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| **UniLogo** | **GRADUATE SCHOOL OF EDUCATION GUIDANCE FOR ITE ADMISSIONS TUTORS AND TEACHERS INVOLVED IN ITE INTERVIEWING** |

1. ITE Admissions Tutors must follow the Recruitment and Admissions Procedures for ITE Programmes. It is the responsibility of the ITE Admissions Tutors to ensure that all involved in interviewing are fully briefed about their role. ITE Admissions Tutors should read this document and ensure that all interviews are conducted according to both the principles and practices described here. *Note: this guidance does not cover School Direct interviews as these are managed by and take place in the lead schools and are carried out by school staff. However, the principles underpinning this document apply to School Direct interviews as well.*
2. GSE procedures:

Before beginning the interview process, all ITE Admissions Tutors should ensure they have read and are familiar with:

* GSE Recruitment & Admissions Procedure for ITE Programmes
* GSE Fitness to Teach and Disability Support Procedures

They should also familiarise themselves with the University’s ITE Admissions policy.

These documents are available on the GSE website (<http://socialsciences.exeter.ac.uk/education/pgce/apply/pgceadmissionsprocedures/>)

1. Screening of application forms:

ITE Admissions Tutors provide the Admissions Office on an annual basis with the screening criteria for their subject or pathway, indicating what criteria would trigger an automatic invitation to interview or an automatic rejection (this is known as the matrix). Any application which does not fit these clear screening criteria will be sent to the ITE Admissions tutor for consideration. The Admissions Office email address is [pgceadmissions@exeter.ac.uk](mailto:pgceadmissions@exeter.ac.uk).

1. Selecting candidates for interview

Applicants should only be called for interview if, from their application form, they meet the academic requirements and relevant experience criteria. The purpose of the interview is to assess applicants’ key characteristics, their subject knowledge and understanding of current issues in education and their potential to meet all the standards for Qualified Teacher Status. Applicants should not be rejected after interview on the grounds of academic achievement or relevant experience unless these were not apparent from the application form.   
  
There is an agreement that Undergraduate students at the University of Exeter should be offered a guaranteed PGCE interview (this does not apply to School Direct) if they meet the basic predicted degree classification and degree subject criteria listed on the GSE website at <https://www.exeter.ac.uk/teachertraining/apply/howtoapply/guaranteedpgceinterview/>

Those not meeting the criteria on this list are still welcome to apply and their application will be *considered* for an interview.

1. Time frame for inviting to interview and making decisions after interview

The DfE Apply process requires that all applicants are considered for an interview, offered an interview where appropriate and if successful, offered a place within 40 working days of receipt of the application. This deadline cannot be extended and so any applicant who has not been either rejected or offered a place within this timescale will automatically be rejected. To help adhere to this timescale, a decision to reject or accept an applicant should be made and the interview paperwork completed and sent to the PGCE Admissions team within 48 hours of the interview. It is not acceptable to delay making a decision about an individual until after a later interview date has happened.

1. Partnership School Involvement:

Teachers from partnership schools are invited to be involved in interview days on a regular basis and consultation on recruitment and admissions matters takes place with partner schools during the year, where appropriate.

1. Interview Invitation and Format:

A documented outline of the interview structure is provided annually by the ITE Admissions Coordinator which makes it clear what applicants will be asked to do or bring to their interview. In addition, all ITE Admissions Tutors provide a documented outline of the interview format for their subject/specialism to University Admissions annually. Both sets of information are made available to applicants invited to interview via a webpage. The interview format must enable interviewers to make judgements about an applicant’s suitability for teaching e.g. their academic subject knowledge; organisation skills; resilience; adaptability; communication and interpersonal style; leadership potential; decision making/ autonomy skills and their drive to succeed.

1. Ensuring appropriate professional discussion at interview:

ITE Admissions tutors must not question applicants about their health or physical capacity to teach. If an applicant discloses a disability or medical condition during the interview, questions can be asked which seek to establish the level of support which might be required and the applicant can be encouraged to contact the University’s Wellbeing team who provide a disability support service to students (<https://www.exeter.ac.uk/students/wellbeing/>). See the ‘GSE Fitness to Teach and Disability Support Procedures’ document for more information on disability procedures.

ITE Admissions tutors must not question applicants about any criminal convictions or cautions they may have. If an applicant discloses a conviction or caution they should be advised to ensure this information is included on the self-declaration form which all successful applicants are asked to complete alongside their DBS application. All convictions or cautions disclosed are assessed by the University Admissions team and where necessary, referred to the University of Exeter Admissions Fitness to Practise (Admissions Stage) Group. Membership of this group includes Primary and Secondary School Head Teachers from our Partnership.

ITE Admissions tutors should not enter into discussion about the equivalency of qualifications with applicants: if there are any doubts about the equivalency of any qualification, please note this on the interview form for University Admissions to double-check.

1. Before and after the interview:

Interviewers should liaise with the ITE Admissions Coordinator prior to interviewing for the first time to ensure they are informed of the interview structure and paperwork requirements. Where possible, shadowing of an interview for training purposes should be arranged.

Following the interview, if an applicant is rejected, a reason for rejection must be given on the Application Review & Interview Record form. This will be communicated to the applicant if they seek feedback subsequently. ITE Admissions Tutors should not enter into any discussion or correspondence with applicants seeking feedback after interview. University Admissions will handle all requests for feedback and will liaise with individual ITE Admissions tutors if necessary.

Any interview records compiled are subject to the Freedom of Information Act and could be requested by applicants following an interview. It is important, therefore, that particular care is taken in the wording of these notes.

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