



gsl

Education

Interview Tips

Part 1 Who will I have my interview with, and where?

- For secondary schools you will most likely be interviewed by either the Deputy Headteacher, Head of Department and sometimes the Headteacher
- For primary schools – usually the Headteacher and/or Deputy Headteacher
- Often there may be a panel of interviewers which may comprise the above or other members of staff as allocated by the school
- For nurseries you'll most likely be interviewed by the Nursery Manager
- An interview length is roughly 20 – 30 minutes – **always be sure to arrive 15 minutes early!**
- Often you'll be required **to plan and deliver a lesson to a class alongside an interview**. This lesson will be **observed** by a senior member of staff
- Alternatively, you may be asked to work a '**trial day**' which is normally paid and gives the potential employer a chance to see how you teach and fit in to the school
- If abroad, you will be **interviewed over the phone at a scheduled time**

Part 2 What sort of questions will I be asked?

- You may be asked questions about your past work experience as evidenced in your CV
- The interviewer may pin-point an area in your employment history that they may have a concern with, for example a gap in your CV that needs to be explained. **Always be prepared to have a confident, concise and convincing response to a number of questions relating to your work history**
- **You may also be asked about your:**
 - Knowledge of the curriculum
 - The academic results of your past pupils
 - Your behaviour and classroom management techniques and strategies
 - How you work in a team
 - Why you applied for the post
 - Why you would like to work in that particular school/nursery/etc
 - Your experience working with pupils with special needs
- **The more you find out about the school before the interview, the better. Always read the school's most recent Ofsted report by visiting: www.ofsted.gov.uk**

Part 3 Questions to ask the employer

- Your consultant will have supplied you with a job description prior to attending the interview as well as points regarding the nature of the school – please contact us for further information if unsure
- In the actual interview you may wish to ask some of the following questions to clear up the role/work environment for you and to show your enthusiasm!
 - What is the overall academic level of the pupils in your school?
 - What ratio of pupils have special needs and what type of special need is the most common – for example, pupils with EAL, pupils with behavioural issues
 - How many staff work in the department/school?
 - How many pupils per class?
 - How many Teaching Assistants allocated per class?
 - Is there a possibility that the position will be extended beyond the initial contract?
 - What extra-curricular responsibilities are there?
 - Is the department well resourced?
 - How many classes will I be given each week and how much time will I be allowed for planning and preparation?
 - Is there additional general cover involved?
 - What behaviour management policy do you have in place in the school and what approach works best with your pupils?
 - What is the demographic of the pupils in your school?
 - If offered the post, who would be my line manager?

Part 4 How will I find out if the interview was successful?

- You may have exchanged numbers already with the employer to inform you directly
- Your consultant will liaise with the contact person at the school to find out and relay to you the outcome
- If unsuccessful, your consultant will provide you with comprehensive feedback from the interviewer so you may improve for next time

*If you would like more in depth advice or need any further assistance please get in touch with a Consultant
Good Luck!*

The GSL Team