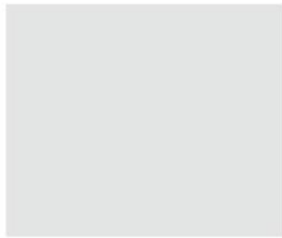




Yorkshire Teaching Schools Alliance Guidance for PGCE Interviews 2019/20



Congratulations on securing an interview for the PGCE programme with the Yorkshire Teaching Schools Alliance partnered with the University of York.

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

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General Information

School Experience

You are strongly encouraged to have completed a minimum of two days observing in a secondary school, or attended a School Experience programme prior to attending the interview. You may wish to look at the School Experience Programme information available on the DFE website:

<http://www.education.gov.uk/get-into-teaching/school-experience/sep.aspx>

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** a **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 the

PGCE team to discuss via email or telephone: 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 or 01904 323576.

We look forward to meeting you soon.

The PGCE Team at YTSA and University of York

Yorkshire Teaching School Alliance School Direct Interview Programme

Selection procedure

The interview will normally be conducted by a University of York Representative and a Senior Teacher from a partnership school. You will be briefed on the overall structure and timetable of the course, the main content strands and assessment procedures. There will be an opportunity for you to ask questions.

The interviewers will expect you to show:

- **appropriate personal qualities and good interpersonal skills such as:**
 - a sense of responsibility;
 - the potential to relate well to school pupils and staff;
 - sensitivity;
 - enthusiasm;
 - powers of effective communication;
 - powers of reflection and openness to new ideas;
 - resilience.

- **motivation to teach as expressed through:**
 - realistic expectations of the job;
 - commitment to teaching as a career;
 - awareness of the challenges of the job;
 - awareness of current educational issues;
 - previous experience of working with young people.

- **subject knowledge in relation to:**
 - knowledge and understanding of the subject(s);
 - some understanding of issues relating to teaching and learning the subject in school.

You should plan on being with us all day, although if you need to make specific travel arrangements, please let us know in advance and we will try to accommodate you. In addition to your prepared classroom activity (see page 8 for more details), you will undertake a written task (full details will be provided on the day) and a panel interview.

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 ***both originals and photocopies*** of your:

- GCSE (or equivalent) certificates in English Language, Mathematics and, if you are applying for a Biology, Chemistry or Physics PGCE, Science
- 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, in advance of the interview.

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

Group 1 – Primary Trusted Identity Credentials

- Any current and valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photocard - Full or provisional (UK, Isle of Man, Channel Islands and EU)
- 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
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted Government/State Issued Documents

- Current Non EU Driving Licence Photocard (All countries outside the EU, excluding Isle of Man and Channel Islands)
- Current UK driving licence (full or provisional) - paper version (if issued before 1998)
- 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
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Immigration document, visa or work permit (for applicants living and working outside the UK) (Issued by country where the role's based)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Channel Islands and Isle of Man)

Group 2b – Financial/Social History Documents

- Mortgage Statement** (UK or EEA)
- Bank/Building Society Statement* (UK and Channel Islands or EEA)
- Bank/Building Society Account Opening Confirmation Letter* (UK)
- Bank/Building Society Statement* (for applicants living and working outside the UK)
- Credit Card Statement* (UK or EEA)

- Financial Statement** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement *(UK & Channel Islands)
- Council Tax Statement** (UK & Channel Islands)
- 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)
- Utility Bill* (UK) – Not Mobile Telephone
- Benefit Statement* (UK) - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement* (UK & Channel Islands)- e.g. from the Department for Work and Pensions, the Employment Service, HMRC
- EEA National ID Card. (Must still be valid)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands). (Must still be valid)
- Irish Passport Card (cannot be used with an Irish passport) (Must be valid)
- 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)

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 **both originals and one photocopy** of the above documents to the interview. (In the case of a passport, it is the personal details page that should be photocopied.) 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 to you sign a consent form to enable us to request an updated certificate from the DBS.

Prepared Interaction Activity

Please come prepared to present a 10-minute activity to a small group of Key Stage 3 students. Please note that you will not have access to IT when delivering your activity and that you should bring with you any necessary resources. You will have access to a whiteboard if required (non-interactive).

The purpose of this activity is to inspire and enthuse the students to want to study your subject. You should prepare to spend 10 minutes leading a classroom based activity with a small group of students.

Please keep the following key points in mind when you are preparing for this task:

- Aim to use the full 10 minutes but you will be stopped if you exceed the time;
- The student group will consist of six Year 7 students;
- You are not limited in terms of specific topic/content;
- You will be expected to interact with the students;
- You will not have access to a computer and/or projection equipment but may bring other resources if you wish;
- We want to see evidence of your passion and enthusiasm to teach.

Passport photograph

Please bring a passport sized photograph of yourself to the interview for our records.

Completed Prior Experiences form

Please print the form on page 14 of this booklet and bring the completed form to your interview.

Directions

St Aidan's Church of England High School is located on Oatlands Drive close to the main A61 Leeds Road. A detailed map showing the location can be obtained from Google Maps (<https://maps.google.co.uk/multimap>) by entering the school postcode of HG2 8JR.

Please refer to your invite to interview email for details of the time you are required to arrive. You should report to the main reception on arrival.

Travelling by car – please be aware that there is limited onsite parking and you will need to park in the Bede House car park rather than the main car park at the front of the school.

Travelling by bus – there is no suitable bus service that stops outside of the school but the No.36 service operates every 15 minutes between Leeds and Ripon. The easiest option is to get off at Harrogate bus station and walk to the school which takes approximately 20 minutes.

Travelling by train - for details of local rail travel log on to www.wymetro.com where there is a useful interactive rail network map on the website. The easiest option is to get off at Hornbeam Park and walk to school which will take approximately 10 minutes.

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, Geography, German, Maths, Physics 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

IMPORTANT

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

If you are asked to complete an SKE as part of your offer, the SKE must be completed before you start your PGCE programme, unless you have approved mitigating circumstances such as illness which prevents you from doing so.

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

WHEN YOU REGISTER WITH AN SKE PROVIDER, PLEASE ENSURE THAT YOU LIST DR. CLAIRE BALL-SMITH (Claire.e.ball-smith@york.ac.uk) AS THE CONTACT SO THAT THE UNIVERSITY CAN RECEIVE RELEVANT CORRESPONDENCE.

Useful sources of information:

SKE Course Directory

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

Get Into Teaching website

<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>

PGCE Admissions, University of York educ568@york.ac.uk

Prior Experience Form

Please complete and bring with you to interview.

Name: *(please print)* _____

Tick the appropriate box to show the PGCE programme that you are applying for:

Secondary – English Fre/Ger Ger/Fre Fr/Sp Sp/Fre

Biology Chemistry Physics Mathematics History

Please indicate relevant prior experiences by ticking the appropriate boxes:

	Amount of time (full time equivalent i.e. 20 days = 1 month)			
	Up to 1 week	Up to 1 month	Up to 6 months	More than 6 months
School based experiences				
Recent observation visits(s) or voluntary work				
Unqualified teacher				
Cover supervisor				
Learning support/teaching assistant				
Technician				
Lunch/break supervisor				
Work experience as a school student				
Other (please specify):				
Other experiences				
TESOL/TEFL				
Tutoring				
Coaching/training				
Other (please specify)				

In what ways have these experiences enhanced your understanding of teaching and learning?