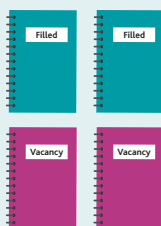


# Getting teachers into schools: the role of recruiters



Teachers are high in demand, but there aren't enough of them to fill vacancies. The skills shortage is worsening.



Schools filled only **half** their vacancies with teachers with the experience and expertise required. In around **a tenth** of cases, schools did not fill the vacancy at all.



The DfE has **missed its targets** for filling teacher training places over the last 4 years.



In the year to November 2016, **2,620 more teachers** left the profession than joined.

Source: *Teacher recruitment and retention in England*, House of Commons Library (January 2018)

Recruiters work hard to place teachers, but it's a difficult job.



of agencies typically receive less than two hours' notice from a school in need of a supply teacher on the same day.



of agencies persuaded a teacher to remain in the education profession in the 12 months to April 2018.

Source: REC survey of education recruiters (April 2018)

## What fees do recruitment agencies charge?

Like any business, recruiters have to charge fees for the work they do.

### Permanent placement

For placing a teacher into a permanent job, an agency will generally charge a one off fee, usually calculated as a percentage (**typically 10-19 per cent**) of the salary.

### Supply fee

For supply teachers, an agency will charge a supply fee, which is a percentage (**typically 15-30 per cent**) of the hourly rate for the duration of the assignment.

### Transfer fee

If a school wants to offer a permanent job to a supply teacher that an agency has provided, the agency can legitimately **charge a transfer fee (see below)**.

Recruiters must agree any charges that will apply with the school, otherwise they have no contractual right to claim payment. We expect our members to agree written terms with clients that include details of fees.

These fees apply across all sectors – they are not exclusive to education.

## How do transfer fees work?

If a school offers permanent employment to a supply teacher, it deprives the agency of remuneration via supply fees while also skipping the normal (larger) permanent placement fee. A transfer fee is agreed to cover this.

The Conduct of Employment Agencies and Employment Business Regulations (2003) restricts the way that transfer fees are charged, to strike a fair balance between the agency, the school and the teacher. This means:



The agency can only charge a fee if the teacher is taken on by the school within **14 weeks** from when the temporary assignment started or **8 weeks** from when the assignment ended, whichever is latest. If the teacher is taken on outside of this period, the agency **cannot charge a transfer fee**.



The agency must offer the school an option to continue supplying the teacher to them for an agreed period of time, as an alternative to paying a fee. Once that time is completed the school is free to take on the teacher **with no transfer fee**. If the agency does not give the school this option in the contract, they are **not allowed to charge** or even request a transfer fee.

# What do recruitment agencies do for the fee?

Hiring is not cost free. Checks to ensure teachers are safe, appropriately skilled and the correct match to work in a school are important. It is compulsory for recruitment agencies to do the following checks on all teachers they supply to schools:

- ✓ Right to work in the UK check
- ✓ Identity check
- ✓ Enhanced DBS check
- ✓ Update Service check (where the teacher is subscribed to the Update Service)
- ✓ Childrens' Barred List check
- ✓ Overseas police check (where relevant)
- ✓ Fitness to teach medical declaration
- ✓ Criminal convictions declaration
- ✓ Employer Access Service checks to ensure that the teacher holds QTS status and to check whether there are any prohibitions/restrictions for that teacher
- ✓ Qualifications check
- ✓ References checks
- ✓ Childcare Act 2006 to check whether an individual is disqualified (where applicable)
- ✓ Work history based on the candidate's CV and/or application form to check whether they meet the requirements of the role

Most agencies also carry out face-to-face interviews with candidates.

## The supply fee also covers:

- ✓ Employers' national insurance
- ✓ Holiday pay
- ✓ Pension contributions for automatic enrollment

## Education recruiters are specialists in their area and provide added value to schools and teachers. This might include:



Providing access to additional training for teachers and support staff such as updates on safeguarding and refresher training for those who have taken time out.



Helping to promote schools to candidates in terms of difficult roles to fill or geographical areas that struggle to attract candidates.



Advice and guidance to schools on recruitment and safeguarding.



**Expert recruitment agencies provide a positive and helpful service to schools.**

If schools didn't use a recruitment agency, they would have to do all of this work themselves and find the additional time and budget to ensure that they were doing it properly. Most schools don't have trained HR or recruitment experts who can perform this work. That's why they rely on recruitment agencies to find them the teachers they need in their classrooms.

This factsheet was produced by the Recruitment & Employment Confederation (REC) the professional body for UK recruitment agencies. All our members are required to abide by our Code of Professional Practice and we investigate complaints received against our members within the scope of the Code. If you are working for an agency that is a member of the REC and you have a complaint, you can refer it to us: <https://www.rec.uk.com/membership/compliance/complaints>.

The recruitment industry is regulated by the Employment Agencies Standards Inspectorate (EAS) which is part of the Department of Business, Energy and Industrial Strategy (BEIS). If you believe an agency is non-compliant and wish to report them, please ring the ACAS helpline on 0300 123 1100.

The information contained in this document is provided as general background information and should not be taken as legal advice.