



2017/18

Guidance for applicants invited for an interview

You are advised to read through this information prior to confirming your attendance at the interview. The aim is to provide you with information about our interview and selection process so that you know what to expect on the day and come prepared.

Getting here

The Leicestershire Secondary SCITT is located at Rushey Mead Academy on the north side of Leicester City on the Melton Road (A617), one of the main routes into Leicester. The entrance to the visitor's car park is directly off Melton Road, just beyond the roundabout near the Owl and Pussycat public house.

For SATNAV : Melton Road, Leicester LE4 7AN , Lat/Long (52.660741,-1.113267)

By train or coach : Rushey Mead Academy is a short taxi journey from Leicester Railway Station or St Margaret's Bus Terminal.

Academy switchboard : 0116 2663730

Approaching Leicester by car

From the M1 South : Take junction 21A onto the A46 and follow the dual carriageway for 7.5 miles to the "Hobby Horse" public house roundabout.

From the M1 North : Take junction 22 onto the A50 and follow (direction Leicester) until meeting the A46. Turn left onto the dual carriageway, signposted Newark. Follow the dual carriageway for 5.5 miles to the "Hobby Horse" public house roundabout.

Link to map

<http://www.rusheymead-sec.leicester.sch.uk/contactUs.php>

Please note that the SCITT is unable to meet any expenses you incur in attending for interview. Interviews may also take place at our partner schools from time to time.

Paperwork to bring with you

Please ensure you bring the **originals** of the following documentation to interview; these will be checked for compliance before the interview begins.

- GCSE (or equivalent) English Language and Mathematics certificates
- Degree certificate/s (if you have not yet completed your degree and are offered a place, you will be required to produce the certificate prior to the start of the course)
- Passport and driving licence photo card and counterpart. If you are unable to provide these documents, please bring your original UK or Channel Islands birth certificate.
- If you have subscribed to the DBS Update Service, you will need to bring two forms of ID and your original DBS enhanced disclosure certificate (see page 3).
- Proof of change of name (if applicable)

- Proof of National Insurance Number (payslip or NI plastic card)
- Proof of address (must be in your name ONLY and dated with 3 months)

The Interview Day

Interview days are arranged throughout the year once UCASTT applications are received. The group attending for interview will comprise applicants drawn from a number of subject specialisms. The composition and size of the group will depend on the applications received. The selection process is carried out by the SCITT Programme Manager and Senior Leaders from our partner schools.

Outline of the Day

8.30 am ID, certificate/document check and completion of the SCITT Trainee Suitability To Teach declaration form

(If your interview is successful and you answered 'yes' to any of the questions on this form, the SCITT Programme Manager will discuss the circumstances with you.)

8.45 am Brief introduction by the Programme Manager

Followed by:

A group problem solving activity and facilitated group evaluation

A teaching task to a group of 5/6 students from Year 7 or Year 8 (PE teaching tasks will be different to this and you should follow the additional guidance provided to you)

A formal panel interview

A subject related written task or a Maths tests for Maths candidates

The start and finish time will be confirmed prior to interview and will be subject to the number of candidates in attendance. Details of all the tasks will be advised in advance to enable candidates to thoroughly prepare.

What we are looking for

Personal qualities:

- Candidates' ability to express themselves clearly and logically in conversation
- Your capacity to reflect on your own educational experience
- Your sense of responsibility and commitment to teaching
- Your level of confidence combined with a balanced outlook
- Your ability to embrace and support diversity
- Your creativity in thinking
- Your enthusiasm, energy and resilience

Criteria to be used by the interview panel during the interview

- Appropriateness of level of each candidate's subject expertise, including any previous occupational experience
- Overall intellectual qualities
- Experience of and commitment to teaching

- General interests and experiences

Criteria to be used by the Lead Subject Tutors for assessing written subject task:*

- Depth and breadth of subject knowledge revealed
- Quality of written expression (including accurate use of Standard English)
- Quality of written argument

*Specific learning difficulties will be taken into account

Professional Skills Tests

Successful completion of the skills tests (numeracy and literacy) is a requirement of entry to the ITT programme.

Please note that it is expected that all applicants will have successfully completed both of the Professional Skills Tests, or at the very least have made the booking for them, prior to attending a selection day. It is strongly recommended that you take the tests as soon as possible, if you have not already done so.

The National College for Teaching and Leadership has developed guidance and support materials to help candidates pass the tests. Full details about these professional skills tests are available online: <http://www.education.gov.uk/schools/careers/traininganddevelopment/professional>

Disclosure and Barring Service (DBS) and Safeguarding Checks

All students offered a place on an Initial Teacher Training course must obtain an Enhanced DBS certificate prior to registration. If you accept an offer of a place, we will contact you with further information regarding this process. Please note that there is a charge of £44 for a DBS application and this is payable to the SCITT at the time the application is made.

If you have lived overseas for a substantial period during the last five years, you may be asked to provide a local police check from the country of residence for the relevant period. For some countries this may take some time to organise, so we recommend that you request this as soon as possible. We will discuss this with you should this be necessary.

DBS Update Service

The DBS Update Service allows applicants to have their DBS Certificate kept up-to-date and take it with them from role to role, where the same type and level of check is required. You can join the Update Service at the same time as you apply for a DBS check (using your application reference number), or within nineteen days of the date of issue printed on your certificate. There is an additional charge of £13 for the update service.

If you have subscribed to the Update Service, please bring your existing DBS disclosure certificate to interview, together with two forms of identification (preferably passport, birth certificate and/or driving license photocard and counterpart). We can then carry out an online status check, and you will not need to apply for a new DBS disclosure. Please note that we can only carry out this status check if you have an enhanced DBS disclosure within the 'child workforce'.

More information regarding the Update Service is available online: www.gov.uk/dbs-update-service

‘Fitness to Teach’

The DfE website addresses fitness to teach thus: *“(ITT) providers have a responsibility to ensure that candidates have the health and physical capacity to teach and will not put children and young people at risk of harm. Many people with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be judged to be unsuitable to teach.”*

The intrinsic functions of the work of a teacher as defined by Fitness to Teach are prescribed by The Education (Health Standards) (England) Regulations 2003 for the purposes of section 141 of the 2002 Education Act. It is recognised in this document that teaching is a demanding career and anyone intending to train to become a teacher needs to have a high standard of physical and mental health. Teachers are responsible for safeguarding the health, education, safety and welfare of their pupils.

If you are successful at this interview you will be required to complete a declaration of health questionnaire. However, if you have had any ill-health in recent years which you think might affect your ability to complete the course please discuss this at interview. The course is very demanding both physically and mentally and requires sustained commitment throughout.

The SCITT will make a charge of £24.99 to each trainee for the initial Health Management check. This will be collected from you on the first day of the programme.

Guidance for applicants who have a Disability or Specific Learning Difficulty (SpLD)

We welcome applications from students with specific learning difficulties, long-term conditions and disabilities. We are committed to equal opportunities in the admission of students, and we have long been involved in rolling programmes to improve the campus and consolidate facilities and services.

University of Leicester AccessAbility Centre

Once enrolled on the SCITT programme you will be required to register as a full time student with the University of Leicester. As such, you will be entitled all the university student facilities which includes the Access Ability Centre. Detailed and extensive information and guidance on the support available from the University of Leicester’s AccessAbility Centre is available here:

<http://www.le.ac.uk/accessability>

Disclosure of your circumstances

Many students are concerned that disclosure of a specific learning difficulty such as dyslexia or disability will disadvantage their application for a course. You will be reassured to know that, on the contrary, it is helpful if the SCITT knows in advance about your particular circumstances so that you can be alerted to the availability of the appropriate facilities and services at the earliest opportunity. The SCITT welcomes your application and, as an individual, you are also protected by national legislation.

Will my needs be taken into account at interview?

If you have any particular needs we can make accommodations if we know in advance of the interview date. It is not compulsory for you to disclose your SpLD or disability to us. However, if you do not tell us what you require in advance of the interview or when you subsequently take up a place on the course, we cannot consider your needs. No lowering of standards is acceptable but it is

possible to take SpLDs and disabilities into consideration and make reasonable adjustment, including offering extra time to complete subject tasks where relevant. Bear in mind that success for any student on an ITT course is dependent on both attaining the required standards for academic work and successfully demonstrating competence in all the requirements as set out in the 'Qualifying to Teach' standards.

If you are eligible for the Disabled Students' Allowance (DSA), then it is a good idea to contact your local authority about any provision you may need for the course before your course begins as the DSA can take some time to process. This support might include study support and/or additional equipment. Information is available on the web at:

<https://www.gov.uk/disabled-students-allowances-dsas>

The Department for Education's website contains further advice about training to teach if you have a disability. Please visit:

<http://www.education.gov.uk/get-into-teaching/about-teaching/teachers-with-disabilities>

What happens after interview?

The Programme Manager and other members of the interview panel will consider all the evidence available in making their decision about offering you a place: all sections of the UCASTT application form; performance at interview; written subject task and teaching task.

As well as updating the UCASTT Track system, we will ring you to inform you of our decision and then confirm this in writing. We normally aim to provide you with a verbal decision within 48 hours (2 working days) of interview.

The range of possibilities in offering a place as set out below:

Rejection:

The SCITT sets high standards for entry onto the course. We are fortunate to recruit well-qualified applicants and some courses, particularly in the nonshortage subjects, are substantially over subscribed. It is therefore inevitable that not all applicants who fulfil all the basic criteria can be accepted. The Programme Manager will provide feedback to all applicants if requested.

Unconditional Offers:

All offers are conditional.

Conditional Offers:

All conditional offers will have a time limit within which the conditions must be met. The time limits are set to allow the candidate enough time to meet the conditions and also to ensure the SCITT has sufficient time to fill the place if the conditions are not met.

- *Conditional Offer* – related to gaining experience in schools
- *Conditional Offer* – related to passing equivalency tests in Maths and/or English
- *Conditional Offer* – related to subject knowledge targets and/or satisfactory completion of a Subject Knowledge Enhancement (SKE) course
- *Conditional Offer* – related to completing your degree
- *Conditional Offer* – related to providing GCSE and degree certificates as evidence that you meet the entry requirements

A Conditional Offer could combine two or more of these requirements

Please note that in addition to any of the conditions that can be applied all offers are subject to candidates obtaining, prior to the start of the programme, a satisfactory enhanced DBS disclosure for the child workforce; being declared 'fit to teach' following the Health Management check; and passing the Professional Skills Tests in Literacy and Numeracy.

Additional Security Check

In addition, separate to the DBS check the SCITT will carry out a Prohibition Order Check through the Department for Education Employer Access Service. Clearance is required to enter initial teacher training and the SCITT will advise candidates the outcome prior to the programme start date.

Tuition Fee

For academic year 2017/18 the tuition fee for the SCITT is £9,000. You can apply to Student Finance England for a tuition fee loan. www.gov.uk/student-finance

If you are eligible for a tuition fee loan, the Student Loans Company will pay the tuition fee direct to the SCITT.

For those trainees who decide to pay the SCITT directly and not take out a tuition fee loan, we will send an invoice requesting a payment of £5,500 before the start of the programme and a second invoice for £3,500 to be paid the first week of January.

NCTL Training Bursary Award

The National College for Teaching and Leadership training bursaries are payments for all eligible UK and EU ITT students. Those trainees who are eligible to receive a bursary or have been awarded a scholarship will be sent out confirmation documents by the SCITT during August. The payments will start in October and finish in July. All payments are tax free.

For the full list of bursaries and scholarships available for the academic year 2017/2018 go to:

<https://getintoteaching.education.gov.uk/bursaries-and-funding>

New Trainee Induction Day – 5 July 2017

All candidates who accept our offer will be expected to attend a half day induction session in the training suite Rushey Mead Academy. This will take place on **Wednesday 5th July 2017** from noon until around 4.30 pm. This is a very important opportunity to meet with the rest of your co-hort, to finalise the essential academy paperwork and evidence pertaining to your offer and to meet the SCITT team. A subject task and reading list will also be given to be worked on during the summer.

Who can I ask if I have any more questions?

Please contact the SCITT Administrator

Tel: 0116 268 9734

Email: AdminSCITT@rusheyhead-sec.leicester.sch.uk

www.leicestershiresecondarySCITT.org

