



Oxford International Study Centre
individually designed study programmes in the heart of Oxford

RECRUITMENT AND SELECTION PROCEDURE

The application and recruitment process is operated in line with the college Safeguarding Policy, and is designed to deter potential offenders from applying.

Recruitment of both tutors and administrative or other staff is undertaken in line with the college's Equal Opportunities Policy, and takes no consideration of gender, race, sexuality or other circumstances outside of suitability for the position advertised.

The Principal has undertaken formally-certified Safer Recruitment Training, which is updated every 5 years, in line with County Council Requirements.

Appointment of Tutors

- When a tutoring vacancy arises, the college database of former or existing tutors is first consulted. If no suitable candidates are identified in this way, a job description/advertisement is placed in local media: primarily local newspapers or the Daily Information website. Candidates are encouraged to submit a job application through the college website, or to email a CV and cover letter to the Director of Studies.
- In addition, tutors frequently submit CVs to the college without a relevant vacancy being advertised: these CVs are kept on file and prospective tutors are then contacted should a relevant position become available.
- Shortlisted tutors will be interviewed in the first instance by the Director of Studies and subsequently by the Principal.
- Tutor registration documents are completed and a DBS check is obtained where necessary. The need for an enhanced DBS check is emphasised in any advertising, in order to deter potential offenders at the first stage.
- References are taken up; with other local tutorial colleges contacted directly if tutors have worked for these establishments. The close-knit nature of the tutorial

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college community in Oxford means that these personal references play a key role in the recruitment process. The Oxford Consortium of Sixth-Form Colleges exchanges information on tutors regularly, and concerns are raised at these meetings if necessary.

- Once a tutor is registered and appointment confirmed, their information is entered into the central register, and they can begin teaching.

Appointment of Administrative Staff

- When a vacancy arises, a job description is created and this, along with an advertisement, is placed in local and/or national media where relevant.
- Applications are considered and a long-list is created for interview. Candidates who do not make this long-list are eliminated from the process and are informed of this immediately.
- Long-listed candidates are invited to interview initially with the Principal.
- A short-list of two or three candidates, depending on quality of initial interview, is drawn up by the Principal, and the short-listed candidates are invited to attend a second interview, usually with the Principal and at least one Director. References are taken up at this stage. Unsuccessful candidates are eliminated at this stage and informed of this.
- Second interviews are undertaken with the Principal along with at least one of the Directors.
- At the end of this process, a candidate is selected and the position is offered to this candidate subject to DBS check. This is done verbally and is followed up with a formal offer letter, along with a draft contract for their consideration. The unsuccessful candidate(s) are informed of this.
- Subject to candidate satisfaction, the contract is then signed and all documentation gathered. College policies are given to the successful candidate, and their details are then entered onto the central register.