



# ECT Support Pack

**Inside this document, you will find the support you need to help you keep on track with your chosen teaching career path.**

**It covers everything that you need to get you started- from CV and virtual / face to face interview tips, to preparation for day one of your classroom career and beyond.**

**Why not connect to our online communities-we share useful resources across all our social media platforms, send notifications about new blog posts as soon as they go live and notify our teaching community about new opportunities across the teams.**



# FINDING A JOB

Register with a specialist teaching agency. Not all jobs are advertised (e.g. long-term sickness)

Find an agency you can build a lasting relationship with & who know instinctively which schools are a good fit

Be proactive & make use of any contacts you have within local schools. A direct approach can be successful

## TIPS: APPLYING FOR A JOB

1

Ensure your CV is up to date and tailored towards the individual jobs you are applying for. A good recruitment agency will coach you and help you structure your CV by knowing what is required within the market place.

2

Always be on stand-by to receive initial screening interview calls from recruiters. Know your CV inside out and have responses prepared to standard interview questions.

3

Apply for several different jobs, even those which you might not be 100% interested in initially, e.g. support roles. If nothing else, it allows for interview practice, creating contacts for the future and giving you an insight into the school and its culture. We can help you find supply roles too, for short term experience to build your CV.

4

Make a record of the applications you have made, the date you made them, closing dates etc. This allows you to follow up on opportunities and avoids any duplications of CV submitting between yourself and agencies.

# CV WRITING TIPS

Here are some tips for writing an impressive and professional cv. Just listing your previous responsibilities might not be enough to make it stand out from all the other ECT applicants. If you consider the audience you are presenting your cv to, you will have much more success. If you do undertake support roles or supply work, it is important to add this classroom experience to your cv.

- 1** Include exam experience, assessment results and intervention experience such as phonics, SATs, GCSE, behaviour etc. Any experience of monitoring, assessing and reporting pupil attainment and progress should be detailed, as well as any Ofsted exposure.
- 2** Include past accomplishments that show how you can raise standards in a school. Also make sure to include any extra curricular activities, volunteer work etc.
- 3** Be concise, maximum two A4 pages and use an easy-to-read font and size.
- 4** Check your spelling and grammar manually and don't rely solely upon spell check. Get someone else, ideally someone with a professional background, to review. Even better a university Tutor! They might add valuable insight.



- Include insight about what you can contribute to the school
- Evidence skills and achievements and be objective about what skills you are keen to develop upon
- Be sincere about your interests and hobbies- people are genuinely interested to find out about you and may ask you to expand upon these



# APPLICATION FORM TIPS

When you are requested to complete an application form by a school rather than submitting your CV, it is important to put as much detail into this as you did in creating your CV. You will be up against stiff competition and it is vital to stand out in what should only be a 2 page A4 application.

- 1** Shortlist yourself. Do plenty of research into both the job specification and the person specification before you even compose your application
- 2** Make sure the application letter is bespoke to the school and the opportunity you are applying for. Communicate and articulate the research you have already carried out into the school or trust
- 3** Visit the school- they often will have an open day for applicants which will be mentioned on the advert. If not, find out if there is the opportunity to go and meet the staff and children
- 4** Be concise and demonstrate successes in your previous roles in the order that it is listed in the job specification. The school will compare your experience directly against this
- 5** Focus on outcomes. Be sure to include teaching examples, the challenges you faced, how they were overcome and what you achieved. Remember to keep in mind any examples of positive impacts you had upon your pupils
- 6** Don't include attachments, but make sure you don't leave anything out on the application form



# PRE-INTERVIEW TIPS

Face to face interviews can be a daunting experience, particular if it is your first and you have had very little practice. An interview is a chance for an employer to see if you're the right person for the job. You can also use it to help you decide if the job and the school are right for you.



Know the job description inside out, clarify your USPs and identify why you'd be a good fit. Re-read through your application

Research the school- review Ofsted reports and school progress data, pupil intake (including % Pupil Premium, EAL and SEND), staff, newsletters, the local community, fundraising etc

Prepare for 'behaviour based' interviews. For example 'give an example of where you have had to make an unpopular decision or a decision under pressure etc'. Describe the situation, the action you took and the end result



Anticipate the interviewer's concerns and reservations- there are always more candidates for positions than there are openings. Ask them what reservations they have about you, which will allow you the opportunity to respond or gently challenge this



Prepare questions that demonstrate your genuine interest in the school and pursuing a career with them

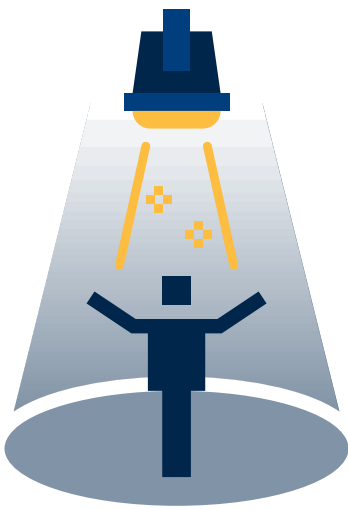


Practice interviewing- over and over. Practice with friends, or even better with a tutor, mentor or teacher. Tape record yourself and listen through your answers. How could you improve them? Rehearse your answers out loud



# INTERVIEW TIPS

The outcome of 90% of interviews are decided in the first 2 minutes of the interviewer meeting with their applicants. Here we explore some useful tips to ensure you make a lasting impact, stand out from the crowd and continue to impress throughout the whole interview.



- ✓ Enter with energy and enthusiasm, express your appreciation for their time and give a firm handshake
- ✓ Dress appropriately, make strong eye contact and follow with a positive comment about the interview. For example, 'I'm really looking forward to discussing this opportunity'
- ✓ Take a few copies of your CV and ask if the interviewers require one each. Demonstrating you're prepared is just as important as being prepared

- ✓ Throughout the interview, make your strengths clear and back up with tangible examples
- ✓ Avoid any negativity- if questioned, for example, 'what parts of your courses did you least enjoy?', turn it into a positive. What did you learn, how did you rise to the challenge, what did it teach you about yourself?
- ✓ If asked to 'tell me more about yourself?', make the most of this to sell your strengths. 'I enjoy xxxx', 'I think it demonstrates my ability to be patient/persevere/work well in a team' etc.
- ✓ Finish by expressing your interest, thanking them for their time and make notes when you get home about what went well and where you think improvements could be made.



# PRACTICAL INTERVIEW OR TRIAL DAY TIPS

For the majority of the schools we recruit for, the interview process will also include a 'practical interview' or a 'trial day'. This is where you will be observed in the classroom and given the opportunity to demonstrate your practical skills in delivering lessons. This is an equally beneficial opportunity for you to establish if the school, the staff and the pupils are a good fit for you and your career progression.

## THE 3 PART LESSON PLAN

There are 3 main parts that you will be assessed on when delivering a lesson during your practical interview / trial day. The below tips have been provided by an ex headteacher who has years of experience assessing potential candidates.

- ✓ **Make sure you set out the learning objectives on the white board at the start of the lesson, including any activities that may be carried out within the lesson**
- ✓ **The main content of the lesson is the second part you will be assessed on, including how you interact with the pupils, set boundaries and provide clear instructions**
- ✓ **The final part of the lesson assessment will be to establish if the objectives set out have been fulfilled**



# YOU GOT THE JOB!

Firstly, many congratulations on securing your first position. Whether it be day to day supply, contract work or a permanent position, you can have some peace of mind that you are already well on your way to establishing a teaching career. But you still need to make long lasting impressions with the school staff, your students and their parents. The first week is critical to ensure you give yourself the best possible chance of creating and forging solid working relationships.



**Research the school routines and arrive early. Test drive the route at peak times and know procedures with parking, signing in etc**



**Make yourself known to the cover manager as soon as possible, as well as all other colleagues**



**Remain confident and positive. Keep asking questions, continuing to learn and showing initiative. Fresh eyes bring fresh perspective and ideas that possibly no one has previously suggested**



**Keep in sight your end goal. If you are undertaking short term supply work, or even support work, remember that all experience is good experience**



**Mark work where applicable and complete thorough handovers when covering day to day supply**



**Feedback honestly, constructively and regularly with your recruitment consultant. It is our mission to ensure you enjoy your work and that we match you with schools you will thrive in**





# PROVIDING YOU WITH ONGOING SUPPORT THROUGHOUT YOUR TEACHING CAREER

When you find your first supply or longer term position with justteachers, that is just the start of your journey working with us. We will be in touch with you on a regular basis to establish your upcoming availability, how things are going within the school/schools, and most importantly how you are. The wellbeing of our staff is a top priority for us, so we encourage open and regular communication with all our staff.

## WHY JUSTTEACHERS?

- ✓ **Wide choice of local support or teaching positions. We often work exclusively with schools on jobs that aren't advertised externally**
- ✓ **We provide lots of different options before you commit to a permanent position. We can organise a trial day with the school, to give fuller insight as to the school, its staff and pupils**
- ✓ **We offer a 12-week temp to perm option to allow you an extended period of 'work experience' before you commit. You can then decide if the school is the best fit for you and your career development**
- ✓ **Excellent, long-term working relationships with our schools. We can find you positions that would be the best culture fit for your needs**

If you haven't already registered your details with us and would like to find out more information on schools in your area, please send your details via: [www.justteachers.co.uk/register](http://www.justteachers.co.uk/register)

