractors and is used in accordance with the Company's web strategy. The website will be updated with longer-term vacancies as they are placed on the database. The vacancies will be removed when no longer live.
- Word of mouth or recommendations from schools or other contractors. Referral schemes are updated on a regular basis.
- Recruitment fairs and events
- Job boards ie Indeed or CV Library
- Axcis Education does not advertise in the press as a matter of course, though occasional entries may be made in relevant publications and online.
- Only those contractors who reach a certain point in the web registration process will be considered. Registration has to be completed and include a CV.
- Every contractor registering with Axcis Education is subject to a telephone screening process to ascertain if they meet minimum requirements and level of suitability in English.
- Learning Support Assistants may be recruited as above. However, the key to their recruitment will be experience and education level rather than specific qualifications.
- Support staff for care settings will be recruited as above. Support staff will need to provide the relevant certified qualifications for the care setting they will be looking to work in.

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- All registered contractors will need to be able to provide 2 contactable referees covering the last 12 months as a minimum, and cover any unaccounted for gaps in CVs/work history. For contractors working in a CCS school, the references must cover 2 years. The referees will have held a position senior to the contractor and must be from a verified email or postal address. Where possible, at least one reference must cover their most recent experience working with children or vulnerable adults.
- All registered contractors will need to have a valid visa/passport to work in the UK and suitable DBS/Overseas Police Check clearance.

## At Interview Stage:

- Copies are taken of all documentation provided by the contractor.
- Contractors have to provide all relevant right to work documents and proof of address.
- Contractors will undergo a stringent interview with a Consultant or Resourcer. Standard questions are asked and documented.
- Contractors are required to complete a safeguarding assessment and must score at least 75% or they will be required to complete a Level 2 safeguarding course before they can be placed.
- All contractors are required to read the relevant pages of the DfE guidance Keeping Children Safe in Education.
- Any reasonable adjustments required due to medical reasons will be discussed and notes made on the contractor's file
- If the interviewer believes the contractor to be of an appropriate standard, vetting will follow. (See Safer Recruitment Policy).
- When fully cleared, a contractor is able to work through Axcis Education. Performance is constantly monitored and updated. A high level of performance and feedback must be maintained. Any contractor failing to reach these standards will initially be supported as appropriate.

## Qualifications:

- UK trained teachers who hold QTS are checked against the TRA database in order to verify their current status, induction and whether or not they hold any sanctions.
- Teachers in Wales must be registered with the EWC and Axcis Education checks against the database to verify their current status, induction and whether or not they hold any sanctions. All other types of contractors wishing to work in schools in Wales must also be registered with the EWC.

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- Teachers from the EU/EEA or Switzerland should provide a letter from their regulating authority in the country they have taught, confirming there are no imposed sanctions or restrictions.
- OTTs that do not hold QTS are advised to apply to the TRA and must provide Axcis Education with their qualification certificate and UK NARIC. They are then checked to make sure they comply with the 4 year rule, where they are able to teach for up to 4 years as a qualified teacher in the UK.
- FE teachers are required to hold QTLS and this is verified by the Society for Education and Training (SET) who will confirm their current status and membership.
- Lecturers, cover supervisors and instructors are required to hold qualifications to degree level and some may hold QTS but have gone past the 5 year rule for induction.
- HLTAs must hold relevant qualifications.
- Teaching assistants are not required to hold a specific level of qualification however it is desirable. They must have relevant experience with children and/or vulnerable adults.
- Support staff are required to hold valid qualifications for the care setting they will be provided to.

## Prohibitions and Sanctions:

- All contractors are checked via the TRA database in order to verify if they have any disciplinary sanctions which prohibit them from working in the profession.
- Contractors qualified within the EEA are also checked to ensure they do not have any current restrictions/ sanctions imposed upon them.

## Communicating this Policy

- This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis Education website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management

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E-mails	<a href="mailto:martin@axcis.co.uk">martin@axcis.co.uk</a> <a href="mailto:sara@axcis.co.uk">sara@axcis.co.uk</a>	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

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