



London
School of
Jewish
Studies
Since 1855

ITT Recruitment Policy

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1. Purpose

The purpose of this Initial Teacher Training (ITT) Recruitment Policy is to ensure that the London School of Jewish Studies (LSJS), as a Department for Education ITT accredited training provider, recruits trainees who demonstrate the academic potential, professional disposition, subject knowledge, and personal suitability required to achieve Qualified Teacher Status (QTS) and become effective teachers. The policy aligns with Ofsted's strong quality standards and supports the provider's commitment to delivering high-quality teacher education that meets local and national workforce needs of our partner schools.

2. Scope

This policy applies to all recruitment and selection activity across all ITT routes at LSJS, including:

- School Direct Primary and Secondary Courses
- Postgraduate Teaching Apprenticeship
- Assessment-Only route (where applicable)
- Postgraduate Certificate in Education (PGCE) (where applicable)

It covers all staff involved in marketing, admissions, interviewing, selection, and enrolment.

3. Principles

Recruitment will be:

- Fair, transparent, and inclusive
- Evidence-based and professionally rigorous
- Aligned with safeguarding and suitability expectations
- Responsive to workforce needs

We aim to be consistent across all ITT routes.

All LSJS recruiters will have completed Safer Recruitment training.

4. Roles and Responsibilities

Head of Initial Teacher Training Programmes

Overall accountability for recruitment strategy, compliance, and quality assurance.

Academic Registrar

Operational oversight of application processing, communication, and compliance checks.

Interviewers - Head of ITT Programmes & Primary Programme Managers

Conduct structured interviews, assess suitability, and make evidence-based decisions.

Partner Schools

Participate in interviews, suitability assessments, and workforce-need planning.

Designated Safeguarding Leads

Ensure all pre-course checks meet statutory requirements: these should be flagged up via the application form and at interview.

5. Recruitment Policy Statements

Clear Admissions Criteria

On its website, the provider maintains transparent academic, professional, and suitability criteria that reflect curriculum intent and the demands of contemporary teaching.

Evidence-Based Selection

Selection decisions are based on validated tools such as application forms on Department for Education website, structured interviews and school-based 'Potential to Teach' interview lessons.

Commitment to Diversity

Recruitment actively promotes diversity and inclusion, with monitoring of representation across protected characteristics.

Safeguarding-led Screening

All successful applicants undergo rigorous DBS, Safeguarding & Prevent Training, references, course suitability, and background checks prior to enrolment in September.

Assessment of Resilience

Applicants' resilience, reflective capacity, and professional disposition are assessed as part of the selection process via interview.

Subject Knowledge Benchmarking

Subject knowledge is assessed at interview via lesson preparation and performance, with pre-course enhancement tasks where needed.

School Partner Involvement

Partner schools contribute to interviews, suitability decisions, and recruitment planning.

Transparent Communication

Applicants receive clear information about programme structure, workload, expectations, and support via programme leads.

Fair Access Adjustments

Reasonable adjustments are provided to ensure equitable access for applicants with disabilities or additional needs at interview and maths/literacy skills testing.

Professional Conduct Standards

Applicants must demonstrate professionalism, ethical behaviour, and safeguarding / Prevent awareness throughout the process.

Data-Driven Recruitment Review

Recruitment outcomes, progression data, and withdrawal patterns inform annual improvements.

Workforce Need Alignment

Recruitment prioritises shortage subjects and local staffing needs identified by partner schools. Our marketing team also advertises during recruitment windows in local and national press and via social media.

Consistency Across Routes

All ITT routes follow the same recruitment standards, processes, and quality expectations.

Ethical Marketing Practices

Marketing materials accurately represent programme demands and do not oversell or mislead participants or discriminate based on religion, race or ethnicity.

Pre-Course Readiness Checks

Pre-course tasks, safeguarding training, induction sessions and orientation activities confirm trainee readiness before registration in August / September.

6. Recruitment Process Overview

To support clarity, here is the formal sequence of recruitment steps used across all ITT routes:

1. Publish admissions criteria

Make academic, professional, and suitability requirements publicly available to ensure transparency for all applicants. Courses are registered on the Department for Education – train to teach government portal. Clear requirements are also published on the LSJS website.

2. Screen applications for eligibility

Review qualifications, personal statements, and references to confirm applicants meet baseline entry requirements prior to shortlisting / interviews.

3. Conduct structured interviews

Use standardised interview questions, school partner input, and suitability assessments to ensure fairness and consistency across the cohorts.

4. Complete safeguarding checks

Process DBS, identity verification, and suitability declarations before training starts in September.

5. Issue conditional offers

Provide clear conditions relating to subject knowledge enhancement, safeguarding, and pre-course readiness tasks.

6. Confirm enrolment

Verify all conditions have been met and formally register trainees onto their ITT programme.

7. Safeguarding and Suitability

The Provider complies with:

- Keeping Children Safe in Education (KCSIE) updated annually
- ITT Criteria and Supporting Advice
- Ofsted ITE Inspection Framework
- DBS and barred-list requirements
- Prevent Training course

Any concerns raised during recruitment are escalated to the Designated Safeguarding Leads and may result in withdrawal of an offer.

8. Data Protection

All applicant data is processed in accordance with UK GDPR and the provider's Data Protection Policy. Data is stored securely and used only for legitimate recruitment purposes.

9. Policy Review

This policy will be reviewed bi-annually by the Head of Initial Teacher Training Programmes and approved by the Senior Leadership Team and trustees with oversight responsibility for Initial Teacher Training programmes. Interim updates may be made in response to regulatory changes or Ofsted feedback.

Signed on behalf of the LSJS Senior Leadership Team by Paul Gould, Interim Chief Executive Officer

Date created: August 2026

Date to be reviewed: August 2028