

Edge Hill University

**Introduction to the
Careers Centre for
Final Year Trainees
wishing to teach**

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Careers Centre

A word of advice from Julia Ashton, Headteacher, Blackbrook St Mary's Catholic Primary School, St Helens.....

'It is important to remember when applying for your first teaching job that you need to stand out. You need to devote time to the advertisement and look at what the school is specifically asking for. It is very easy to spot when a candidate is re-using a letter from a previous application so make sure your supporting letter gives a real flavour of who you are, why you want to make a difference in children's lives and why you are the best candidate for this job. Do not underestimate the need to complete the application form neatly and correctly, a form filled in well shows care, organisation and commitment to the post.

There are lots of different stages involved in recruiting a new teacher. If the advert states that the school welcomes visits, then do your best to go. Not all candidates will do this and it will help set you apart. Treat this informal visit as part of the interview process, dress well, be punctual and use the opportunity to find out as much as you can about the school. This is your opportunity to interview the school and determine whether you think you will be happy teaching in that establishment.

You may be asked to teach a demonstration lesson, if so prepare well and make the lesson as vibrant and stimulating as you can. Those observing will be looking so see how you interact with the children and your ability to teach precisely and with confidence. Feel free to ring the school for further information about the class you will be teaching and what resources will be available to you.

When the interview day comes the main thing is to be yourself. You will be asked a number of questions and it is often helpful to base them on the experiences you have had on your placements as these answers tend to be more secure and sincere. Above all, remember that those speaking to you are trying to tease out of you, your philosophy of education and why you have devoted your life to this truly rewarding and worthwhile profession. '

Careers Centre

Introductory Careers Information To Help You Obtain Your First Teaching Post

Including when & how to access vacancies, using the web, getting the most out of the Teachers Fair, teaching overseas, church schools and other useful resources.

Dear Final Year Teaching Trainee,

Welcome to the Careers Centre. We are based on the ground floor of the **Student Information Centre**. As you are off campus a lot of the time we use our **Careers Centre web site to communicate important information** to you during the year and you should first “visit” the Careers Centre by clicking on our web site.

www.edgehill.ac.uk/careers - go to the **TEACHING ZONE** and click on **Final Year Trainees**. Here you will find links to job vacancies, recruitment information, help with applications, other useful resources etc. You can also register with our **ONLINE VACANCY SYSTEM** to access teaching vacancies that are advised to us direct from individual schools.

Edge Hill University has an excellent reputation for its teacher training and an excellent NQT employment record. However, while we provide you with all you need to know about accessing vacancy information, it is up to you to put a high quality, professional application together. The standard and quality of applications over the past few years has improved tremendously. To help you with this, teaching application workshops will be organised by your tutors, with teaching provided by the Careers staff. **It is vital that you attend these**

work-shops as we do not have the staffing to provide you with one to one support to repeat this information if you miss these sessions. We are dedicated to giving you “the edge” over your competitors, and we want you to uphold the Edge Hill reputation as being the best NQTs in the country!

Please read the following information, which will be handed to you by your tutors in the autumn term. Hopefully this will give you some guidelines as to what you need to do to prepare yourself for job applications until we meet at work shop time. In the meantime, take a look at the advice given by some of our previous teaching trainees by clicking on the Employability section of our website, go to “Graduate Profiles” If you have any queries do not hesitate to contact us. We are located on the ground floor of the Student Information Centre. Tel: 01695 584866.

Best wishes for the year ahead. Enjoy your teaching! I look forward to meeting you soon!

**Jacqui Howe
Head of Careers
Edge Hill Careers Centre
October 2011**

How We Help You...

Local Authorities (Children's Services)

At the beginning of the autumn term, our Careers Information Officer, Sue Norris, contacts LAs regarding our Teaching Careers Fair.

This year, the Fair will take place on Tuesday 6 December 2011

What You Need To Do...

During the Autumn term you should: -

- a) Make a list of all the LAs that you would like to work for and their contact details.
- b) Keep up to date with what is happening in the news re the teaching profession. Read the Times Educational Supplement and keep any articles, such as front page news, which may form the basis of interview questions later in the year.
- c) During the year collect samples of your work, (lesson plans, photographs, topics you have created lessons for, children's work of possible, positive comments from tutors, achievements etc), which can be stored in a file, ready to take along to your first interview.

Using The Web...

A lot of the vital information you need is now located on the web and you need to familiarise yourself with the teaching web site information.

Look up the following!

www.prospects.ac.uk/links/teaching

Here you will find links to the following information:

Latest News about the Education sector
Getting a Teaching Job – info on applications and interviews

Also

www.edgehill.ac.uk/careers

Go to our **Teaching Zone, Final Year Trainees** for continually updated information on teacher recruitment, vacancies and links to web sites. Useful websites include:-

www.schoolswebdirectory.co.uk

In the UK you can usually find your LA website by
www. (name of local authority) . gov.uk

eg www.sefton.gov.uk www.lancashire.gov.uk

www.manchester.gov.uk

www.tes.co.uk/jobs

The Teachers Fair

This year will take place on **Tuesday 6 December from 12.30 pm - 2.30 pm in Sporting Edge and the Wilson Centre** and your tutors will remind you of the date later on in the autumn term. Nearer the date you will be informed as to which LAs are attending. We usually have representation from north-west LAs but also from some further afield. It varies every year. Last year over 30 organisations attended and we were told by those visitors that the **Edge Hill Teachers Fair is the best in the country – in terms of organisation, welcoming and friendly atmosphere and quality of our trainee teachers. Help us to keep this reputation!** Apart from Local Authorities we also invite other organisations who recruit teachers such as the Prison Service, Edexcel, National Teaching Advisory Service, Supply Agencies, Diocesan Boards for Church Schools and representatives from teaching abroad programs etc.

What You Should Do At The Teachers Fair...

- a) Think about what you need to know before you approach any of the visitors to University. Have a list ready of questions to ask.
- b) Remember this is an ideal opportunity for you to get advice from the experts. (The person you are speaking to may have designed the LA application form that you may have to complete in the near future)!
- c) Useful things to find out: -
 - “Do you anticipate having many teaching vacancies in (Business Studies) in (Lancashire) this year?
Do you know now of any schools that will have such a vacancy?
 - Are there any particular initiatives/projects with other schools or across the LA within that subject that I should know about?

Can I just check with you where all the schools advertise?

Do all of them have web sites now?

What do you like to see on applications forms?

Can you give me any tips for applying for posts within your authority?

How are governors trained to recruit?

Do you use person specifications in recruitment?

What do you think are the key things to get across in my letter of application?

Does your LA operate any kind of pool system?

What about interviews – how many people do you usually have on interview panels?

If I don't have a job at the end of my course and I want to work in your LA, can you help me?

What advice can you give me about teaching agencies?

What about my salary and induction year – what do I need to know or expect?

Will my age make any difference?

Is there some way of registering my interest in your LA?

- d) You could take a draft letter of application for a teaching post with you and ask someone to give you feedback on it.
- e) Many LAs wish to take your name and contact details. It is advisable to bring with you **sticky labels** containing this information which then gives you more time to talk to the delegates.
- f) Put all of the information/handouts you pick up from the Teachers Fair in a safe place – to refer to when you apply for your first post.

When Do You Start Applying For Jobs?

All the previous guidelines should ensure that you have all the information you need in terms of getting access to teaching posts. You should really start to **actively seek vacancies from the New Year** onwards. The Teachers Fair is a gentle reminder to you, and takes place just before Christmas, to let you know that it's job seeking time. For some of you on PGCE programmes it may seem very early, but everyone is in the same position at other institutions. Many schools who know that they will have a vacancy for September will advertise early in the spring term – when they think there are the most potential candidates. **However jobs will be advertised right up to the end of your programme and after you have left – keep checking our web site for the latest teaching vacancies – you can access the careers website after you have left Edge Hill and we can still help you with applications.**

Teaching Pools

Some LAs still recruit on behalf of individual schools in their authority. This mainly applies to primary (although there may be some secondary pools) and when we receive details of such pools they appear on our web site. This is where you apply to the LA rather than a particular school. Sometimes these can be advertised just before Christmas, with early closing dates in the middle of January. It's important that you check with the authority you are interested in – just before and after Christmas.

Teaching Application Workshops

Workshops on applying to pools, schools and colleges will be organised by your tutors within your timetable. At these workshops careers staff will guide you as to the most effective way to put a teaching application together. Although you may

have had several years working in industry, an industrial CV is very different to a teaching CV. The majority of final year trainees do not make the best of their applications without some guidance. So please **make sure that you attend the workshops** where more information will be passed on to you. **The sessions usually last for approximately one hour. If you are off sick, get someone to take notes for you, and to pick up a copy of the handouts.**

The Induction Period for Newly Qualified Teachers.

The TDA website provides sections dedicated to answering your queries regarding the Induction Period for NQTs.

This will provide answers to many of the Induction queries that you may have, for example:

“Can I begin induction if I have not yet passed the QTS skills tests? “

“Is there a time limit by which I need to start the induction period after achieving QTS? “

“Where can I complete my induction period? “

“Can part-time positions or supply positions count towards induction? “

“Can different terms of the induction period be completed in different schools?”

check out the answers at

<http://www.tda.gov.uk/Recruit/becomingateacher/inductionyear.aspx>

<http://www.education.gov.uk/schools/leadership/deployingstaff/b0066959/induction-newly-qualified-teachers>

Or follow the link from the Teaching Zone on the careers website www.edgehill.ac.uk/careers

Teaching in Church Schools

There are additional certificates that you can take if you are interested in teaching in church schools such as the Church Colleges Certificate. The one we get the most queries about however is the Catholic Certificate in Religious Studies (CCRS), which is open to non Catholics as well as Catholics . Because there has been such a demand for this from Edge Hill trainees, the Archdiocese of Liverpool hold additional evening classes in St. Bede's school in Ormskirk. Further information can be obtained from the Careers Centre or the following centres: -

Liverpool Archdiocesan Centre For Evangelisation, Croxeth Drive, Sefton Park, Liverpool. L17 1AA. Tel 0151 522 1053/1056 (only staffed on Tuesdays)

Diocese of Salford Diocesan Department for Formation, Cathedral Centre, 3 Ford Street, Salford M3 6DP email: education@dioceseofsalford.org.uk

Web: www.salforddioceseeducation.org/ccrs.asp

Diocese of Lancaster Education Centre, The Education Centre, Balmoral Rd, Lancaster. LA1 3BT. Tel 01524 841190.

Teaching Overseas

Many of you will see overseas posts advertised at the back of the TES, and some of our graduates have in the past obtained posts straight from graduating as a teacher. However, we would advise you to look at such posts with caution, and that the most reputable posts with appropriate pay and support, usually require at least two year's teaching experience. Also we

would encourage you to complete your Induction year before you consider teaching overseas.

We have purchased a copy of The CIOS (Council of International Schools) International Schools Directory, and this is available on reference in the LRC for you. This is an excellent guide providing you with details of schools all over the world, such as British and American schools abroad, including those which teach national curriculum and their relevant web sites.

There is also a booklet that you can download from our website entitled "Teaching Overseas" which will provide you with information about working overseas.

In addition we have further information on Teaching in International Schools provided by one of our alumni who is now an International Head Teacher. Contact the Careers Centre if you would like a copy of this.

Teaching In Scotland, Wales, Northern Ireland, Southern Ireland and Others

Scotland

If you have qualified as a teacher from outside Scotland, you need to register with the General Teaching Council for Scotland (GTCS). The GTCS is responsible for registering all teachers in local authority schools.

Find out more about how to register and download an application form at:

www.gtcs.org.uk (link opens new window)

Information about teaching in Scotland is also available on the Prospects website at www.prospects.ac.uk/links/teaching

Useful websites include:

www.scotsman.com

www.theherald.co.uk

www.teachinginscotland.com

Wales

The General Teaching Council for Wales is the statutory, self regulating professional body for teachers in Wales. You can visit the website at www.gtcw.org.uk for details of how to register to teach in Wales and there is a downloadable application form for you to complete.

Contact details of the different education authorities in Wales are available on the Prospects website at

www.prospects.ac.uk/links/teaching

Another useful website is www.jobswales.co.uk

Northern Ireland

There are no shortage subjects in Northern Ireland and competition for teaching posts is high. You can apply for posts in Northern Ireland via vacancies in the Belfast Telegraph on Tuesdays and Fridays. There is also the Irish News and News Letter. Completing your induction year in Northern Ireland is acceptable and will be recognised if you return to teach in England. You can also approach schools directly and the various education boards - Getting a permanent teaching position is proving difficult for NQTs at the moment. A national survey of recent graduates indicates that whilst the majority of NQTs are working, many of them are in temporary supply roles. Teachers wishing to do supply work in Northern Ireland need to be registered on the Northern Ireland Substitute Teacher Register (NISTR) www.nistr.org.uk/page.asp

Information about teaching in Northern Ireland is available from the Prospects website www.prospects.ac.uk/links/teaching

Southern Ireland

You can teach as an NQT in southern Ireland but if you return to England you will still have to do your probationary year. It is preferable to complete your probationary year in England first.

In addition, those students who commence their undergraduate or postgraduate teacher training courses in 2011, outside the Rol will now be required to fulfil the requirements of the country in which they study before returning to teach in Ireland. This does not mean that you cannot return to the Rol to seek a teaching post but it does mean that you will be paid as an unqualified teachers on a reduced rate of pay.

Regulations available : www.teachingcouncil.ie
<http://www.teachingcouncil.ie/applying-to-register/teachers-qualified-outside-of-ireland-qualifications-awarded-in-eueea-countries.464.html>

Information from the Department of Education and Science website: www.education.ie

Primary : Recognition of qualifications will have to be granted by the Registration Council prior to applying for jobs. Further details can be obtained from:

Primary Administration Section 1
Department of Education and Science
Athlone
Co. Westmeath.
Ireland

Tel: 00353 9064 83732 or 00353 9064 83735
Email: info@education.gov.ie

Primary candidates will also have to sit an Irish language exam and they will have 5 years to complete this qualification.

Secondary PGCE qualifications obtained from Edge Hill automatically qualify for recognition however candidates must sit an examination in the History and Structure of Irish Education. This is held twice yearly.

For further information contact:
Secondary Teachers Recognition Section
Department of Education and Science
Athlone
Co. Westmeath
Ireland

Tel: 00353 9164 83825 or 00353 9064 83826
Email: ppregister@education.gov.ie

***Write to the Registration Council for advice, well in advance of looking for a job.** Irish Teachers Registration council <http://www.teachingcouncil.ie/>

See also www.education.ie under Students & Trainees and Teacher Training.

Vacancy websites:

www.educationposts.com

NQT posts are advertised in The Irish Independent (Thursday and Sunday), The Times, and The Cork Examiner in May & June. Schools close in July and re open in late August.

Other Authorities

Education Department, The Grange, St Peter Port, **Guernsey**,
G71 1RQ <http://www.education.gg/>

Email: office@education.gov.gg

Tel: 01481 71821

PO Box 142, St Helier, **Jersey**, Channel Islands, SE4 8QS
www.esc.gov.je

Tel: 01534 509500

St Georges Court, Upper Church Street, Douglas, **Isle of Man**,
IM1 2SG <http://www.gov.im/education/>

Email: admin@dce.gov.im

Tel: 01624 685820

Town Hall, St Mary's, **Isles of Scilly**, TR21 0LW
<http://www.scilly.gov.uk/education/>

Tel: 01720 422537

And finally...

If at any stage you are not sure whether teaching is the right career for you, do come and make an appointment to see a careers adviser as soon as possible. If you cannot make one of these sessions and are having difficulty getting in to see us, then we can always arrange to chat with you over the telephone.

Written by Jacqui Howe, Head of Careers
& Sue Norris, Careers Information Officer
Edge Hill Careers Centre September 2011

Key Careers Centre support to help you obtain your First Teaching Post

- www.edgehill.ac.uk/careers - Teaching Zone web pages – Final Year Trainees - includes – registering for vacancies, job websites, NQT Induction information and downloadable booklets
 - Downloadable booklets:
<http://www.edgehill.ac.uk/careers/DownloadZone/Booklets.htm>
 - [CC 1 How to apply for a Teaching Post](#) - (includes advice on CVs, application forms, covering letters etc)
 - [CC 11 Interview Questions for Primary Teachers](#)
 - [CC 12 Interview Questions for Secondary Teachers](#)
 - [CC 15 Teaching Overseas](#)
 - [CC 52 How to apply for a Teaching Post in the Post Compulsory Sector of Education and Training](#)
 - [CC 55 Education- Alternative Careers to Teaching](#)
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- Teachers Fair Tuesday 6 December 2011
 - Lectures organised by your tutors.
 - Help with teaching applications via careers interviews, telephone or by using our email service through our website.

Inclusive Learning

It is Edge Hill's aim to make our services and provision accessible to all our users. If you need us to present our information in a different format (eg: electronic copy, large print), or need any other modifications to this publication, please contact The Careers Centre and we will do our best to accommodate your requirements.

Edge Hill Careers Centre
Contact Details: Tel: 01695 584866

Website; www.edgehill.ac.uk/careers

Opening hours:

Term-time: Monday – Thursday	9.00 am – 4.45 pm
Friday	9.00 am – 4.00 pm

Vacation periods: Mon – Fri 9.00 am – 4.00 pm
(closed for lunch 12.30 pm – 1.30 pm)

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