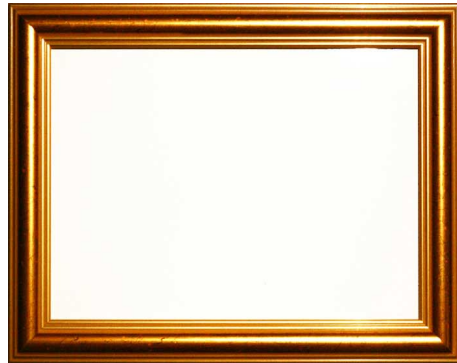


The 5 minute Interview Plan

....print and scribble your way to a new job!

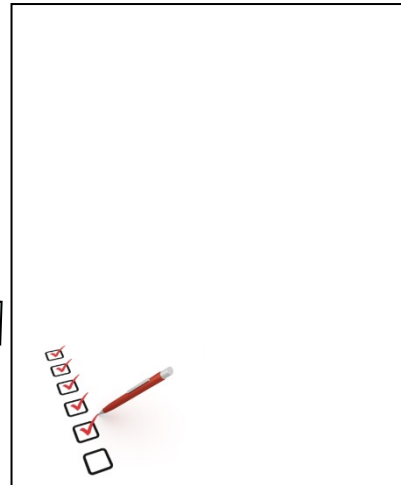
Job advert – The key facts



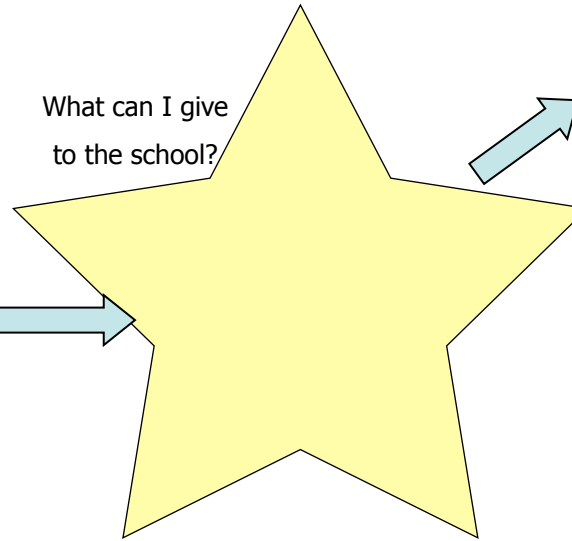
Key Ofsted quote?



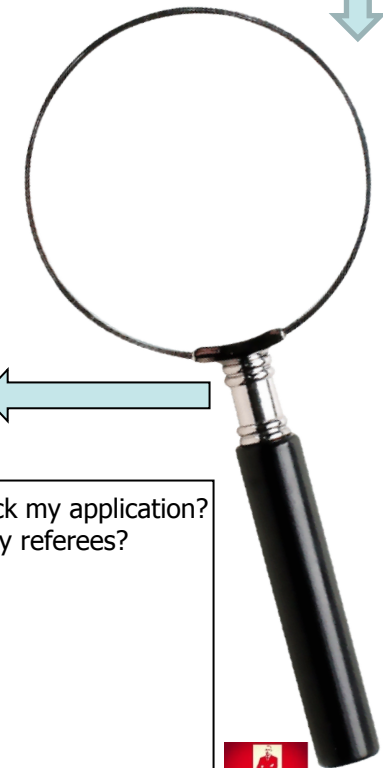
Person Specification



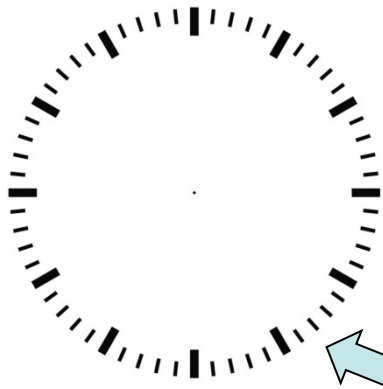
What can I give to the school?



What data do I need to research?



The day before?

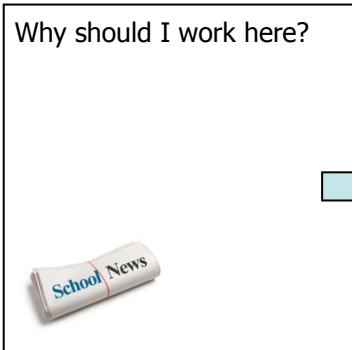


The top 5 priorities in my 'Supporting Statement' are...

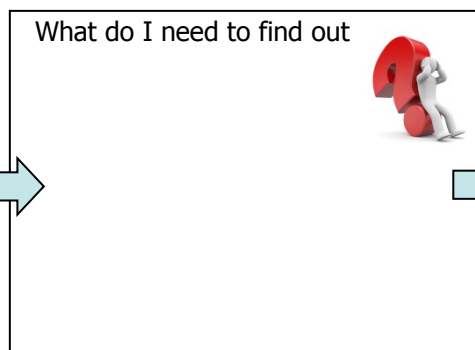
- 1.
- 2.
- 3.
- 4.
- 5.

PRIORITY

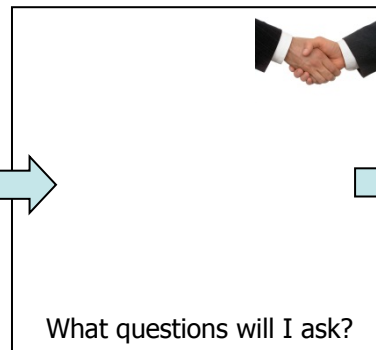
Why should I work here?



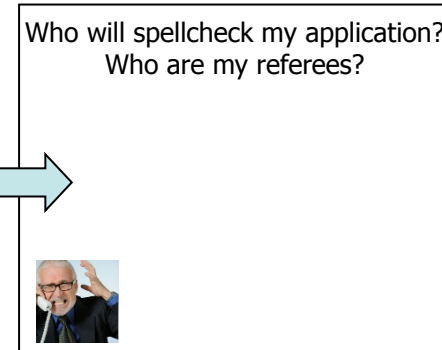
What do I need to find out



What questions will I ask?



Who will spellcheck my application?
Who are my referees?



@Teacher Toolkit

Context for The 5 minute **Interview Plan**

- **Job advert - The Key facts:** Read the advert carefully. Who is the main point of contact? What is the deadline date and time? Make sure you can get your application posted/emailed before this date and receive a reply by email or phone to confirm the application is received.
- **Person Specification:** Its quite simple. If you do NOT address (or meet) all the selection criteria on this document. You will NOT be shortlisted; or be a front-runner.
- **What can I give to the school?** Think about the qualities you will bring to the staff you are joining? The school ethos? The students and the community? What will you add to what they already have? How will you do this and show it on the day?
- **Key Ofsted quote?** Read their Ofsted quote and choose 2 or 3 sentences that are applicable to the role being advertised. You can save the rest of the content for the day; tour and discussions around the table.
- **What data do I need to research?** School websites; newsletters; Ofsted reports; DfE published data; Twitter and YouTube accounts; newspaper articles; directions to the school: job-advert history; do you know anyone who knows anything about the school?
- **The top 5 priorities in my 'Supporting Statement' are...** List what you need to do to say you are the candidate they are looking for! What will you bring to the job? What would be your first priority within the first term? Second term?
- **The day before....** Iron your clothes; set 2 alarms clocks; leave early – NO matter what, DO NOT be late! Plan to have a good breakfast; backup travel –plan; How will you get there? What will you be taking with you? Do you have a portfolio you can carry? USB?
- **Why should I work here? Think carefully about this?** Why this school? Is must be more than a promotion/pay-rise/close to home!
- **What do I need to find out?** – Where is the school? What are the catchment demographics? Local reputation? Talk to shopkeepers!
- **What questions will I ask?** – Always make sure you ask a question during the tour. Listen carefully. They may even ask you to repeat the name of the receptionist you first met when you arrived (to test your listening skills!)
- **Who will spellcheck my application?** – Choose an English teacher and give them PLENTY of notice. If not, seek a colleague out of school.
- **Who are my referees?** Do they know? Have you recorded their details correctly? Please make sure you include your current Headteacher!