

Interview Guide

We hope this will give you some valuable **hints** and **tips** to help prepare for your interview.

Prior to Interview

Logistics – Ensure you know the route you plan to take, whether you are driving or using public transport. If driving check out the parking situation at the interview location.

Research – It is important that you research the school, this will be a good talking point once at interview and will evidence your interest. Also ensure you have a good understanding of the role on offer.

Observation Lesson – Ensure we have a list of any resources you may require the school to have ready for your observation lesson.

Documents to take – It is best practice to take your DBS and some ID, a copy of your CV and qualifications, details of who you are meeting, any resources you will be using (if required), a list of questions you would like to ask them and a notepad to take down any important information.

Speak to us! – We are here to support you with the interview process, so if you have any questions or would like to run through anything then please call or arrange to meet with your Consultant.

Interview

Be punctual – Always allow enough time to travel to your interview, allowing for any traffic, or public transport delays. Do not go into your interview any earlier than 10 mins prior to interview slot, and never be late! If this does happen due to something out of your control then you must phone ahead.

Appearance – Always dress appropriately for the school in questions and for an interview, clean smart appearance goes along way when making first impressions.

Composure – Interviews are often outside people's comfort zone, so nerves are natural. Listen attentively to the questions, if you are unsure what they are asking then ask for some clarification. Keep your answers as succinct as possible but don't be afraid to show your personality.

Questions – In most interviews you will get an opportunity to ask questions, it is important that you have some prepared beforehand. Here are some examples, if you want to run through these with the EMG team beforehand then please just call us!

1 – What is the vision for the School / Department and what key development are planned?

2 – How has the role become available?

3 – What it like to work in the school?

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4 – Would there any CPD opportunities available to me, to help with my own development?

5 – Curriculum related question, for example, what topics are you currently covering at AS/A2 citizenship?

Smile – Goes a long way! From the moment you enter the school, smile and greet everyone you meet with, from the Receptionist to the Head.

End Positively – Always thank them for their time and end on a positive note that you look forward to hearing their feedback.

After the interview, we would ask that you call your Consultant with your feedback on the interview. It is important that we are aware of how you feel it went so that we can then get feedback from the School.

0203 031 3550

GOOD LUCK!

Some useful links to help you prepare:

<https://newteachers.tes.co.uk/news/how-make-your-lessons-outstanding/46167>

<https://newteachers.tes.co.uk/news/interview-advice/23242> <https://www.tes.com/news/school-news>

<https://www.gov.uk/government/organisations/department-for-education>

<https://www.tes.com/jobs/careers-advice/latest-advice/possible-interview-questions>

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www.educationmattersgroup.co.uk / 0203 031 3550 / enquiries@educationmattersgroup.co.uk

Company registered address: First Floor, 9 Belgrave Road, Victoria, London SW1V 1QB / Company number: 9717542
VAT registered 228 7553 82