



# Recruitment Policy



Recruitment Policy document

September 2023 Edition

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## Background

APPLA tuition is a non-statutory organisation that became a limited company in 2017. Safeguarding and promoting the welfare of children and young people who access our tutoring services is paramount in all the work we do and in all the decisions we take. All APPLA policies and procedures should be understood in this context. We recognise the right of all children and young people, regardless of any 'protected characteristics', to grow and develop in circumstances where they feel safe and supported, so that they can achieve optimal outcomes throughout their childhood, their teenage years and into adulthood.

Our team of carefully selected tutors provide friendly, quality tuition that is tailored to each individual student. We know that a small amount of support can make a huge difference to the lives of our students - now and in the future - and we work hard to deliver a service which is geared towards boosting confidence and boosting grades. APPLA tuition tutors work with individuals on a one-to-one basis as well as in small groups. We have supported students in home and school environments since 2017. We became an accredited and approved Tuition Partner for the Department for Education's National Tutoring Programme in 2021. In the same year we delivered in excess of 5000 hours of tuition and reached more than 700 students.

## The purpose and scope of this policy

APPLA tuition are committed to a fair recruitment and selection process that safeguards the students that we tutor and promotes the provision of quality tuition.

## Roles and Responsibility

The management team at APPLA tuition are responsible for ensuring that our recruitment and selection procedures comply with the law and national guidelines and regulations.

## References

This policy is based on legislation, policy and guidance that seeks to provide a fair recruitment and selection process that safeguards our students.

- Working Together to Safeguard Children 2018
- The Equality Act 2010.
- Recruiting and Hiring GOV.UK
- Conduct of Employment Agencies and Employment Businesses Regulations 2003
- The Immigration & Asylum Act 2006
- Working Time Regulations
- NTP Safeguarding Policy for Tutoring Partners
- Keeping Children Safe in Education Guidance

This policy statement should be read alongside other related documents, including:

- Keeping Children Safe in Education Guidance
- Information policy document
- Safeguarding policy document

## Recruitment

APPLA tuition has a structure in place to ensure that quality recruitment can be implemented quickly to match demand. We have a bank of readily available, suitably qualified and enthusiastic tutors to meet the needs and requirements of our students.

These include:

Qualified Teachers

Professional Tutors

SEN Specialists

Higher Level Teaching Assistants

University Students

Occasionally APPLA tuition employ staff for office-based positions.

## Job roles

APPLA tuition has clear person specifications and role descriptions for all posts.

We will provide contracts for employed staff that includes:

- employment conditions
- rights
- responsibilities
- duties

Self-employed tutors have a verbal agreement to provide services. APPLA tuition will keep a record of verbally agreed terms of agreements to provide services.

## Job adverts

APPLA tuition job adverts include description details of the post, qualification requirements and a clear safeguarding or child protection statement that they will only use tutors that have an enhanced (with child barred list check) and up to date DBS check. All adverts include application submission details and the closing date for applications.

## Job application

APPLA tuition use standard application forms for applicants to complete on-line.

## Shortlisting

APPLA tuition use set criteria for evaluating job applications and a transparent scoring system to select candidates for shortlisting.

## Interview

Candidates that have been successfully shortlisted are invited to interview. Where possible a panel of two people would interview the candidate. All candidates are evaluated on the same set of questions covering the following areas:

- Personal & Professional Details
- Health Declaration
- Criminal Declarations
- Specific responsibilities
- Safeguarding requirements
- Qualifications requirement
- Experience required
- Skills and knowledge base
- Character, attitude and ethos expected

All candidates also scored against set criteria which includes: charisma, reliability, conscientiousness, adaptability and subject knowledge. A decision on the tutor's suitability to work with disadvantaged students is based on the results of the interview assessment.

The candidates are told that if they were to be offered the position that 'online searches' may be carried as part of due diligence checks, and they would need to provide:

- proof of identification-(two forms of evidence should be obtained, one of these should be a photo of the applicant)
- proof of residence
- evidence of right to work in the UK
- Clear Enhanced DBS certificate including a child barred list check
- Two references and one of these to be from the most recent place where they have worked or volunteered
- Original copies of qualifications

## Induction

An induction check list is completed for successful candidates. It includes the following checks:

- Identification: official photographic documentation with name and date of birth is required e.g., passport or driving licence.

- Proof of residence: Water, electricity, gas, telephone or Internet bill, credit card bill or statement or bank statement.
- Evidence of applicant's right to work in the UK (checked on Recruiting and Hiring GOV.UK)
- Overseas police checks for all tutors who have resided or worked outside the UK
- Enhanced Disclosure and Barring Service (DBS) check : on DBS update service or a new DBS issued within the last 12 months
- Two references and one of these to be from the most recent place where they have worked or volunteered that covers a minimum of 6 months of employment. For tutors who are not currently working with children, the second reference should be an employer where the candidate was working with children, if available
- Original copies of qualifications: minimum of A level certificate in tutoring subject
- Prohibition from teaching check

If any of the induction checks were unsatisfactory, for example, if a candidate is unable to supply all necessary documentation, unwilling to complete or sign any relevant documentation, has restrictions on their qualifications or criminal checks, or any additional limitations, then the candidate would be deemed as unsuitable and would be removed from the process.

For candidates that have satisfied the above requirements, other induction checks and details include:

- Agreement of pay
- Agreement of terms of supplied services/contract
- Safeguarding training
- Prevent duty training
- Training on delivering effective tuition
- Acknowledgement and agreement to comply with APPLA tuition policies.

### Training

As part of our induction process, we provide training in the following areas:

Safeguarding – 45 minutes – effective safeguarding practices, how/when to report an incident, whistleblowing, how to comply with our safeguarding policy, code of conduct and who key members of safeguarding staff are/chain of command. Part 1 of KCSIE regulations.

Delivering Quality Tuition – 90 minutes – how to effectively plan and deliver our general and enhanced intervention plans, how to adapt sessions to optimise attainment in small groups, how to handle objections to learning, how to build trust and rapport with students and how to challenge students and drive progress.

Online Tuition – 45 minutes –how to use our online software, how to adapt tutoring for online learning, specific safeguarding principles that apply to online work including filtering and monitoring, and how to be GDPR compliant with online work.

Recording Data Effectively and GDPR Compliance – 45 minutes – filling out our notes templates accurately and effectively, specific and relevant parts of GDPR laws to our industry, how to report a breach, chain of command.

Effective Communication – 45 minutes – interaction with schools and our communication hierarchy, how to give and receive 2-way feedback, how to create a positive learning environment, communicating with students with SEN, maintaining order/handling behavioural issues.

We host annual refresher courses in autumn where tutors are reminded of the core components of their training and advised of any changes to policy (legal, schools or internal).

Tutors are also required to read, understand and sign against our policies on:

Code of conduct

Complaints

Information

Modern Slavery

Progress Recording

Recruitment

Safeguarding (including KCSIE-part 1)

Whistleblowing



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