

# Guidance for PGCE Interviews

## 2019/20

## **Congratulations on securing an interview for the PGCE programme with Teach North partnered with the University of York.**

You have been selected for interview on the strength of your application. We feel you demonstrate a range of attributes and qualities that indicate you have the potential to succeed as a student and as a trainee teacher.

The interview process is a time for discussion about our programme and to evaluate your potential to become an excellent trainee teacher. We are looking for applicants who are driven by placing children and their education at the centre of our decisions and ideas. We are passionate about transforming children's lives and raising standards in the communities in which we work.

Please read this booklet carefully to help you to prepare for your interview.

## Contents

<b>General Information</b>	<b>4</b>
School Experience	
Disclosure and Barring Service Clearance	
If you have lived, studied or worked abroad	
Disability	
Confirmation of attendance	
<b>Teach North School Direct Interview Programme</b>	<b>5</b>
<b>Directions</b>	<b>5</b>
<b>What do I need to bring to my interview?</b>	<b>6</b>
Evidence of Academic Qualifications	
Current DBS Certificate (if held)	
<b>DBS Documentation: Guidelines</b>	<b>7</b>
<b>List of Valid Identity Documents</b>	<b>8-9</b>
<b>Subject Knowledge Enhancement (SKE) Courses: A Guide</b>	<b>10</b>
<b>Useful Sources of Information</b>	<b>11</b>

## General Information

### School Experience

You are strongly encouraged to have completed a minimum of two days observing in a secondary school prior to attending the interview. To arrange a career experience placement in one of our academies, please contact the Teach North team at [bie@outwood.com](mailto:bie@outwood.com)

### Disclosure and Barring Service Clearance

All trainees entering PGCE courses are required to obtain clearance from the Disclosure and Barring Service (DBS - formally known as the CRB) regarding their suitability for work involving children. To initiate this procedure, you must bring with you to the interview the original documents as detailed in the DBS information on pages 6-9 of this booklet and one photocopy of each document you provide.

If you already have an enhanced DBS disclosure to work with children and are subscribed to the update service, please bring your current certificate with you to interview; if you are not subscribed to the update service we will not be able to use your current clearance. We would recommend all candidates subscribe to the update service when applying for DBS clearance.

### If you have lived, studied or worked abroad

As part of the safeguarding procedures for a PGCE, candidates who have spent time abroad must have police clearance from the countries they have stayed in. Please state at interview the countries you have visited and the length of time you spent in each one.

### Disability

We are keen to provide appropriate support for all trainees on our course. If you have a disability you are encouraged to discuss this, in confidence, with the tutor at your interview, regardless of whether the disability was declared on your UCAS form. Please contact PGCE Admissions Team if you have any specific needs linked to the interview either via email or telephone: [education-pgce-admissions@york.ac.uk](mailto:education-pgce-admissions@york.ac.uk) or 01904 323576.

### Confirmation of attendance

Please confirm your intention to attend the interview either via email or telephone: [education-pgce-admissions@york.ac.uk](mailto:education-pgce-admissions@york.ac.uk) or 01904 323576.

We look forward to meeting you soon,

Teach North and the University of York

## Teach North School Direct Interview Programme

The interview programme will include:

- **Introduction to Teach North & Outwood Grange Academies Trust**  
Welcome to conference centre with the Associate Director.
- **Overview of the Teach North teacher training programme**  
There will be opportunities during the process to learn more about our School Direct programme and to address any questions you may have.
- **Evidencing Qualifications & Safeguarding Procedure Checks**  
See the guidance in this booklet for details of the documents that are required.
- **Classroom Experience at an Outwood Academy**  
This will involve visiting a classroom for 15 – 20 minutes to observe a learning environment and to interact with our students; you will be asked to reflect on this experience in the formal interview. You will not be required to teach during this experience.
- **Written Task**  
This task will be related to your chosen subject area.
- **Formal Interview**  
The interview panel will comprise of representatives from Teach North, Outwood Grange Academies Trust and the University of York.

You are free to leave after you have participated in the above selection processes.

You should plan on being with us for half a day, although if you need to make specific travel arrangements, please let us know in advance and we will try to accommodate you.

## Directions

Interviews will take place at:

**Outwood Institute of Education (Yorkshire and Humber)**  
Outwood Conference Centre  
Tenter Balk Lane  
Adwick  
Doncaster  
DN6 7EQ

Directions to the conference centre and information about parking can be found on the Outwood Institute of Education's website at the link below:  
<https://oie.outwood.com/contact-us>

Please refer to your invite to interview email for details of the time you are required to arrive.

## What do I need to bring to my interview?

### **Evidence of Academic Qualifications**

All trainees entering the course must have obtained GCSE at Grade C / Level 4 or higher or an equivalent qualification in English Language and Mathematics. In connection with these requirements, please bring with you the relevant certificates or other documentary evidence which will enable us to verify your qualifications in these subjects.

You need to bring **originals** of your:

- GCSE (or equivalent) certificates in English Language and Mathematics
- Degree certificate (if you have completed your degree)

If you have any difficulties in producing the required documents, please call the PGCE Admissions team on **01904 323576** or email [education-pgce-admissions@york.ac.uk](mailto:education-pgce-admissions@york.ac.uk), in advance of the interview.

### **Current DBS Certificate (if held)**

If you currently hold a DBS certificate, please bring this with you when you come for interview. You must also bring the relevant documents to conduct a fresh DBS check (see next section).

## DBS Documentation: Guidelines

For the full official document regarding acceptable documents you can bring with you to the interview, please see this website:

<https://www.gov.uk/guidance/documents-the-applicant-must-provide>

There are 3 options for the different DBS documentation you can bring to the interview.

All applicants must initially be considered for Route One which consists of 3 different documents (see below/overleaf).

### Route One

- 1 document from Group 1 (refer to list of Valid Identity Documents below);

and

- 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

**NOTE - Non-EEA Nationals: All Non-EEA Nationals should be validated via Route One only.**

### Route Two

You must produce: 3 documents from Group 2 comprising of;

- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; one of which must verify your current address.

and

- The organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

### Route Three

You must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from Group 2 comprising of:
- 1 document from Group 2a; and
- 3 further documents from Group 2a or 2b; one of which must verify your current address.

At least one of the documents must show the applicant's current address.

If the applicant can't provide these documents they may need to be fingerprinted, which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.

## List of Valid Identity Documents

<b>Group 1 – Primary Trusted Identity Credentials</b>	<b>Group 2b – Financial/Social History Documents</b>
<ul style="list-style-type: none"> <li>• Any current and valid Passport</li> <li>• Biometric Residence Permit (UK)</li> <li>• Current Driving Licence Photocard - Full or provisional (UK, Isle of Man, Channel Islands and EU)</li> <li>• Birth Certificate - issued within 12 months of birth (UK, Isle of Man, Channel Islands, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces). Photocopies are not acceptable</li> <li>• Adoption certificate (UK and Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement** (UK or EEA)</li> <li>• Bank/Building Society Statement* (UK and Channel Islands or EEA)</li> <li>• Bank/Building Society Account Opening Confirmation Letter* (UK)</li> <li>• Bank/Building Society Statement* (for applicants living and working outside of UK)</li> <li>• Credit Card Statement* (UK or EEA)</li> <li>• Financial Statement** - e.g. pension, endowment, ISA (UK)</li> <li>• P45/P60 Statement **(UK &amp; Channel Islands)</li> <li>• Council Tax Statement** (UK &amp; Channel Islands)</li> <li>• Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application). (Must still be valid)</li> <li>• Utility Bill* (UK) – Not Mobile Telephone</li> <li>• Benefit Statement* (UK) - e.g. Child Benefit, Pension</li> <li>• A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement* (UK &amp; Channel Islands)- e.g. from the Department for Work and Pensions, the Employment Service, HMRC.</li> <li>• EU National ID Card. (Must still be valid)</li> <li>• Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands). (Must still be valid)</li> <li>• Irish Passport Card (cannot be used with an Irish passport) (Must still be valid)</li> <li>• Letter from Head Teacher or College Principal (16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK) (Must be valid)</li> </ul>
<b>Group 2a – Trusted Government/State Issued Documents</b> <ul style="list-style-type: none"> <li>• Current Non EU Driving Licence Photocard (All countries outside the EU, excluding Isle of Man and Channel Islands)</li> <li>• Current UK driving licence (full or provisional) - paper version (if issued before 1998)</li> <li>• Birth Certificate - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars. (UK, Isle of Man and Channel Islands) Photocopies are not acceptable</li> <li>• Marriage/Civil Partnership Certificate (UK and Channel Islands)</li> <li>• Immigration document, visa or work permit (for applicants living and working outside the UK (Issued by country where the role's based)</li> <li>• HM Forces ID Card (UK)</li> <li>• Firearms Licence (UK, Channel Islands and Isle of Man)</li> </ul>	

## List of Valid Identity Documents

### **Please note:**

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old.
- Denoted with \*\* - it should be issued within the past 12 months.
- Not denoted - it can be more than 12 months old.

You should bring **the originals** of the listed documents to the interview.

The photocopies will be verified by the Department against the originals, and retained.

Successful applicants will be sent further instructions about applying for Disclosure and Barring Service clearance post-interview.

If you have subscribed to the DBS update service, please bring a copy of your most recent DBS certificate with you to your interview. We will ask you to sign a consent form to enable us to request an updated certificate from the DBS.

## Subject Knowledge Enhancement (SKE) Courses: A Guide

Subject knowledge enhancement courses are perfect for you if you are applying for teacher training in Biology, Chemistry, English, French, German, Maths, Physics, Geography or Spanish and either your degree is not subject-specific or you lack confidence in your subject. Some courses are available to complete online, others through distance or face to face learning.

SKE courses are fully funded, so you won't have to pay any tuition fees and you may be entitled to bursaries available to support you whilst you complete your SKE.

SKEs come in a variety of lengths:

### 8 or 12 weeks (short)

A short SKE is designed to refresh knowledge or boost confidence in your subject area.

### 20, 24 or 28 weeks (medium/ long)

A longer SKE may be recommended if:

- Your degree isn't directly related to subject you are planning to teach;
- Your degree was undertaken some time ago and your working life has not been related to subject knowledge needed to teach;
- You would benefit from considerable confidence boosting in a facet of your PGCE subject knowledge e.g. for Modern Foreign Languages, French is fine but Spanish competence is limited.

An SKE course will either be stipulated as part of your PGCE course offer post-interview or you can request to complete an SKE once you are holding an offer.

**IMPORTANT:** If you are asked to complete an SKE as part of your offer, your course must be completed **before** you start your PGCE programme unless you have approved mitigating circumstances (such as illness) which prevent you from doing so.

If you are given an express permission to complete your SKE after your PGCE course has commenced, you must finish your SKE before 31 December in the same year you start your PGCE.

## Useful Sources of Information

### SKE Course Directory

<https://www.gov.uk/government/publications/subject-knowledge-enhancement-course-directory>

### Get Into Teaching

<https://getintoteaching.education.gov.uk/explore-my-options/teacher-training-routes/subject-knowledge-enhancement-ske-courses>

### TES Institute

<https://www.tes.com/institute/subject-knowledge-enhancement-ske>

Please ensure that you list Dr Claire Ball-Smith [claire.e.ball-smith@york.ac.uk](mailto:claire.e.ball-smith@york.ac.uk) as the contact when registering with an SKE provider.

