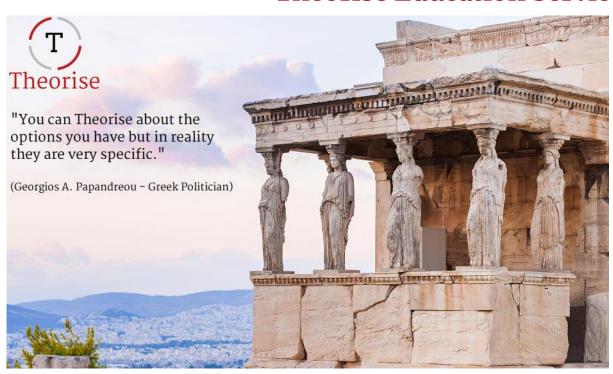


www.theoriseltd.com



Theorise Education Services



Theorise Ltd are an ambitious and innovative recruitment business and have grown to be one of Scotland's premier agencies for the supply and provision of support services to higher education in Scotland. Theorise are recognised for our excellent quality of service to not only our clients but also to our candidates. We have built this reputation through a professional and tailored approach to meet each of our Clients individual needs. While our business has grown we still endeavour to maintain a personalised and friendly approach with a focus on meeting the needs of all our Clients & the Student's we work with. Theorise are fully aware that you have a choice but with our focus and determination to giving both Clients and their Students a positive experience we hope to be your first choice.

Further education can be a daunting prospect for any student but perhaps more so for those who need additional support, for whatever reason, and we are committed to ensuring they are afforded appropriate support from a suitably qualified and trusted support worker who can assist in their academic progression. We recognise that sourcing "best fit" candidates can be challenging but we are confident Theorise has the experience and knowhow to deliver a solution for all student's

specific needs. Theorise have a proven track record of delivering excellent candidates for a range of roles, whether it is one person or volume recruitment, we are entirely confident in our ability to meet your requirements. In the 2017-18 academic year, we provided support to over 750 students across Scotland from the Isle of Skye to the Scottish Borders, from entry level courses at colleges to post graduate university education, all of whom have varying specific learning difficulties and support needs.

Theorise consider it critical to our success in education that we retain our support workers to ensure students have consistency throughout their studies. Ideally, a support worker assigned to a student in the first year of their course will continue to work with the same student until the completion of their studies. Theorise firmly believe that consistency is key for students and having the same support worker can assist in their academic progression through the creation of a strong and trustworthy working relationship.





Recruitment Process

Step 1

Theorise obtains all relevant information from the College or University on the requirements of the support worker e.g. locations, availability, tasks they will be required to undertake and also if required the types of specific learning difficulty they will be working with.

Step 2

Theorise will search our current database of potential candidates and/or advertise the specified role on both our website and any other specified job boards.

Step 3

Theorise's recruitment team will undertake a thorough analysis of the CV's and cover letters of the applicants and shortlist those with the best experience of working in education and with the best overall qualifications for the role.

Step 4

Theorise's recruitment team will carry out an initial telephone interview with their candidates discussing their experience in the education environment and their background. Applicants who impress at this stage will be invited to interview.

Step 5

Theorise interviews the candidates using a thorough process detailing the candidates employment history, education and qualifications relevant to the role. Theorise will ensure all documenation is up-to-date for their eligibility to work in the UK and to work with students with Disclosure and PVG checks.

Step 6

Theorise will offer the best candidate a role working with Theorise and upon confirming their registration and validating Disclosure checks we will notify the College or University of the selection.

Our expertise and experience distinguish Theorise from other agencies in the education sector.

Flexibility

Theorise receive referrals throughout the academic year and our dedicated and experienced recruitment team will ensure that a support worker is placed with students as quickly as possible.

Credibility

Theorise continually strives to improve and uphold our reputation as a professional and high-quality recruitment business.

- Corporate Member of the Recruitment and Employment Confederation (REC)
- Member of the Federation of Small Businesses (FSB)

Our Clients are updated throughout the academic year to ensure we are meeting both their own and their students' needs.

Understanding

As a valued Client, our team will work alongside you and will be readily available to discuss or arrange support for students at your institution. Theorise, understands that a rapid and efficient response is key. Should you have any requests that fall outwith what we currently supply then we would be delighted to discuss any additional needs.

We currently provide:

- Note Takers
- Proof Readers
- Mental Health Mentors
- Study Skills Tutors
- Communication Support Workers
- Personal Assistants
- Examination Support Staff (Invigilators, Readers, Scribes)

Job descriptions for all of the above roles are available on the Theorise website.