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The  
**RIGHT**  
Teacher

To The  
**RIGHT**  
Role

For The  
**RIGHT**  
School

# Welcome to iQ

## Education recruitment at its best

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The **RIGHT** teacher to the **RIGHT** role to the **RIGHT** school every  
time

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iQ is a business dedicated to excellence in education recruitment, partnering with schools and academies providing top quality teaching and support staff, understanding that teacher quality and listening to the needs of the school AND the teacher will ensure nothing but the highest level of client and candidate satisfaction is achieved.

We are totally driven by quality and since being one of the first businesses to be awarded the DfE Quality mark for Safeguarding and Compliance back in 2005 we have continued to ensure that all teachers are fully cleared to standards over and above DfE guidelines providing you with confidence for a trusted business relationship. iQ works to best recruitment practice and as members of The REC we adhere to stringent processes and procedures in everything we do.

As Managing Director at iQ, I am supported by a fantastic team of like-minded people who are all passionate about providing a first class service that adds value to the pupils, is cost effective to schools and inspires top quality teachers to excel.

I hope that you find the information in this brochure informative and in line with your teaching resource requirements and I look forward to my team and I partnering with you and forging a business relationship that is second to none.

A handwritten signature in black ink, appearing to read 'Pat Brown', with a horizontal line underneath.

**Pat Brown FCCA**  
**Managing Director**  
**iQ, Education Recruitment At Its Best**



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<https://www.facebook.com/iqeducationrec>



search "iQ"

## What schools are saying about iQ?

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### **HR Manager, East London 11-16 community school**

*"I have found iQ to be extremely helpful, friendly and approachable. They take the time to get to know their clients which then gives them an understanding of what we, as a school, need from them... iQ is our first port of call for additional cover needs and I would highly recommend them"*

### **Personnel Manager, Surrey secondary school**

*"Excellent service provided. iQ has a very professional approach and unlike most other agencies, they will not send a supply teacher if they are not confident they will be successful. It is always a pleasure to do business with iQ"*

### **Cover Manager, West London outstanding girls' school**

*"Very good service and iQ is always my first call when I need cover teachers. More personal approach, able to talk to consultant who has a great insight to the sort of supply needs our school has"*

### **HR Director, South West London independent girls' school**

*"Although not alone in being very good, iQ is amongst the best"*

### **Examinations & Cover Manager, North London mixed comprehensive**

*"I have been using iQ since 2004 and have a wonderful relationship with the very professional team... iQ is dedicated to quality and customer satisfaction and for a school this is vital. This gave our school assurance that all the appropriate vetting checks have been met. I would recommend iQ to any other school"*

### **Secretary to Leadership Team, East London / Essex borders mixed secondary school**

*"iQ is a group of very professional people who work very well together as a team... They make a point of getting to know you and your schools needs when supplying agency staff and they are not afraid to tell you when they do not have the right supply staff for you... Their vetting process is second to none... I would recommend iQ to any school wishing to take up their services"*

### **Bursar, North London secondary school and Sixth Form College**

*"iQ has supplied temporary teachers to the College since 2005 and the reliability and quality of their performance has been impressive... The service has proved both courteous and professional and I am pleased to support our continued work with your company"*

### **Associate Senior Leader, East London academy**

*"The service I have received has been of an exceptional quality... I am recommending that iQ be added to the PSL... They understand the challenges that an inner city school poses and provides a service accordingly"*

### **Supply Co-ordinator, South East London School**

*"I have been very impressed with the quality of service provided by iQ... I am pleased with the prompt, knowledgeable and reliable support which iQ gives to our school"*

## Are the agencies you use reputable?

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**Did you know that the recruitment industry is regulated and that reputable agencies should be members of the governing bodies?**

**Did you know that specific to the education sector, reputable agencies should be accredited and [independently] audited for the service they provide to schools?**

**Did you know that agencies should adhere to certain minimum service levels for schools?**

**Is the agency you work with providing you with a trusted and quality service?**

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A valued and trusted relationship between a school and an agency is vital - but are all agencies the same and are they all working in the best interest of the school and their pupils?

The Recruitment and Employment Confederation (REC) is the governing body of the industry and works hard ensuring the best practice of their members.

The REC has recently issued guidance to schools which covers recent changes to industry regulations that a school should be aware of and how agencies should interact with schools on their recruitment strategies.

The document can be found here through the link below:

[https://www.rec.uk.com/\\_data/assets/pdf\\_file/0011/162011/School\\_Guide\\_2014.pdf](https://www.rec.uk.com/_data/assets/pdf_file/0011/162011/School_Guide_2014.pdf)

## **iQ is a reputable agency...**

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### **A member of the REC**

iQ has been a member of the REC since starting business. The Recruitment and Employment Confederation are second to none for governance in the recruitment sector and work in partnership with government departments and their members for best practice in the sector.

### **Accredited for safeguarding & compliance**

When the DfE ran their 'Quality Mark' scheme, iQ was one of the first agencies to be accredited and since the DfE ceased with the scheme, iQ has continued to ensure that it goes over and above DfE safeguarding and compliance requirements for placing teachers and support staff in schools - further strengthening practices within the education recruitment sector which allows schools to be sure they are working with a business that is driven by quality.

### **What does this mean to a school - an agency is an agency isn't it?**

There are few barriers to entry and anyone can set up a recruitment agency without question, so it goes without saying that in such a regulated activity as school recruitment, a school must have confidence in the agencies that it partners with.

Not only does iQ comply with all of the statutory regulations on recruitment activity & safeguarding and compliance, we go over and above the requirements set out by both the DfE and the REC. iQ is independently audited and checked for compliance in all areas.

Schools can be assured that whenever iQ provides a school with staff they have been fully vetted and cleared in all aspects of safeguarding and compliance and all of the checks have been carried out.

iQ's vetting policy is robust and all information is of course available to the school at any time.

iQ is also compliant with all employment and temporary worker legislation including The Working Time Directive, Agency Workers Regulations and IR35.

**Speak to us to find out more and to discuss how iQ can provide you with a quality driven service that adds value to your school recruitment processes**

## Why should you use iQ?

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iQ understands that teacher quality and listening to the needs of your school and the needs of our teachers will ensure that nothing but the highest level of client and candidate satisfaction is achieved.

### SPECIALISTS

iQ specialises in providing top quality teachers in to local schools in the Secondary sector only; keeping us focused on a core area.

### PERSONAL

iQ is a niche recruitment business and can adapt to the needs of schools – neither schools nor candidates get lost in a huge machine and receive a more personal service.

### QUALITY

iQ only registers candidates with proven references, ensuring that we only work with the best candidates – we do not waste teachers' time if they do not meet our high standards. At least 2 iQ consultants will see each candidate at the interview process, ensuring we can get a balanced view of the qualities of each candidate.

We not only meet but exceed DfE and REC guidelines and are independently audited to ensure our adherence to high quality standards.

### 24/7

Whilst the office is staffed from 7am - 6pm, iQ is contactable on the phone 24/7. Early mornings, evenings, weekends, call or email and we can deal with your requirements. We are here to work around you and your timetable to make your working life easier.

### VALUE

Rates are very competitive in the market place and iQ is ever conscious of balancing top quality teaching staff with budgetary constraints.

### PARTNERING

Sourcing the very best teachers for your school for the long term – not simply bombarding you with CVs with a “see what sticks” attitude...

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**From permanent roles, long term cover or daily supply, iQ looks to build relationships to provide on-going support to schools and academies with the best teachers on the market with each and every candidate adding value.**

**iQ's experienced consultants can provide you with a trusted service on all areas of your recruitment, building long term relationships with both schools and teachers to ensure that the rights teachers are placed in the right school. We are dedicated to providing a first class, quality service that adds value to the pupils, is cost effective to the schools and inspires top quality teachers.**

# Try iQ for your permanent recruitment

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- ✓ No placement, no fee...
- ✓ Do you use the TES to advertise your permanent requirements? – using iQ instead (or at least alongside) would save you valuable management and administration time as iQ completely manages the process, but always in accordance with your requirements...
- ✓ Not only does iQ have a database of top quality teachers from which to source suitable candidates, it also advertises on education sector specific job boards, subscribes to external data sources and uses social media to ensure a wide circularisation...
- ✓ iQ can provide you with statistics on the advertising sources used, response rates and criteria used for short-listing to ensure your diversity criteria are met...
- ✓ Using iQ for your permanent teaching requirements represents value for money – a fee is payable on successful appointment only – if an iQ short list does not result in an appointment, you do not pay any fees...
- ✓ iQ will never be beaten on price - our rates are very competitive in the market place and iQ is ever conscious of balancing top quality teaching staff with budgetary constraints...
- ✓ What have you got to lose...?

# Safeguarding and Compliance

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As one of the first businesses to be awarded the DfE Quality Mark back in 2005, iQ has continued to ensure that it operates a stringent process with safeguarding and compliance at the core of what we do. iQ takes its safeguarding obligations very seriously and all teachers put forward for roles by iQ would have undergone a thorough vetting and clearance process to include...

- **Detailed CV review and initial telephone interview**
- **Reference checks on recent teaching roles**
- **Completion of a detailed registration pack**
- **Disqualification by association checks**
- **Face to face interview with at least 2 iQ consultants**
- **Identification, right to work, PoA and qualification checks**
- **NCTL registration and prohibition checks**
- **Childrens Barred List (List99) database checks**
- **Enhanced DBS check with The Update Service**

iQ goes over and above the DfE Safeguarding requirements to ensure that before a teacher gets to a school they are fully compliant.

Vetting confirmation statements are sent to schools for every assignment detailing the teacher's compliance documents and registrations.

More generally, as members of the REC, iQ Education adheres to The Code of Conduct and other processes, procures and guides for best practice in recruitment including Safer Recruitment training and awareness.

# Vetting policy and procedures

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At iQ we take our vetting obligations seriously. iQ's greatest responsibility without question is to ensure the adults we place in your school are properly qualified and that young people will be safe in their care. Each candidate will have gone through the following checks and processes before being assigned to a classroom position...

**Reference checks:** At least 2 full and detailed teaching references are taken up on every applicant. References are applied for following an initial telephone interview and only candidates with strong references are invited in for an interview and the registration process. This ensures that iQ only registers top quality candidates that will add value in schools. iQ also seeks periodic reviews and comments from our client schools' to ensure we are kept up to date on a teacher's classroom ability and the value they add.

**Professional face-to-face interview:** iQ recognises that no amount of vetting can negate the need for an in-depth, personal interview. iQ's consultants are trained on interview techniques and take the time to find out as much as possible about a candidate. At least 2 iQ consultants are involved in the interview and registration process to ensure at least, a second opinion on the qualities of candidates. We physically meet every candidate face to face and verify original documentation fully – video / Skype interviews are not acceptable to iQ – face to face every time.

**Eligibility to work in the United Kingdom:** All passports, visas, permits and other right to work documents are checked and expiry dates monitored and reviewed to ensure continued compliance to legally work in the United Kingdom.

**Identification check:** iQ makes thorough checks to verify each applicant's identity. Only official documents such as passport or driving licence satisfy our requirements and we also take at least 2 proofs of address.

**Qualification check:** Teaching qualifications are checked against the NCTL and / or the QTLS database at registration and at least annually thereafter. Original or certified copies of teaching qualifications and degrees (or equivalent) are sighted and held on file.

**DBS Enhanced Disclosure check & Childrens Barred List (formerly List99):** Teachers and support staff are exempt from the Rehabilitation of Offenders Act 1974. Every iQ candidate must declare any caution, conviction, bind-over or pending prosecution, even if where considered 'spent' under this act. Applicants complete an Enhanced Disclosure, which is sent to the DBS for processing in the name of iQ or their current Enhanced DBS is checked and verified with the DBS Update service. The status of a DBS is checked at least every 6 months and a Childrens Barred List check is undertaken at the point of registration with iQ and at least annually thereafter.

**Overseas Police Clearance:** Where applicable, each overseas candidate or a candidate that has recently worked overseas is required to produce a certified police check or letter of good conduct from his or her country or the country in which they have recently worked.

## Fees and charges

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iQ looks at all angles balancing quality of service against your budgets and also trying to be realistic on the numbers for both sides. Ever conscious of your budget, iQ can potentially save you money on your overall recruitment spend with some of the most competitive rates in the market and the offering of volume discounts. As a small independent business, iQ always look to partner with schools and academies over the longer term and as a small business can offer can offer a competitive fee structure with your budgets and requirements in mind. Whilst adding value with quality supply, potentially saving you money on overall rates, working with iQ can also reduce your administration costs through cutting down the number of agencies you work with.

### Daily Supply

iQ can agree rates with you in advance for ad-hoc daily supply for qualified teachers, cover supervisors, instructors and support staff.

### Long Term Cover Assignments

iQ understands the need to attract and retain top quality teachers and support staff and is proud of its reputation of paying top quality teachers the best rates to secure their services. As you would expect, iQ also adheres to any and all legislative requirements regarding candidate pay including The Agency Workers Regulations. Rates for long term cover assignments will vary dependent on each candidate's experience and value add. Should you require us to quote one standard rate for long term supply, we are happy to do so, however, we have found such an approach pushes perhaps the better quality and more experienced candidates out of the equation when short-listing suitability, therefore potentially limiting the quality and value add being sent to you as an option.

### Volume discounts for daily supply and long term supply of Qualified Teachers

Keen to build a business relationship for the long term, iQ is happy to discuss and agree volume discounts in each academic year, based on number of days utilised through iQ.

### Permanent recruitment

As noted above "No placement, no fee". iQ would save you valuable management and administration time as iQ completely manages the process from taking the vacancy, sourcing and vetting candidates to presenting a short-list, arranging interviews and managing the end placement. iQ can provide you with statistics on the advertising sources used, response rates and criteria used for short-listing to ensure that your diversity criteria has been met, should that be necessary. iQ would be happy to discuss the level of requirement for permanent recruitment and put in place a proposal on rates, again with the possibility of volume discounts over an academic year.

**We will never be beaten on price!**