

# EARLY CAREER TEACHERS - INTERVIEW & APPLICATION ADVICE

## APPLICATION FORMS

### QUICK RULE 1

Spelling and grammar errors can be the deciding factor when there are lots of applications. If you need help proofreading **ALWAYS** get someone to check your form before you submit.

### QUICK RULE 2

When you are completing your work history **ALWAYS** ensure you list every job since learning school. Recruiters are trained to look for gaps in employment and question why this has happened.

### QUICK RULE 3

When you are writing your personal statement **ALWAYS** tailor to the school and check that you have deleted any former reference to a previous school.

## INTERVIEWS

### QUICK TIP 1

Remember it's ok to be nervous. Schools know candidates are nervous and will take this into consideration. It's ok to ask to hear a question again. Be sure to bring a bottle of water to the interview.

### QUICK TIP 2

If you have a lesson observation prepare the following:

1. Copy of lesson plan for observer
2. First name stickers and give out to children
3. Behaviour system – what does the school use? Ask for it to be available

### QUICK TIP 3

Make sure you understand how to answer the safeguarding question correctly:

- Reread KCSIE Annex A
- Find out who the designated safeguarding lead is on the school website

## PREPARE CAREFULLY

**When writing a personal statement, it is important to reflect on yourself – your strengths, values and achievements. A school is looking for the right person to join their team, as well as a qualified person. Think about what makes you the best candidate for their school.**

It is important to show that you understand the role of a teacher and what is expected of them but don't just write about what you believe is important. When you write about your qualities and skills as a teacher, try to provide an example of what you have done and the impact it has had on children. Use the teacher standards and early career framework to help you write a list of your experiences and the impact they have had on children from your training. Use some of them in your personal statement and keep some for your interview.

### **Early Career Framework Reminder**

- High Expectations (Standard 1: Set High Expectations)
- How Pupils Learn (Standard 2: Promote Good Progress)
- Subject and Curriculum (Standard 3: Demonstrate Good Subject and Curriculum Knowledge)
- Classroom Practice (Standard 4: Plan and Teach Well-Structured Lessons)
- Adaptive Teaching (Standard 5: Adapt Teaching)
- Assessment (Standard 6: Make Accurate and Productive Use of Assessment)
- Managing Behaviour (Standard 7: Manage Behaviour Effectively)
- Professional Behaviours (Standard 8: Fulfil wider professional Responsibilities)

### **Job Description and Person Specification**

The recruiting team, which can be made up of school leaders and governors, use the person specification to help decide who to select for interview. Read this carefully and try providing examples of each of them. The recruiter can then check off their list to demonstrate to are suitable to take through to the next stage.

## **SAFEGUARDING INTERVIEW**

It's important you can talk confidently about how to handle a safeguarding event safely. Prepare an example of what you have learned on placement but remember to keep the real details confidential. It's good to talk about Keeping Children Safe in Education and knowing the following:

- Know the systems in school which support safeguarding (your placement school)
- Know what safeguarding and child protection training (including Prevent and online safety training) you have had. Add this to your application form
- If you are asked about your safeguarding training give additional examples of any staff meeting safeguarding updates you have received
- Know the identity of the designated safeguarding lead (and any deputies) and how to contact them
- Know what to do if a child tells them they are being abused, neglected or exploited
- Know you should never promise a child that you will not tell anyone else about a report
- Know you should be able to reassure all victims that they are being taken seriously and that they will be supported and kept safe
- Know that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face