



Education
MATTERS GROUP

Education Matters Tips

INTERVIEW GUIDE
PREPARATION

INTERVIEW GUIDE

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

Prior to Interview

*Logistics
Research
Observation Lesson
Documents to take
Speak to us!*

Interview

*Punctual
Appearance
Composure
Questions*

*After the interview, we would ask that you call your Consultant with your feedback. It is important that we are aware of how you feel it went, so that we can then help with the next step of the process.
02030313550*

The logo for Education Matters Group, featuring the word "Education" in a large, white, sans-serif font with a small checkmark above the 'i', and "MATTERS GROUP" in a smaller, white, sans-serif font below it. The logo is set against a teal background.

Education
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EDUCATION
MATTERS GROUP -
INVESTING IN YOUR
FUTURE



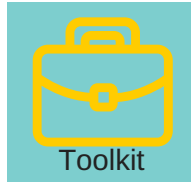
PRIOR TO THE INTERVIEW W

LOGISTICS / RESEARCH / LESSON OBSERVATION / DOCUMENTS TO TAKE

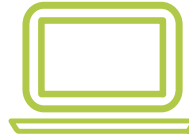
Logistics



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.



Toolkit



School's website



Google Maps

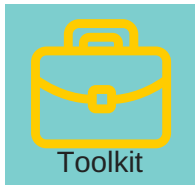


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Research



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.



Toolkit



School's website



Department
for Education



With researching, know about the following topics - school priorities, Ofsted areas to improve and it's strengths, some key policies (Behaviour management, Safeguarding), the vision and mission of the school, some key events, student proportions (SEN provision, free school meals provision, how many streams)

****See Hints & Tips Sheet****

Lesson Observation



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

Also you will need to think about the lesson and the structure of it. Some other key points to consider - Curriculum links, differentiation, resources, timings, key questions, assessment - ongoing through the lesson

****See Hints & Tips Sheet****

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.



RESEARCHING A SCHOOL & ROLE

HINTS & TIPS SHEET - INFORMATION TO GATHER

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The Role applied for



- How your experience matches the role
- How you address the essential criteria
- How you address the desirable criteria
- What skills, knowledge or specialties do you possess

The School



- Vision and mission statements
- School priorities for the academic year
- recent events from the newsletters or calendar
- Ofsted report data and areas for improvement and strengths
- How many streams in the school
- Are there any clubs or special programs that run in the school
- What support staff or specialists are in the school
- What facilities are available in the school (e.g. IT room, music dept)
- Behaviour Management Policy - examples of how you have used similar strategies set out in the policy
- Safeguarding Policy - who you would report to and what safeguarding is? What are some of the signs that you need to be aware of?
- How your skills/ talents/ experience fits the schools needs

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CLASSTEACHER LESSON OBSERVATION

HINTS & TIPS SHEET - INFORMATION TO CONSIDER

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Classroom Environment to consider



- What resources you need
- What your LSA's focus is going to be for the lesson
- If you are using ICT, how that adds to learning in an interesting way
- Key Vocabulary - displayed and referred to for students to use during course of work
- All planning is thorough and detailed; subject and cross-curricular links are clear; assessment opportunities are identified and annotated accordingly; links to S&L, ICT, Homework ensure integrated approach through lesson

Learning Habits to consider



- Learning objectives - LO's referred to through the lesson and form the basis for the plenary
- Quality examples of work to share
- Clear Success criteria is planned and developed before task commences
- Recall of previous learning - link to before and at the end of the lesson for the next part of the learning sequence
- Differentiation - Tasks are designed to meet the needs to 3 main groups (core, support, extension)
- An effective plenary - the plenary summarises the work, examples of work showing LO's and SC being met with students reflecting on learning as well (including group/peer/self-evaluation)
- Cross Curricula links - how the lesson is linked to learning in the sequence and other learning areas

Teacher Habits to consider



- Questioning - open and closed questions used to explore levels of understanding and target misconceptions and for assessment, as well as extending learning and understanding
- focus group
- learning styles catered for
- Timing of the lesson

Children Habits to consider



- How are all students engaged in the lesson
- Dialogue - effective use of modelling and dialogue
- Independence - the lesson is organised and requires and gives strategies for all students to show independence
- Students carry out self assessment against the learning objective and success criteria

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THE INTERVIEW

BE PUNCTUAL / APPEARANCE / COMPOSURE / QUESTIONS

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 a long 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.



Smart



professional



if offered water -
take it - take a
drink when you
need time to
think



Succinct



Clarify if you
need

Do you have any 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 is it like to work in the school?
- 4 - Would there be 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?



ask questions
that confirm
you are the
right person



ask questions
that don't limit
you

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THE INTERVIEW

BEPUNCTUAL/ APPEARANCE/ COMPOSURE/ QUESTIONS

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**

GOODLUCK!

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>

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.



TEACHER ASSISTANT

HINTS & TIPS SHEET - INFORMATION TO CONSIDER

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Strengths & Areas of Improvement working with students



- How do you organize small group activities?
- What examples can you give where you have worked well with students?
- Give an example where you reflected on how the way you interacted with a group of students and you would change a part of the instruction for next time.
- Give an example where you showed initiative with working with students and how it benefit the student?

How you lead a small group session



- What is your experience with leading small groups?
- How do you help all learners in the group? How would you modify the group activity to help students achieve their potential?
- How have you supported target groups for Numeracy and Literacy?

Behaviour Management



- Think an example of how you had to respond to a student with challenging behaviour. How did you respond in an appropriate and positive way?
- If you saw a recurring behaviour pattern occurring what would you do?
- How would you change a child's behaviour through positive reinforcements?
- Give an example how you consistently applied a school's Behaviour Management Policy through clear routines and rules?
- How do you clearly provide feedback on student behaviour and progress to the class teacher?

Teacher Assistant Quality Habits



- Clear communication
- Organisation
- Team work and collaboration

Teacher Assistant Quality Skills



- Making resources
- Confident motivator and encourager in class
- Proactive in catering for individual needs and group needs
- Encourager of student independence
- Use appropriate closed and open questioning
- Additional skills you could offer the school

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THE INTERVIEW

EXAMPLES OF THE QUESTIONS YOU COULD BE ASKED

What strengths do you have that will suit the role?

What do you know about our school? What made you apply?

Give an example of a time where you responded to a situation and on reflection you needed to change your response. What would you do and why?

Give an example of a situation where you had to deal with a difficult student. How did you respond in a way that gave a positive outcome?

Give an example of positive/negative experience in a school with other staff or the parent community. What would you do differently if you had your time over again?

What other talents or skills could you offer the school?

If you were to fast forward 5 years, what would your time in the school look like?

How would you help the school achieve the school priority targets?

Give an example of where you had to deal with a safeguarding issue. How and what did you do to respond to the situation?

Why did you leave your last position?

Give an example of how you modified your lesson or lesson sequences to cater for different learning styles and levels in your class.

Why should you be the best candidate for the role advertised?

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Education Matters Tips

INTERVIEW GUIDE PREPARATION

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**Education
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CURRICULUM VITAE GUIDE

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CV GUIDE



We have put together some useful hints and tips to maximise your opportunity in grabbing the readers interest, whether that be an agency like Education Matters Group or a School. This is the very first introduction to who you are and no one can write a better CV than you, after all you know yourself best.

The harsh reality is that a potential employer will spend just moments reviewing a CV before deciding to shortlist the candidate or not – rightly or wrongly this is the reality, so it is critical to write a great CV.

Our dedicated consultants are here to support you with this, but to help you on your way please read on...



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

1. THE FORMAT

We recommend keeping your CV to no more than two pages, supplying a 5-page CV will not get read. So, it needs to be to the point with all key information on it:

Name | Contact Details | Subject

Personal Statement

This should be a few sentences at the start of your CV which gives the employer an overview of your experience and why you are the right person for the role.

E.g., I am an experienced Maths Teacher with over 10 years of working in local Secondary Schools, highly motivated with extensive and varied experience. In my current role 85 % of my KS3 and KS4 students have achieved their target grades. Alongside teaching mathematics, I have also taken part in intervention classes to raise the achievement for students who were struggling to achieve expected grades. I have received outstanding in my last 3 observations all with positive feedback about my engagement with students and behaviour management.

I would be a valid team player who will offer strong contribution by focusing on children's development and supporting other staff to meet the school's objectives and raise the student's achievements.



KEY POINTS CHECKLIST

- Name
- Contact details
- Subject
- Personal Statement

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

Key Skills/Achievements

- Subjects specialisms
- SEN, EAL, Makaton, BSL etc
- Languages
- Extra Curricular activities
- Awards
- Achievements you are proud of

Employment History

(Most recent first including date to and from /
Employer / Job Title / Responsibilities)
Sept 2011 – present
Hilltop Academy, Kent, UK
Maths Teacher

- Key Stages delivered and subjects
- Briefly describes school, class size, abilities delivered to
- Any position of responsibility or additional extra curricular activities you got involved in
- Key achievements

Qualifications

(Most recent first – including any relevant in-house training)
Year awarded
Subject / qualification
Name of University / location

References

This should cover the last 2 years of your employment and be a minimum of 2 professional referees
Name of referee, job title, School / organisation name, email and contact phone number



KEY POINTS CHECKLIST

- Key skills / achievements
- Employment History
- Qualifications
- References

Keep it to a maximum of 2 pages

2. BE SUCCINCT

Your employment/work experiences should start with your most recent, ensure all the dates add up and don't leave any gaps. Gaps should always be explained in a positive light, talk about any course you were doing or any skills you were developing either personally or professionally. Always be truthful on a CV as any good interviewer will cover this during the recruitment process and being caught lying will not go down well.



3. STATISTICS

Always great to add some figures into your CV, whether that is to highlight pass marks, or growth in a subject achieved, anything that makes your achievements more tangible.



4. APPEARANCE

Keep the CV professional and easy to read, use standard fonts such as Arial (12). Ensure there is not too much bulk writing, leave enough white space around the text as this is easier on the eye to read.

KEY POINTS CHECKLIST

- Be succinct
- Include Statistics
- Appearance - easy to read

For more ideas on how to write a must-read CV, check out the advice on TES website:

<https://www.tes.com/jobs/careers-advice/latest-advice/how-write-a-must-read-cv>

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

Education Matters Tips

CURRICULUM VITAE GUIDE

It is important that we have enough detail about your professional experience to put you forward for suitable roles. Providing succinct and appropriate history will allow us to match you with that role that you are hoping to secure.

Ph: 0203 031 3550

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Belgrave Road, First Floor,
Victoria, London. SW1V
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TOOLKIT FOR TEACHERS

HeadOfficePhoneNumber:020 30 313550
www.educationmattersgroup.co.uk

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RESOURCES

We have a toolbox for Teachers and Support staff on our website which will give you guidance on how to write a CV, how to prepare for an interview and the sort of questions you may get asked or want to ask and how to prepare for a supply booking. Here are some additional resources that we hope will be useful:

GETTING TO THE SCHOOL...ON TIME!

For London based schools City Mapper is a great site to help you plan your journey <https://citymapper.com/london>

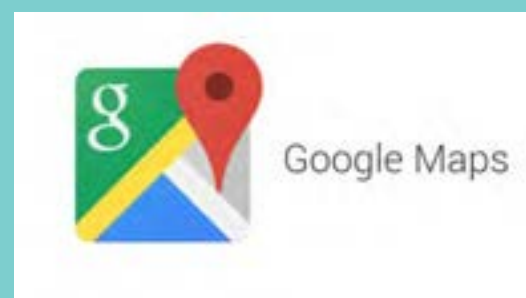
For Kent based schools Google Maps <https://www.google.co.uk/maps/>

National Rail <http://www.nationalrail.co.uk/>

Buses in Kent <http://www.kent.gov.uk/roads-and-travel/travelling-around-kent/bus-travel/bus-routes-and-maps>



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INTERVIEWS...HOW TO MAXIMISE EVERY INTERVIEW!

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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LESSON PLANS, IDEAS, RESOURCES

Pinterest is a great resource for Lesson plans <https://www.pinterest.com/teachingideas/>

TES <https://www.tes.com/teaching-resources>

Teaching Ideas <http://www.teachingideas.co.uk/>

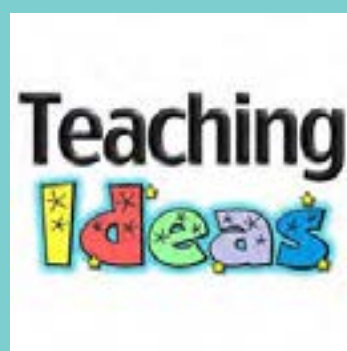
BBC Bitesize <http://www.bbc.co.uk/education>

ICT tools for learning <http://c4lpt.co.uk/top100tools/top100-edu/>

Behaviour Management tips https://www.educationsupportpartnership.org.uk/resources/life-guides/managing-pupil-behaviour?gclid=EAlaIQobChMI3f6U9-a41QIVbrHtCh0LIQIYEAAAYASAAEgluCPD_BwE

National Curriculum <https://www.gov.uk/government/collections/national-curriculum>

Primary Curriculum KS1&2 resources <http://www.primarycurriculum.me.uk/>



SHOULD YOU NEED ANY HELP IN PLANNING OR PREPARING LESSONS
OR GATHERING RESOURCES, PLEASE LET US KNOW - WE ARE HERE TO
HELP!



SUPPLY TEACHERS

HeadOfficePhoneNumber:02030313550
www.educationmattersgroup.co.uk
supply@educationmattersgroup.co.uk

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TIMING IS EVERYTHING

Be on time! Firstly at the start of the day but also during the day. Duty of care is a huge concern for schools. Having the head teacher bring your class back in for you is not setting a good impression. Stick to the timing of the day as much as possible.



KEEP NOTES OF THE PROGRESS OF THE DAY

Even if you have to write a list of the timetable, detail briefly what you've covered. Tick off and comment on the lesson taught - comment on:

- content covered
- what has been marked and a general outline of understanding (e.g. they really got... but need more time on...)
- behaviour of students
- feedback of the overall day



ASK THE RIGHT QUESTIONS

Asking the right questions can get staff on side to help straight away, whilst asking the wrong questions can get people off side quickly. Being proactive on signing into the school asking whether they need the DBS, who is the safeguarding lead, do they have a safeguarding, behaviour and marking policy are good questions. Once in the class, asking TA's or teachers for heads up on students to watch and behaviour strategies they use consistently in the class is a good idea.



STAY WITH THE POSITIVES

Your behaviour will shine early - go with a positive mindset and be enthusiastic and proactive. When controlling a class, use more positives than negatives. Using low level strategies first will save your voice and will also give you room to move to bump up to the next level should you require it.

BEHAVIOUR TECHNIQUES



change your voice - tone & volume



control - movement, transitions, instruction sessions



be organised

movement

- keep on the move



Stay positive - smile and keep calm!

keep the structure - follow the timetable



Non-verbal techniques

- point
- touch
- proximity
- facial expression
- the pause



05



DRESS TO IMPRESS

The way you present yourself gives a first impression. That first impression should be professional and smart. Some schools will have stricter dress code policies so be aware of that and adhere to it as much as possible.



TALK TO THE STAFF & KIDS AS WELL

Even though you are a supply, you never know where the next opportunity or your circumstances will take you. If you get nothing out of the day, at least you have opportunity to meet different people in your field and see another, different school environment.



REPORT BACK TO A LINE MANAGER

Telling the staff how your day went whilst maintaining a positive mindset is important. Also saying thank you to those who helped really goes a long way. Your reputation will follow you!

LAST OF ALL - IT SOUNDS OBVIOUS BUT LET YOUR CONSULTANT KNOW HOW YOUR DAY WENT. THEY WILL BE ABLE TO GAUGE OVER TIME WHAT YOUR PREFERENCES ARE FOR SCHOOLS.



It pays to have friends

REFERRAL SCHEME



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Our clients have a continued demand for high calibre candidates who work in the Education industry, such as yourself, and we believe that a great way to find quality candidates is to have them recommended.

We are particularly looking for Qualified Teachers across all Key Stages, including Further Education, as well as support staff for permanent and supply work.

To thank you for referring a friend, family member or colleague to us we will reward you with **£100 gift voucher** should Education Matters Group successfully place them into a permanent position or into supply work.

You don't need to have worked with us to qualify for this reward. If you are aware of anyone new who is nearing the end of their contract, looking for alternative or additional work please contact us and provide us with their contact details.

Terms and Conditions Apply



Required information-Name*
Email address*
Telephone number*
Postcode*
Experienced in* (e.g., QTS Maths KS3&4/TA)
Looking for Permanent or Supply work?*
Date*



send through to enquiries@educationmattersgroup.co.uk

Terms and Conditions

- All Referral schemes exclude candidates who are currently registered with Education Matters Group and are actively seeking work.
- The award will only be paid if the referred individual is placed by Education Matters Group and must complete their probationary period for permanent roles or have completed 5 supply days.
- The referring party must notify the referred person and seek consent for their details to be handed over to Education Matters Group.
 - It is the referring party's responsibility to contact Education Matters Group.
 - There are no limits to the number of referrals an individual can make.
- Referrals must be made to Education Matters Group before or at registration (of the referred candidate) - referrals made at a later stage are not valid.
 - We can only accept referrals for people already working in the UK, or those who are eligible to work in UK.
- Candidates can only be referred once. In the event that a candidate is referred more than once, only the first person to refer that candidate will be eligible for a referral reward under this scheme.
- Education Matters Group reserves the right to vary or terminate all or part of the terms of the referral Scheme at any time without notice.