

School Direct recruitment protocol.

Introduction.

The Severn Alliance is committed to securing the recruitment of our Associate Teachers (ATs) into one of our local partner schools. We aim to ensure that all our ATs find employment within the first term of them successfully gaining Qualified Teacher Status and the Post Graduate Certificate in Education. Our approach to recruitment is based on the principles of transparency, fairness and equal opportunities.

Notification of vacancies.

Each partner school has the opportunity to inform the Director of the Teaching School about any likely or certain vacancies starting in the Autumn term. From January onwards A 'Notification of vacancies' form will be sent out to all schools on a regular basis. All ATs will be updated on the vacancies and it will be their responsibility to contact the schools for further details.

Where an AT has a training placement in a school the Head may take the opportunity to notify them of any future vacancy and encourage them to apply. The AT is under no obligation to apply for a vacancy in the school they are placed in as part of the School Direct programme. The school is under no obligation to offer an AT a teaching post if a vacancy arises.

Advertising and recruitment process.

It is not necessary to advertise for a post when a Head intends to recruit an AT trained in the Severn Alliance. This is in line with Dfe guidance.

In the case where any school is undergoing any form of staffing restructure or ending the contract of any existing member of staff it is recommended that advice is taken from People Services at the Local Authority regarding the need to advertise a vacancy.

It is recommended that a comprehensive recruitment and interview activity is completed for any AT that a partner school intends to consider for appointment, Heads are encouraged to visit the AT in their school placements to observe the quality of teaching.

References- The AT will be expected to request a reference from one of the following:

School based mentor, Quality Assurance Lead or the Teaching School Director.