

# Recruitment and Selection Policy

Axcis Education provides teachers, teaching assistants and HLTAs as well as other specialist staff to work in educational settings across England and Wales.

Candidates will be recruited in a number of ways:

- Word of mouth or recommendations from schools or other candidates.
- Referral schemes updated on a regular basis.
- Axcis Education does not advertise in the press as a matter of course, though occasional entries may be made in relevant publications and online.
- The Axcis Education website (<http://www.axcis.co.uk>) is to be used as the main source of candidates 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.
- Only those candidates who reach a certain point in web registration process will be considered. Registration has to be completed and include a CV.
- Every candidate 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.
- All registered candidates 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. The referees will have held a position senior to the candidate and must be from a verified email/postal address/fax.
- All registered candidates will need to have a valid visa/passport to work in the UK and suitable DBS/Overseas Police Check clearance.

At Interview Stage:

- Candidates have to provide all relevant right to work documents and proof of address.
- Candidates then undergo a stringent interview with a Consultant. Standard questions are asked and documented.
- Candidates are required to complete a safeguarding assessment and must score at least 80% or they will be required to complete a Level 2 safeguarding course in order to complete the face-to-face registration process.
- All candidates are required to read the relevant pages of the DfE guidance Keeping Children Safe in Education.
- If the interviewer believes the candidate to be of an appropriate standard, vetting will follow. (See Safer Recruitment Policy).
- When fully cleared a candidate is able to work through Axcis Education. Performance is constantly monitored and updated. A high level of performance and feedback must be maintained. Any candidate failing to reach these standards will initially be supported as appropriate.

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## Qualifications:

- UK trained teachers who hold QTS are checked against the NCTL 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 candidates wishing to work in schools in Wales must also be registered with the EWC.
- Overseas trained teachers (OTTs) that hold QTS are checked as above.
- OTTs that do not hold QTS are advised to apply to the NCTL 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.

## Prohibitions and Sanctions:

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

## Suitability

Once a candidate is placed in a school feedback is sought on the first day to ascertain suitability for the role. If negative feedback is received on a candidate, or if the school feels the candidate is not suitable for that particular role, the consultant will discuss if any training needs have been identified (if relevant.) Feedback is discussed with the candidate and if any training is required then the consultant will discuss available options. Equally, if the candidate feels the school is not suitable for them then the reasons for this are discussed between the candidate and the consultant and any relevant information is relayed to the client.

This policy is valid from 14th May 2018

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