

The Community Schools Recruitment and Selection policies and procedures

Reviewed 10th Feb 2025 by Gordon Leather – DSL and Claire Meadows-Smith- Principal

Recruitment

Personal Recommendation from another tutor – colleagues.

Teachers getting in contact with the Community Schools as they know of our good reputation / have seen our marketing material.

Selection

All tutors are required to hold QTS or TEFL qualification.

All tutors are required to have current or recent classroom teaching experience.

Most of our tutors are or have been Head of Departments, Senior Leaders and Examiners.

All tutors must be skilled , enthusiastic and committed class room teachers.

Procedure

The applicant applies using the online application form that can be found on our website , with guidance.

The tutor completes the application form providing 2 professional references

The tutor's data is kept securely under GDPR guidelines

Online checks are made of statements made in the application form and of the referees provided.

A check of the teacher against the prohibition list is made with employeraccess@education.gov.uk

Initial interview

with Claire Meadows-Smith – in person where possible or virtually via Pencil Spaces
Where possible we like to have a second interviewer.

The question are printed out on a matrix so that the interviewers can record answers, grade the answers on a scale of 1-5 and record any safeguarding concerns in the answers given.

Any gaps in employments are discussed as part of the interview.

The Community Schools CIC is a **not-for-profit cooperative** of qualified teachers dedicated to providing safe and affordable access to the highest quality tutoring according to needs that are not properly satisfied by the education system.



Successful applicants are then invited to join the Community Schools and to provide the following documentation for checking

It may be electronic copies, but the original documents must be seen either in person or virtually.

Birth Certificate

Passport or Picture Driving Licence

Recent proof of address

Right of residency (if needed)

Teacher Reference Number

Teaching qualifications

Current DBS enhanced with barred lists certificate.

If the tutor is not on the updated DBS service – they are asked to apply for a new DBS check (using the Tutoring Association as facilitator) and then join the update service.

2nd Interview

with Wendy Meadows-Smith via Pencil Spaces with the focus on online tutoring and use of the online platform

If all the checks are successful

The tutor is then invited to join the Community Schools as an employee.

The Contract is signed by tutor and Claire Meadows-Smith

The Community Schools Code of Conduct is signed by tutor

The tutor has to provide evidence of recent Safeguarding and Prevent training or are signed up onto the Gov- Uk Online Prevent Training and NSPCC Child Protection for Tutors online courses.

The tutor has to confirm that they have read KCSIE part 1 2024

All tutors have their DBS checked on an annual basis

The single central record is updated before the start of each term or as and when new tutors start.

Each new tutor receives a 1-1 Induction Session with Gordon Leathers.

Staff trained in Safer Recruitment Procedures

Hayley Coull Safer Recruitment in Education NSPCC 30th Nov 2024

Claire Meadows-Smith Safer recruitment in Education 19th Nov 2024

Wendy Meadows-Smith Safer Recruitment in Education NSPCC 15th Jan 2023

Next Review September 2025