



RECRUITMENT AND SELECTION POLICY STATEMENT

City of York Trading Ltd t/a WorkwithSchools (WwS) is a specialist education recruitment agency based in the heart of York. With a dedicated team made up of experienced teaching and recruitment professionals, we provide primary and secondary supply teachers, teaching assistants, tutors, nursery staff and a wide range of support staff for schools, nurseries and colleges across Yorkshire.

We have built our reputation on a partnership ethos – clients and candidates are equally important to us – the WwS team have many years combined recruitment and teaching experience (over 75 in fact) – but we know that the most important role we can play in Yorkshire education is in providing quality staff to support the needs of all children.

WwS' unique position, as part of City of York Trading Ltd, allows us to be competitive yet ethical, we choose not to use Umbrella companies for our payroll processes and our robust, rigorous and transparent recruitment processes are at the heart of what we do.

WwS are members of, and hold Audited Education Status from, the Recruitment and Employment Confederation (REC) and adhere to their Code of Professional Practice. WwS are committed to a policy of equal opportunities in our recruitment processes and oppose unfair or unlawful discrimination in any form.

Our candidates are assessed on the basis of qualifications, skills and experience by our trained consultants. However, to ensure WwS are able to provide first class supply teachers to local schools, WwS will only register supply teacher candidates whose [references](#) assess all their abilities as “good” or “excellent.”

WorkwithSchools are committed to safeguarding and promoting the welfare of children and expect all WwS staff and registering candidates to share this commitment.

Below is a summary of the checks WwS carry out as part of our recruitment, registration and [interview](#) processes:-

1. APPLYING FOR WORK

- a) A candidate can register their initial interest by responding to a WwS advertisement, completing a WwS application form (link to website form), sending an enquiry [email](#) direct to WwS, clicking contact us on the [WwS website](#) or by sending WwS their CV.
- b) Upon receipt of a candidate's enquiry, form, email or CV, WwS will consider the candidate's application against WwS' minimum requirements for registration and interview and may contact the candidate for an initial telephone screening to ascertain that the candidate meets these requirements.
- c) As a minimum, each candidate should have a relevant teaching [qualification](#) and recent experience or [support](#) qualification/ recent relevant experience, be willing to complete a WwS application form, provide suitable [references](#), attend an [interview](#) at the WwS office, and be [fluent in English](#) to the appropriate standard.
- d) Candidates whose initial applications do not meet these minimum requirements prior to telephone screening will be sent an email explaining why. Candidates whose initial telephone screening does not meet these requirements will be informed of this by the WwS consultant conducting the telephone screening.
- e) if the candidate meets these initial requirements, WwS will then arrange to send for the candidate's [references](#) and invite the candidate to attend a face-to-face [interview](#) (to ascertain if the candidate has the skills and competencies for the work they have applied for). This invitation to [interview](#) may be in advance of or after the candidate's [references](#) are received) The invitation to [interview](#) will be confirmed by email, giving details of the time and place it will take place, the name of the WwS consultant and the [documents](#) the candidate needs to bring.
- f) In advance of the face to face [interview](#), WwS will ask the candidate to fully complete a WwS application form, if they have not already done so, giving full dates of employment and reasons for leaving so that WwS can verify their employment history as outlined in [Keeping Children Safe in Education 2020](#). The WwS application form also asks a candidate to complete a number of declarations in relation to employment and [unfiltered criminal convictions and cautions](#).



2. REFERENCES

- a) WwS' application form asks a candidate to provide the names and addresses of a minimum of two professional references. One of these must be the candidate's current or most recent employer. The WwS consultant will discuss reference requirements and validity with the candidate prior to and/or during the interview.
- b) If the candidate's current employment does not involve teaching/working with children or young people, then the candidate's second referee should be the employer with whom they most recently taught/worked with children or young people.
- c) If an employment agency was a candidate's last employer, WwS will write to the agency to verify dates and job title, but will also need the candidate to provide two other references, at least one of whom must be able to comment on the candidate's teaching/working with children or young people. References will not be accepted from relatives or from people writing solely in the capacity of friends.
- d) Subject to b) and c) above all referees should be able to comment on a candidate's work and WwS reserve the right to take up all references prior to interview. References should cover a period of at least the last two years.
- e) However as stated in the WwS application form, any of the candidate's previous employers may also be contacted by WwS, without seeking further permission from the candidate, in relation to clarification of the candidate's employment history, particular experience or qualifications, and as part of assessing the candidate's suitability for supply work.
- f) A WwS consultant, resourcer or administrator will send referees a standard teaching reference request and template form by post or email. The reference will ask about the candidate's work performance and specifically class control, behaviour management, ability to establish a rapport with children and to work with other school staff. WwS will seek the candidate's referees' views on a candidate's curriculum knowledge, honesty and reliability, commitment to helping children achieve and ability to keep accurate and up-to-date records. The template has tick-boxes for these elements with possible assessments of "poor"; "average"; "good"; "excellent" and "don't know/not applicable".
- g) To maintain WwS' reputation for providing first class supply teachers to local schools, WwS will only take on supply teacher candidates where both referees assess all of these abilities as "good" or "excellent."
- h) If a candidate is currently working with children either on a paid or voluntary basis, then the candidate's current employer with children will be asked about disciplinary offences relating to children, including any where the penalty is "time expired" (that is whether a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the candidate has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children but has done so in the past, then the candidate's previous employer will be asked about those issues.
- i) If the candidate has worked in a role which does not involve teaching/working with children or young people within the last two years, a non-teaching reference request and template form will be sent to this referee. Newly Qualified Teacher applicants will be expected to provide both university (personal tutor) and teaching practice (Headteacher/mentor) references.
- j) If WwS send reference requests by email these will be to an official email address and WwS will ask referees to email the completed reference back to us from the same address to verify that the reference is genuine and current. If WwS send reference requests by post, we will ask for them to be returned by the referee with an official letterhead.
- k) Open/testimonial references will only be accepted if they can be verified by a WwS consultant, resourcer or administrator with the writer or independently to ensure they are genuine and that the content is of a suitable standard for compliance with the reference standards set out above. This verification will take place by telephone and/or email/post.
- l) As set out in the WwS Supply Staff Record emailed to educational establishments when a candidate supply booking is confirmed, WwS will provide copies of candidate references to clients with whom that candidate is placed if requested to do so by them.



3. INTERVIEW

- a) For a candidate invited for an interview, this will either be held at WorkwithSchools, Top Floor, 5/6 Kings Court, York, YO1 7LD and will be a face-to-face personal interview or from March 2020 will be an online personal interview using Zoom/Skype/Teams/Facetime or another appropriate app. In either case the personal interview will be carried out by a trained WwS consultant and will generally take at least an hour.
- b) Owing to the location of the WwS offices, if a candidate has a disability which may make it difficult to climb stairs for a face-to face interview, they should please let WwS know so that we can arrange an alternative interview venue.
- c) If invited to a face-to-face interview, the candidate will be emailed [CYT's Covid-19 Visitor guidance](#) ahead of the interview setting out procedures for office visits during the 2020 pandemic.
- d) The WwS consultant will take time to read the candidate's application form prior to interview, to familiarise themselves with the candidate's experience and to be able to check for any inconsistencies and omissions at interview.
- e) If references have not yet been requested by WwS, the consultant will discuss the referees provided by the candidate and check they meet WwS' [reference requirements](#). In all cases the consultant will check that the references match details on the candidates application form work history and will request any further references necessary.
- f) The WwS consultant will ask the candidate a series of questions in accordance with standard WwS interview practice, to explore the candidate's work experience and work history, check any gaps and the candidate's reasons for wanting to do supply work in particular and for wanting to work with children or young people in general. The consultant will ask standard questions designed to assess the candidate's skills and competencies. The consultant will record their interview notes on a standard WwS template form which will later be added to the candidate's records on WwS' recruitment database.
- g) The consultant will explain the need for the candidate's commitment to continuous professional development, and to safeguarding and promoting the welfare of children – in particular the consultant will inform the candidate that they must complete an [online child protection training course](#) unless they have recently done so and can provide documentary proof.
- h) The consultant will also outline the other [training opportunities](#) open to the candidate.
- i) Once the interview questions above have been completed the consultant will let the candidate know whether their application is being taken further, and if so, the consultant will then undertake a number of other checks including Right to Work, [DBS](#), Qualifications, Identity, Address and Occupational Health, full details of which are set out below.
- j) The candidate will be asked to complete an appointment form so that WwS can pay the them once they start work, the consultant will also explain WwS' payrates, timesheet system, payroll process and holiday pay arrangements to the candidate, and will give the candidate some standard WwS guidance notes to assist.
- k) The candidate will be given a WwS data notice, explaining the candidate's rights in respect of their personal data and the purposes for which WwS may use their data, once the candidate has read this, the consultant will ask the candidate to sign a WwS Consent Declaration clarifying the candidate's consent to WwS processing their personal data (this consent form will later be added to the candidate's records on WwS' recruitment database).
- l) The candidate will be asked to agree, sign and date the WwS Agency Worker Temporary Terms and will be given a copy of these (another copy will later be added to the candidate's records on WwS' recruitment database).
- m) At the end of the interview candidate will be asked to sign a checklist, verifying that they have been informed of specific relevant information and completed appropriate documents. The candidate will then be told about the likely timescales for the rest of the application process.



4. RIGHT TO WORK IN THE UK

As part of the application process WwS have a legal duty to check that candidates applying for supply work have the right to work for in the UK. We do this by seeing and checking each candidate's original current valid documents and copying them. A complete list of documents WwS can accept are set out [here](#).

Generally however WwS would expect to see a Passport or Full Birth Certificate, ID card or Residence Permit, Card or Certificate, Home Office or other document along with proof of National Insurance Number (an NI card, payslip, P45 or P60 or official letter).

If the candidate is an international student with limited right to work in term time, WwS will also need to see evidence of the candidate's academic term and vacation dates.

In some situations it may be necessary for WwS to contact the Employer Checking Service of the Home Office to verify right to work – after checking a candidate's documents, WwS will let the candidate know if this applies to them.

5. IDENTITY AND PROOF OF ADDRESS CHECK

At interview WwS must also check and verify each candidate's identity using documents provided by the candidate. All documents must be valid originals in the candidate's current name.

WwS would expect to see photographic ID such as a Passport or Driving Licence and at least one document verifying the candidate's date of birth.

WwS will also need to see at least one document verifying the candidate's current address – this could be a bank or building society statement or utility bill within the last 3 months or a council tax bill or P60 within the last year. However WwS cannot accept documentation printed from the internet e.g. internet bank statements.

For full details of the ID documents WwS can accept, please see the [DBS ID Checking](#) guidelines.



6. **CRIMINAL RECORDS CHECKS - DISCLOSURE & BARRING SERVICE AND DBS UPDATE SERVICE**

- a) WwS are committed to safer recruitment decisions and to safeguarding and promoting the welfare of children and expect all WorkwithSchools staff to share this commitment. Before being accepted for work and/or sent out on a supply placement, all WwS candidates must have a current valid DBS for the [appropriate workforce](#).
- b) If a candidate's interview is successful, the candidate will be required to apply for a new DBS Enhanced Disclosure an online DBS application unless the candidate already has a suitable current valid DBS on the [Update Service](#).
- c) For supply work in schools this DBS will be for the Child Workforce only, however where a candidate is also likely to be working with vulnerable adults in further, higher education or other settings, WwS will ask that candidate to undertake a DBS which covers both Child and Adult Workforces.
- d) To order to conduct a DBS check, WwS will verify the candidate's identification (ID) documents in accordance with the [DBS identity checking standards](#) and will ask the candidate to complete and sign a form to support the online DBS application. WwS will then add the candidate's details to the online DBS portal and will email the candidate a link so that they can complete their details, a WwS consultant will then verify the online application so that it can be forwarded to the DBS. Once a DBS application has been made, a candidate can track its progress [on the DBS portal](#)
- e) When a candidate applies for a new DBS, WwS will ask the candidate to sign a form authorising WwS to reclaim the cost of the DBS (£57.50) either from the candidate's first BACS payment once they have worked or by invoicing the candidate.
- f) If a candidate has a current valid DBS for paid work and the appropriate workforce on the Update Service, WwS will need to see the original DBS certificate and the candidate will also be asked to agree to WwS verifying this DBS on the Update Service.
- g) Once WwS have first verified a candidate's DBS on the Update Service, subject to any shorter period imposed by a client, WwS will verify the DBS on the Update Service every 12 months to ensure that the candidate's DBS is still suitable current and valid.
- h) In the event that WwS are unable to verify a suitable current and valid DBS on the Update Service, we will ask a candidate to apply for a new DBS. WwS cannot rely on a DBS on the Update Service which relates to voluntary work only.
- i) If a candidate has a valid DBS carried out by WwS or City of York Council which is not on the Update Service, subject to any shorter period imposed by a client, WwS will ask the candidate to apply for a new DBS at least every 12 months if the candidate works regularly for WwS, or sooner if the candidate has a break of 6 months or more without working. WwS will carry out regular checks to identify those staff whose DBS's are due for expiry or who have had a break in work, and will contact candidates whose DBS needs to be renewed.
- j) After a candidate has applied for a DBS, only the candidate will receive a DBS certificate through the post to their home address, once the candidate receives the DBS certificate they must bring it in to the WwS offices so we can see and record full details of the original certificate WwS will not be able to offer any candidate work until this has been done.
- k) A candidate can [register a DBS on the Update Service](#) either using their application reference number (WwS will give a candidate this if they need it once the application is underway) or using the candidate's DBS certificate number within 30 days of the certificate being issued.
- l) For more information about DBS checks and how and when they are carried out, please see the DBS's [code of practice](#).
- m) A DBS application for Child Workforce will include a check of the Children's Barred List and Children's and Adults Barred List for a Child and Adult Workforce DBS. These "Barred List" checks will not be carried out independently of a DBS by or on behalf of WwS but as part of the whole DBS application/Update service checking process only.



7. CRIMINAL CHECKS IF CANDIDATE HAS LIVED OR WORKED OVERSEAS

- a) If a candidate has lived overseas for more than 6 months in the last five years, as well as a [DBS](#), WwS will also require that candidate produce an overseas police check or certificate of good conduct from the country the candidate was in covering that period – please see the following online guidance <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for details of how an application is made in the appropriate country.
- b) WwS appreciate that it is not always possible for candidates to obtain a certificate from some countries without functioning criminal record regimes or which refuse to provide these to anyone other than their own citizens.
- c) If a candidate is unable to obtain a certificate they should provide an explanation, giving details of the candidate's attempts to obtain a certificate and confirming why this has not been possible. WwS will consider the candidate's explanation along with their DBS and the information in their references from that country in deciding whether or not to accept the candidate's application for supply work.



8. DECLARATION OF CRIMINAL RECORDS, CONVICTIONS & CAUTIONS

- a) As part of a WwS application form, candidates applying for work in roles which are exempt from the Rehabilitation of Offenders Act 1974 (which includes an application for supply work in schools) are required to complete a declaration disclosing information about both spent and unspent convictions.
- b) If candidates do not wish to be put forward for roles which are exempt from the Rehabilitation of Offenders Act 1974 they are not required to complete this declaration and should ask for a general application form instead. However in this case, candidates will not be able to be considered for supply work in schools.
- c) Candidates are not required to declare any information about 'protected' offences (offences to which the filtering rules apply). For further information about convictions which are unspent/spent or protected please see the table below or contact organisations such as [NACRO](#) or [Unlock](#) for further assistance.
- d) If a candidate has declared any convictions they may also provide WwS with additional relevant information which will help WwS to determine their suitability to be accepted for supply work in schools. This could include for example be information about the circumstances of the offence, any work (paid or voluntary) or training that has been undertaken since the conviction or a change in the candidate's circumstances. WwS will seek to put forward/supply the best possible candidates to our clients. Having a criminal conviction will not necessarily exclude a candidate from the process for more details please see [CYT Recruitment of Ex Offenders Policy Statement](#). If WwS are considering placing a candidate with DBS convictions or cautions with a prospective client, WwS will submit details of these securely to the prospective client, so that they can confirm they are willing to accept the candidate.
- e) Failure to declare a conviction may require WwS to exclude a candidate from our recruitment database of schools supply staff, if the offence is not declared but later comes to light. If the candidate is working in an assignment with a client when WwS are made aware of a conviction not been previously disclosed to us, WwS may be legally required to inform the client of that information and the candidate assignment may be terminated.

NOTE: Sentences of imprisonment of more than 48 months can never be spent.

Sentence	Rehabilitation period for adult offenders	Rehabilitation period for young offenders under the age of 18
Imprisonment of more than 30 months and up to or consisting of 48 months	7 years from the date the sentence is completed	42 months from the date the sentence is completed
Imprisonment of more than 6 months and up to or consisting of 30 months	48 months from the date the sentence is completed	24 months from the date the sentence is completed
Imprisonment for 6 months or less	24 months from the date the sentence is completed	18 months from the date the sentence is completed
Dismissal from HM's Service	12 months from the date of conviction	6 months from the date of conviction
Detention	12 months from the date the sentence is completed	6 months from the date the sentence is completed
Fine	12 months from the date of conviction	6 months from the date of conviction
Compensation order	The date on which the payment is made in full	The date on which the payment is made in full
Community or youth rehabilitation order	12 months from the date provided for by or under the order	6 months from the date provided for by or under the order
A relevant order	The date provided for by or under the order	The date provided for by or under the order



9. **DISQUALIFICATION UNDER THE CHILDCARE ACT 2006/CHILDCARE REGULATIONS 2018**

The Department for Education [Disqualification under the Childcare Act 2006 – statutory guidance for schools dated July 2018](#) (the statutory guidance) sets out the circumstances in which individuals are disqualified from undertaking certain childcare work under the relevant statutory provisions.

This means supply placements which involve:-

- Working with children in a nursery class/setting at any time; and/or
- Working with children upto and including reception age at any time, including during the school day; and/or
- Working with children over reception age but under 8 outside the school day e.g. in a breakfast club/after school club setting; and/or
- Working in the management in of any of the above

As part of WorkwithSchools' safeguarding checks we are required to check whether any candidate who is seeking relevant childcare work is 'disqualified' from carrying out that type of work.

Individuals may be disqualified because they have either been convicted of a relevant offence or are subject to a relevant order.

If a candidate has applied to be considered for any of the types of placements set out above, WwS will ask that candidate to review the statutory guidance which provides further details and then, if the candidate can, sign to confirm the that candidate has read the guidance, is not disqualified under any of the grounds set out in the guidance, and will notify WorkwithSchools immediately if any of this changes

WorkwithSchools are required to notify candidates that is a criminal offence for a candidate to work in a relevant childcare role or to be directly concerned with the management of such provision if that candidate is disqualified under the relevant statutory provisions.

If a candidate is disqualified WorkwithSchools will not be able to place that candidate into a role that involves relevant childcare work. However, as set out in the statutory guidance a candidate may be able to apply to Ofsted for a waiver of disqualification and that candidate should contact [Ofsted](#) directly for details of the application process.



10. QUALIFICATIONS

Supply Teaching

WwS expect supply teaching candidates to be able to demonstrate one or more of:-

- a) [Qualified Teacher Status \(QTS\)](#) with a formal teaching qualification from a recognised training facility such as University, College, SCITT, School Direct or Teach First programme via Department for Education;
- b) [Early Years Teacher Status \(EYTS\) or Early Years Professional Status \(EYPS\)](#) with a formal teaching qualification from a recognised training facility as above;
- c) [Qualified teacher learning and skills status \(QTLS\)](#) and [membership with the Society for Education and Training](#);
- d) Qualified Teacher status from Scotland, Northern Ireland, an EEA country, Australia, Canada, New Zealand or the USA who qualifies for **Mutual Recognition QTS** under [Department for Education regulations](#).
- e) Overseas Trained Teacher status (OTT) with QTS gained via [the DfE Overseas Trained Teacher Programme](#) ;
- f) Overseas Trained Teacher status (OTT) and [NARIC](#) criteria for equivalency of qualifications.

And in addition:-

Experience in a local authority, academy, independent, special needs school or school following the National Curriculum of England and Wales within the last 3 years.

WwS may also consider a candidate's application if they are [returning to teaching](#) after a career or other break provided that the candidate has QTS/EYTS/ETPS/QTLS and has recently undertaken relevant [DfE subject knowledge enhancement courses \(SKE\)](#) and/or recent voluntary observation and teaching verifiable by reference in the subject/phase/keystage for which that candidate wishes to register.

Newly Qualified Teacher candidates are required to abide by the requirements of [Statutory Guidance for the Induction of NQTs \(England\)](#): a qualified teacher who gained QTS on or after 1 September 2007 who has not completed an induction period, can undertake short-term supply work of less than one term in a relevant school for a maximum period of 5 years from the point of award of QTS. This is a fixed time limit with no discretion to extend. Short-term supply placements of less than one term, or equivalent, cannot count towards induction.

School Support Work

If a candidate is applying for school support work (for example as a teaching assistant, cover supervisor, midday supervisor, school administrator, school technician, exam invigilator or other school support role) WwS expect the candidate to have:-

- a) A relevant [School Support qualification](#); and/or
- b) Previous experience verifiable by reference in a relevant school support role in either a paid or voluntary capacity.

All Applicants

When a candidate attends for interview/participates in an online interview WwS will ask the candidate to bring/scan their original qualification certificates and letters and these will be copied and scanned if produced in person, and added to the candidate's record on WwS' recruitment database. WwS may also provide copies of a candidate's qualifications to education clients with whom that candidate is placed if requested to do so by them.



11. TEACHING REGULATION AGENCY CHECKS

The records of all teachers holding QTS will be checked on the database maintained by the DfE's [Teaching Regulation Agency](#) (TRA) using a candidate's teacher reference number and date of birth

This includes a check on the following:-

- Personal details
- Initial Teacher Training Qualifications
- Qualified Teacher Status
- Induction status
- Additional qualifications, including relevant mandatory qualifications and National Professional Qualifications
- Any prohibition, sanction or restriction that may/will affect the candidate's ability to carry out certain activities, or work in particular roles, for example, Secretary of State's teacher prohibition order
- Any Secretary of State decision not to impose a prohibition order following a professional conduct panel's determination of unacceptable professional conduct, conduct that may bring the profession into disrepute or conviction of a relevant offence
- Potential restrictions imposed by the [Disclosure and Barring Service \(DBS\)](#)

If either a candidate don't hold QTS or WwS do not have a candidate's teacher reference number, WwS will use the TRA to find out if any current prohibitions, restrictions or sanctions apply to the candidate, by accessing the following relevant lists:

- Teachers who have failed to successfully complete their induction or probation period
- Teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition)
- Teachers and others who are prohibited from teaching in England
- Individuals who have been barred from taking part in the management of an independent school (including academies and free schools)
- Teachers sanctioned (since 18 January 2016) in other EEA member states by an EEA member state regulator of the teaching profession

These lists describes how a sanction, prohibition or failure to successfully complete induction/probation affects the type of work a candidate can be employed to do and If WwS are unable to locate candidate's details on the TRA although candidate hold QTS, we will contact the TRA for more information and guidance.

A completed and satisfactory TRA check is required before a candidate can be offered work by WwS. The TRA lists describe how a sanction, prohibition or failure to successfully complete induction/probation affects the type of work a candidate can be employed to do. WwS will follow the guidance given by the TRA in determining the candidate's application on an individual basis, and will contact the candidate to discuss any issues arising from the TRA checks, however the following basic principles apply:-

- If a candidate is prohibited from teaching and therefore must not be appointed to a role that involves teaching work, WwS will not be able to register that candidate or offer that candidate work as a supply teacher
- If a candidate is barred from taking part in independent school management under section 128 of the Education and Skills Act 2008, that candidate would not be able to be put forward by WwS for such a position. However, WwS will consider whether the candidate could be put forward for a role as a teacher with additional responsibilities on the facts of each case.
- If a candidate had any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012, WwS will consider the nature and effect of this in determining that candidate's application for supply work;
- If a candidate has failed to complete induction or probation WwS would not be able to place that candidate as a teacher in a maintained school, pupil referral unit and non-maintained special school in England. However, WwS may be able to place the candidate as a teacher in any other school, establishment or capacity where successful completion of an induction period is not an entry requirement.



12. MEDICAL FITNESS TO WORK

WWS have a duty to care for each candidate's health and safety at work and are committed to developing a healthy supply workforce.

If a candidate's interview is successful, the WWS consultant will ask the candidate to complete a pre employment occupational health questionnaire to help determine whether the candidate is medically fit to undertake supply work in accordance with the [Education \(Health Standards\) \(England\) Regulations 2003](#).

Initially the candidate will be asked to complete a short tick box form. If a candidate answers "no" to the tick box questions on the form, then they will be asked to sign and declare that the statements made are true to the best of their knowledge.

If a candidate answer "yes" to any question, WWS will not ask for any further detailed information, but will then ask the candidate to complete a further online health questionnaire which will be assessed by WWS' occupational health service – delivered by a team of clinical professionals who have training in occupational medicine - dealing with the relationship between work and health.

This further information will be treated as confidential and as between the candidate and the occupational health service and will not be given to anyone else without the candidate's permission. The purpose of this online questionnaire is to see whether the candidate has any health problems that could affect their ability to undertake supply work or place the candidate at any risk in the workplace. The occupational health service may recommend adjustments or assistance as a result of this assessment to enable the candidate to do the job. Before health clearance is given a candidate may be contacted by the occupational health service and may need to be seen by an occupational health advisor or physician.

Teachers retired on the grounds of ill health

Supply teacher candidates who are have retired on the grounds of ill health must consider the following-

From 1 April 1997

Teachers retired on medical grounds (ill-health retirement) after this date may not be able to teach at all (including part-time and supply work) as they have been deemed medically unfit.

Prior to 31 March 1997

If a teacher retired on the grounds of ill-health before this date may be able to undertake a limited amount of part-time supply teaching (no more than 2.5 days per week) if they can show that they have the health & physical capacity to teach. This would need to be assessed by the candidate's GP providing a letter confirming they are fit to teach or by WWS' occupational health advisor.

For more details please see [Education \(Health Standards\) \(England\) Regulations 2003](#) and [Teachers Pensions III Health Retirement Guide](#)

12. FLUENCY OF ENGLISH

WWS require all candidates applying for supply work to be able to demonstrate a level of [fluency in English](#) equivalent to CEFR level C2. This is defined as a "mastery or proficiency of English so the candidate can express themselves spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it."

This is initially assessed during the first telephone interview and a candidate may be turned down at this stage if the WWS trained consultant considers that the candidate's English is too poor to understand on the telephone. A candidate may also be turned down after the face-to-face/online interview stage on the same grounds, as a candidate must be able to communicate effectively to cope in the classroom and effectively work with students.