

Supreme Recruitment Solutions Referencing Policy

All teachers are required to provide details of at least two referees, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in the education field. These are sought and obtained directly from the referee. Both referees must be senior to the teacher and be contactable at their place of work.

Written	We require both references to be in writing prior to placement
Verbal	Verbal references may be taken but written follow up is required. A teacher may be placed on the strength of one written and one verbal reference. If the referee fails to respond to our reference request, we approach the teacher and ask for a third referee or for the teachers to prompt its return.
Open	Open references are accepted in addition to two written references. A teacher would not be placed on the strength of an open reference. If the referee is the teacher's last employer, we would approach them and ask them to verify the contents.
Character	If a teacher has been out of the workplace for some time and is unable to provide professional referees, with the permission of the client we will place on the strength of these. Particular care is taken to obtain detailed feedback and if possible, we request to observe the teacher in the classroom.

The consultants review all references to ensure they are satisfied with the comments. Should a consultant require any further information or clarification on an issue raised by the referee they will contact them directly. If we are not entirely satisfied with the contents of a reference but are confident of the teacher's ability we would ask the teacher for a further two referees.