

**Principal**   
**Resourcing**  
EDUCATION SPECIALISTS



[www.principalresourcing.co.uk](http://www.principalresourcing.co.uk)

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Working with  
**250+**  
schools in the  
region weekly

## ABOUT US

**Principal Resourcing are a leading provider of staffing solutions for the education sector across Yorkshire, Lincolnshire and beyond.**

We are proud holders of the REC Audited Education Award which is the gold standard in Education Recruitment. Holding this demonstrates our commitment to best practice in areas such as safeguarding, customer service, staff development and diversity.

We are a fully approved member of the DfE Framework. The framework agreement can be used by schools to achieve the most effective rates whilst also offering the assurance that temporary workers from agencies have been background screened to the robust standards outlined in Keeping Children Safe in Education and follow a code of conduct.

This brochure demonstrates the benefits of working in a partnership with a local, forward-thinking company. We are constantly striving to stay ahead with continued initiatives to ensure we lead the way in the provision of staffing and additional services to schools.

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# Candidates

## The heart of the business

Before we look at what Principal Resourcing can offer your school...

We recognise that at the heart of the success of our business are the candidates. All candidates are stringently vetted (see safer recruitment) and candidates receive regular CPD to keep them up to date with the ever changing demands of the classroom.

We regard candidate professional development and support as essential and we offer an extensive portfolio of accredited workshops from classroom management to specific special educational needs. Our experienced trainers can observe candidates in longer term placements and provide feedback for the candidate and the school or setting.

We hope that this additional line of support will be welcomed by our colleagues as a mark of supporting both candidates and schools in ensuring that learning is effective and progress is consistent.



"We chose Principal Resourcing as our preferred supplier and have done for a number of years now. The service offered is professional and efficient and the consultants are friendly and honest. We have built up a regular bank of competent cover supervisors and supply teachers who support the school on a regular basis and the provision of candidates for longer term placements has been excellent."

Ed Stewart - Cover Manager, Hanson Academy

# Safeguarding

## Principal's Professional Practice

Safeguarding is at the forefront of our priorities and we are committed to Safer Recruitment and best practice. Our Professional Practise for Safeguarding ensure the candidates we deploy are compliant and suitable to work in an education setting.

Principal Resourcing work in line with the Department for Education Statutory Guidance, Working Together to Safeguard Children July 2018 and Keeping Children Safe in Education.

The procedures we carry out on a candidate before selection include:

- ✓ Professional Face-to-Face Interview
- ✓ Identity Check
- ✓ Right to work in the UK checks
- ✓ Enhanced DBS checks and annual rechecks or update service checks
- ✓ Professional written references
- ✓ Annual Children's Barred List checks
- ✓ Qualification/QTS Checks
- ✓ Overseas police checks or letters of good conduct for time spent overseas
- ✓ Medical Fitness checks
- ✓ Level 1 safeguarding course prior to placement and regular refreshers
- ✓ DfE Teacher Regulation Agency Checks for prohibitions and Sanctions
- ✓ Comprehensive induction and safeguarding handbooks and copies of DfE statutory guidance
- ✓ Rechecking during gaps of employment and expiry dates of documents
- ✓ Fully trained staff who have undertaken level 1 safeguarding and safer recruitment training
- ✓ Ongoing CPD for all registered candidates

The procedures our internal team carry out on a candidate before selection include:

- ✓ A level 3 safeguarding and management trained team to deal with allegations
- ✓ CEOP Traning Ambassadors trained to deliver online safety using material from the national crime agencies 'thinkuknow' programme
- ✓ Proud members of the REC and holders of the REC Audited Education gold standard in education recruitment

Your  
**local**  
education  
specialists



## Safer Recruitment

The Principal Passport encompasses all vetting checks carried out by Principal Resourcing in order to determine a candidates suitability for work.

These checks include: full name, job title, date of birth, National Insurance number, DBS disclosure number and issue date, Teacher Reference Number (if applicable), Teaching Agency restrictions, Barred List check, qualifications, proof of address and photo ID all checked, references, the candidates right to work in the UK, international clearance obtained (if applicable), and medical declaration.

This is emailed to you prior to the assignment and our candidates also carry a Principal ID card as well as a form of photo ID. Our Principal Passports are fully compliant with the DfE's recruitment requirements and adhere to the standards previously outlined by the Quality Mark, now known as Audited Education. All checks are in line with the DfE framework requirements.

## Our Courses...

**Free**

### Induction

Introduction to Principal Resourcing.

**Free\***

### Safeguarding Level 1

Basic awareness of safeguarding & child protection. \*(Free to candidates)

**£30**

### Safeguarding Level 2

Theoretical and case study based learning to enhance your basic safeguarding awareness.

Placing,  
on average  
**400**  
candidates a week  
across the  
region

## What we can offer Education Expertise

The teams at Principal Resourcing encompass the key elements of recruitment and education expertise combined with local knowledge. Headed up by our flagship branches (Hull and Leeds), we have additional regional offices in Doncaster, Grimsby, Lincoln, York, Scarborough and Bradford to facilitate candidate registrations and CPD, along with ensuring a local presence for schools.

Our consultants across the entire region are vastly experienced in this specialised field. One of our dedicated consultants will work with you to find the most cost-efficient solutions to your staffing issues, be it for one day, a full term or a permanent position. The team's experience in placing the right candidate in the right school is second to none. We take time to establish details such as behaviour policy and the school ethos so we can match them to the type of candidate that you are looking for. With our stringent selection process, you can rest assured we are confident in our ability to find the right fit for your school.

There will be occasional times, of course, when we are not able to fulfil your requirements. We will always be completely honest about the calibre of our candidates along with their experience and more importantly their suitability for the position. We sincerely believe **that honesty is the best policy.**

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### Education recruitment specialists



## Daily Supply

It is not always possible or practical to detail unplanned supply in advance. We do ensure that candidates are in receipt of key facts prior to commencement of their day and this is usually communicated by telephone and email.

- ✓ Name of school and directions
- ✓ Start and finish time
- ✓ Details of class/subject or year group to be taught
- ✓ Details of who to report to
- ✓ Any relevant information relating to SEN or type of school
- ✓ Whether work is planned

## Response Times

- ✓ Next day cover to be confirmed by 3.30pm to allow teachers who are working that day to respond.
- ✓ Long-term bookings to have appropriate CVs sent over within 24 hours (unless immediate start).
- ✓ Within 15 minutes for immediate same day cover (if a teacher is not available, we advise the school so that they can make alternative arrangements).



## Long Term Assignments

In addition to all of the above, we will ensure that only candidates qualified to do the specific role will be shortlisted and sent over to you. For each experienced candidate you will receive an up to date comprehensive CV along with a summary from your consultant on why the candidate is the best fit and why they are suited to the role.

We advertise your role on our own website and various jobs boards to ensure you have access to the widest possible candidate base. Trials for long term placements are usually recommended and we are happy to arrange these at your convenience.

## Permanent Placements

Our experienced permanent recruitment team understand that education is constantly evolving and have in-depth knowledge of the difficulties schools and academies face on a daily basis.

We appreciate that the permanent recruitment of your teaching and non-teaching staff is crucial for the future success of your school / academy as the right staff can turn any setting into a centre of excellence. Our team can offer support at every step of the recruitment process from assisting with the advertisement, shortlisting and interviewing candidates, to carrying out the various checks required to work with children.

All packages are tailored to your requirements, we can do as much or as little as you like. We offer innovative candidate attraction solutions that are proven to work, and our dedicated specialists will work in consultation with you to develop a strategy to ensure that the best possible, available candidates are sourced for your posts.



"Having worked with Principal over the last 18 months, we have developed a great working relationship. They understand the needs of our school, the struggles we sometimes face and can send a great quality teacher, usually at very short notice!

Having that consistency of great service & trust makes Principal Resourcing an easy choice for our school."

**Burton Pidsea Primary School**

# What we offer Special Education Needs

Principal Resourcing is committed to providing experienced teachers and support staff to work with children with 'Special Education Needs' and have created a specialist team to work in this field.

Our dedicated and experienced SEND consultants understand the diverse staffing requirements needed within a SEN setting. They work closely with schools and candidates to ensure the best possible match for these roles. The team understand that supporting SEND and alternative education providers is more than just getting the right people for the right roles. We take time to determine your precise needs and aim to understand how your establishment works. We regularly spend time in your school and create bespoke induction material for new staff.

Collaboration with schools and in-house trainers allows us to provide candidates with current training in a shifting SEND landscape. This in turn ensures we equip our workforce with the latest tools and strategies specific to the SEN sector including positive handling strategies and restorative practices.



## Cognition and Learning

- ✓ Moderate Learning Difficulties (MLD)
- ✓ Severe Learning Difficulties (SLD)
- ✓ Profound and Multiple Learning Difficulties (PMLD)
- ✓ Specific Learning Difficulties
- ✓ Dyslexia
- ✓ Dyscalculia
- ✓ Dyspraxia

## Communication and Interaction Needs

- ✓ Speech, Language and Communication Needs (SLCN)
- ✓ Autistic Spectrum Conditions

## Sensory and / or Physical

- ✓ Sensory and Multi-Sensory Impairment
- ✓ Physical Disabilities

We ensure that all staff are kept up to date of all changes and training developments and we have staff experienced in the following:

- ✓ PECS
- ✓ Makaton
- ✓ Positive Handling Strategies
- ✓ Team-Teach
- ✓ TEACCH
- ✓ Reflective Practices

SEND Teaching Assistants are also widely recognised as the unsung heroes of the classroom. They play an integral part in the learning process and, on a one-to-one basis, can help give back an individual's independence.

## PRU, Inclusion, Exclusion & Alternative Learning

Our specialised SEND consultants are focused on maximising the support available across mainstream, attached inclusion or off-site alternative learning. We understand the numerous barriers that can stand in the way from preventing youngsters from achieving their full potential. We have staff who have years of experience of re-engaging pupils through both curricular and vocational teaching and support.

Whether the requirement is to support children with emotional behavioural difficulties, or those with profound and multiple learning difficulties, our SEND Consultants provide highly experienced candidates to work within this specialised area.

We provide schools, local authorities, pupil referral units, alternative providers, and other educational establishments with specific pupil interventions with qualified teachers and specialist learning support staff for a range of intervention tactics including:

- ✓ One-to-one tuition
- ✓ Small group/peer group tuition
- ✓ Additional support for looked after children
- ✓ Booster sessions
- ✓ Revision classes
- ✓ Holiday programmes



**96%**  
of clients are  
more than happy  
to recommend  
us

## Additional Services Senior Leadership Recruitment

We offer a unique specialist recruitment service to all education establishments recruiting senior leaders and non teaching specialists.

The education team provide support to fellow leaders and governing bodies to ensure that vital leadership roles and specialised non teaching roles are filled with the best possible available candidates.

### Senior Leadership

Recruiting a future leader or a member of the Senior Leadership Team is one of the biggest decisions a governing body will make, the process is demanding and requires a great deal of commitment.

We understand that leadership roles are integral to drive forward, lead and inspire students, staff and the wider community. By choosing us as your specialist recruitment partner you will be assured the level of our experience and knowledge guarantees that we will have a clear understanding of the range of essential leadership skills required to meet this demanding and challenging role.

### Non Teaching Roles

Our expertise enable us to identify key individuals who possess the necessary skills and attributes required to enhance an existing team or department within the education sector. Having proven skills in the commercial arena that would transcend into the education sector and contribute significantly to an already established team.

### Plan and Manage the Complete Process

The team at Principal Resourcing can arrange and plan the logistics for the interview process and be on hand to collate the results, answer queries as they arise and equally as important, we ensure you operate within the guidelines of current employment law and assure you of a fair, unbiased and impartial service throughout the recruitment process.



“Having worked with Principal Resourcing since 2011, I have never had the need to use another agency. I speak to a variety of staff from Principal on a daily basis, receiving a consistently high standard of Customer Service, professionalism, honesty and friendliness from all members of their team. Our Academy has employed multiple members of high quality staff from the agency who have then gon on into full-time positions in alternative departments.”

**Kenny Provan, Sirius Academy Trust**

# Additional Services

## Payroll Provision

### All Schools | Academies

The service is designed specifically for the education sector and managed by a former Academy Business Manager with a wealth of experience and understanding of the wider implications affecting a complex payroll. The service is backed by a team of CIPD qualified experts offering comprehensive HR support at levels bespoke to you. All information and communication is delivered through the Principal Portal which allows for safe uploads and downloads for all documents and submissions. The portal provides the virtual support arm and the diverse team provide guidance, advice and reassurance. Everything you would expect from a dedicated hands on support team.

### Bespoke Service

The continued erosion of Local Authority services has often resulted in a skeleton service, the Local Authority has adopted one size fits all approach to dealings with individual sites, understandably based on their attempt to be all things to all people. The model implemented by our team ensures that a bespoke service is available to enhance the efficiency of existing systems.

### Education Only

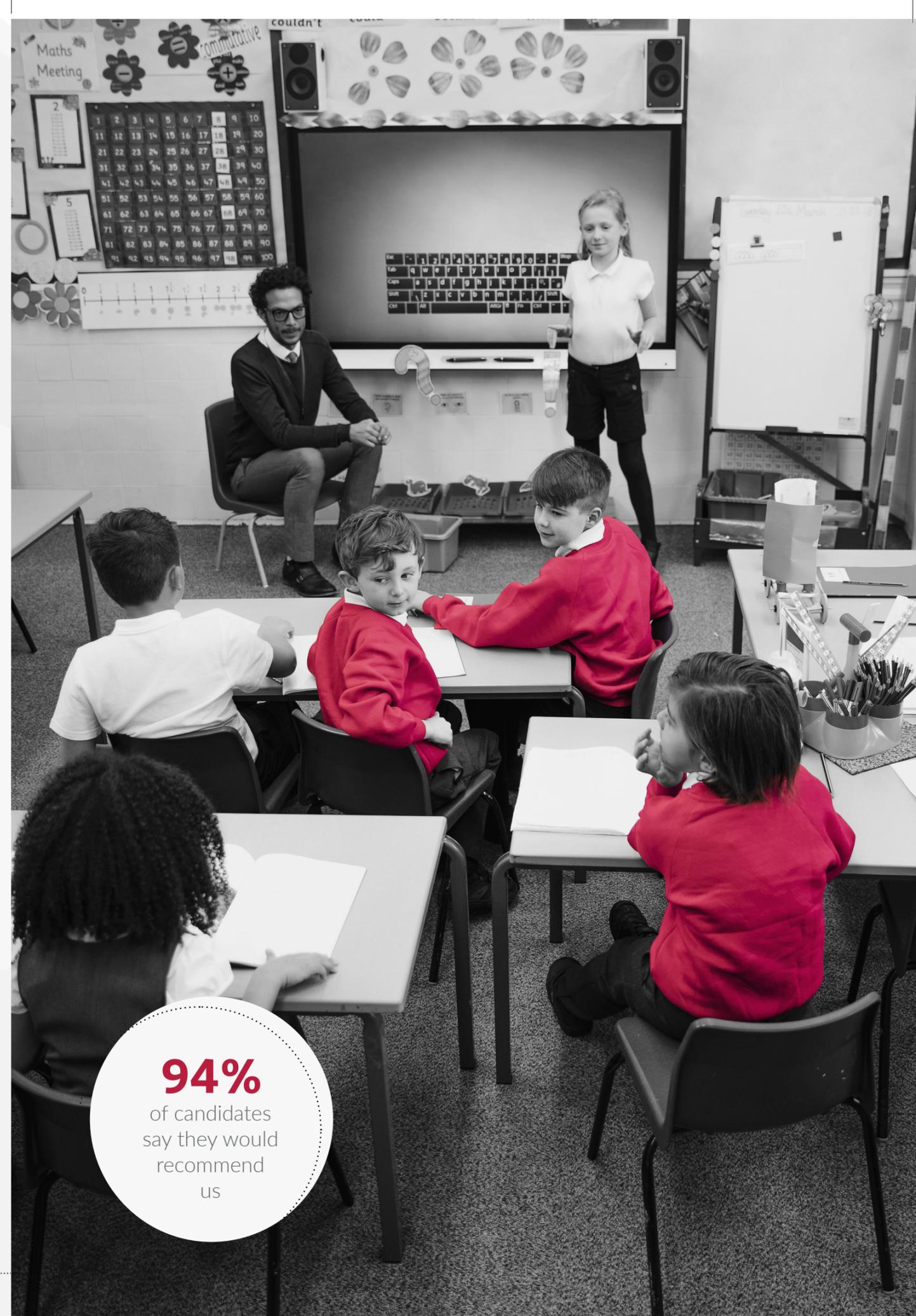
We recognise the unique challenges of the payroll and HR issues flowing from education, and rather than simply targeting education as just another sector to sell these services, it is the only sector we work with. A truly educationally orientated product and service. Whilst all relationships begin with contracts and timetables, we will not hide behind these to make our life easier, we can not only offer flexibility but demonstrate with customer testimonials that we deliver on our offer. We are confident our skills more than match larger payroll providers, we can react quickly to your needs and do not only talk of partnership working but live it on a daily basis. We aim to feel like an extension of your team, not just another supplier.

### Enhanced DBS

Enhanced DBS checks are an integral part of the recruitment process for many businesses. Principal Plus offer a cost effective and efficient service with the flexibility to suit all establishments.

- ✓ We guarantee every DBS form will be audited and sent to the DBS department within 24 hours of receipt
- ✓ 3 packages available dependant on the level of assistance required
- ✓ Online service option, 98% are issued within 14 days using this option VAT only charged on admin fee
- ✓ On site ID checking services available
- ✓ An up to date progress record is provided to every client (available daily if required), this is reinforced with email confirmation which is sent when a DBS has been dispatched.
- ✓ Further services, voluntary prices and standard checks are available upon request

**94%**  
of candidates  
say they would  
recommend  
us



**1000's**

of Quality  
Placements  
made

## Partnerships | Trusts

A partnership creates a clear understanding of the requirements, challenges and opportunities at your school. By sharing a commitment, you help to raise standards in education as we dedicate significant time and resources to the school by local branch consultants and senior management. With Principal Resourcing you gain a partnership based on trust, knowledge, efficiency and value for money. **A superlative level of service!**

A school should always consider a PSA as it drives value and also increases cost effectiveness without compromising quality. We offer access to the highest calibre candidate base along with the ability to strategically recruit at key times and take immediate remedial actions.

In addition, the school is enriched by accessing added-value services such as sponsorship, a portfolio of CPD courses, CV workshops, first aid training for staff and wellbeing awareness for pupils, to name but a few.

### What do you have to do?

Provide us with your supply spends so the level of benefit can be determined. We will then discuss with you a range of added value benefits.

You are able to select those that are most beneficial to your needs and we will include those in your Preferred Supplier agreement. Below is a list of just some of the benefits our clients have opted for. The list is not exhaustive so just ask!

- ✓ CEOP training
- ✓ First aid training Accredited
- ✓ Sponsorship
- ✓ Dyslexia testing
- ✓ 1-1 tuition
- ✓ CV workshop and mock interviews

A bespoke pricing structure will be agreed and upon signature you can enjoy the benefits of the added value as well as a tailored pricing system that suits your school's budget.



### Trusts

**The David Ross Education Trust, 34 Academies throughout England.**

We were approached by the Trust to apply given our past relationship with a number of schools within the Trust. We are working closely with many of the Academies assisting us in our goal to become their number one supplier.

**The Academies Enterprise Trust, 62 Academies throughout England.**

The Trust had a vast criteria for approval looking at both cost effectiveness and quality. After agreeing preferential rates we support the Trust with a number of adhoc and longer term solutions.

**Beckfoot Trust, 11 academies, Yorkshire**

Our pre agreed charge rates and quality service ensure the trust have a stable staffing solution.

**BDAT, 18 Academies, Yorkshire**

In addition to supplying staff we deliver CEOP training to the Trust on an ongoing basis.



"I have always been impressed with Principal Resourcing's friendly, confident and re-assuring manner. They always strive to please the customer and are on the ball to suggest alternative solutions, never appearing frustrated at the sometimes-unpredictable nature of providing cover for schools.

One of the main reasons for continuing our agreement with Principal Resourcing has been their first-class service"

**J Palmer - Senior Cover Supervisor,  
Tadcaster Grammar School**

# Community Outreach

## No More Knives

We are one of the main sponsors for the Rich Foundation and its #NoMoreKnives Tour which launched in September 2018 in Hull. The tour visited schools throughout the city spreading the #NoMoreKnives message, it included talks from Kayleigh Pepper, the founder of the Rich Foundation and a victim of knife crime, Mo, an ex gang member who is now a Pastor, Humberside Police and a performance by a number of bands, culminating in a show at the Bonus Arena for students. The tour was so successful that Phase 2 has been approved to take the tour across Yorkshire and Lincolnshire. In addition to this we then assisted in bringing the Knife Angel to Hull, this is the national monument against violence and aggression built ultimately for the 4th plinth in Trafalgar Square. The monument is made from 100,000 blades, all used in some form of crime, given up in the knife amnesties that have taken place up and down the country.



## Charity

We love to get involved in charity work! Our offices are always taking part in fundraising events from Children in Need and Red Nose Day to arranging present donations from staff, clients and candidates to take to underprivileged children in the Yorkshire and Lincolnshire areas at Christmas. Last year saw donations to the local children's hospital, children's home and a number of charities for disabled and sick children.

## School Support

Community is at the heart of what we do and we frequently support our local schools. Most recently we were informed that the students of a local primary had never been to a pantomime at Christmas, so we surprised them with transport to take them to a local show.

# Principal Resourcing

EDUCATION SPECIALISTS



Crown  
Commercial  
Service  
*Supplier*

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