



CHAPTER ONE

Checklists: Securing a job

D – As soon as you find a job advert you feel is appropriate, ensure you:

- Align with the school's ethos - use the website to check this
- Carry out further research into the school using the website, Ofsted reports, performance league tables
- Arrange a visit to the school and ensure you ask questions which will help you with the application, at the interview stage, or to ensure that the school is right for you
- If possible, you may get a chance to speak to members of your future department. Ask them about their own priorities within the subject, discuss why they love the subject, and get an idea of the current climate within the department.

D – Once you have decided on applying for a role, complete your application. Some parts of this process are:

- Make sure you do not write the letter in one solid sitting. Try to return to it at another time, and you will have a new perspective on it.
- Check that the letter is specific to the school you are applying for. Avoid the danger of copying and pasting an application.
- If you have a good relationship with a HOD you have worked with, ask them to look over the letter. Reassure them you are seeking honest feedback.
- Use an online grammar checker (such as Grammarly) to check the letter - it may pick up errors that Microsoft Word/ Goggle Docs etc do not spot

D – When preparing for the interview and lesson process, it is worth doing the following:

- Use the contact e-mail to ask for further information about the class. Use this data to judge how appropriate your lesson is.
- Ask if there are any teaching and learning policies that they wish you to follow in the classroom
- Check what resources students will have available when you teach them - don't assume
- Keep looking into the school and using any further information found to adapt your lesson and prepare ideas for the interview
- If you know an experienced HOD that you trust, ask them to complete a mock interview where they ask you some questions and give you honest feedback. There are suggested questions provided in this chapter.
- Prepare examples of where you have ensured impact in your school setting.



Five Steps Ahead

D – On the day of your interview, try to make sure that:

- You have all resources ready to go - do not rely on technology or printers at the school you are going to. Organisation is a key trait of a department leader.
- You continue to ask questions on the school tour, or throughout the day - this will support your responses during the actual interview.
- Be honest and professional during any tasks you are given, and utilise any experience you have gained in the classroom to support the judgements you make
- If you have a chance to meet the department, be yourself and get to know them - ask how long they have been teaching, where they trained, what schools they have worked at. They may end up having a say on the outcome, and need to feel like you are interested in getting to know them (just squash any interview nerves during this part - this could be the first time your new team meet you!)
- Give clear responses to questions where you offer your own experience, specific strategies, and show an awareness of the school's ethos and direction.
- If you do not secure the job, always ask for feedback. Encourage them to be as honest as possible, and use this feedback to prepare for your next interview.