

unlock your  
potential



as an NQT.

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This guide will help to support you on your journey as an NQT and provide you with hints and tips to secure your dream job.

We look forward to working with you to support your career development: we offer an individual approach to each person, allowing you to maximise your potential whilst understanding your future career plans.



*Alison Kearney, Candidate Manager, Randstad Public Services*

# kickstart your

# career.

As a newly qualified teacher looking to kickstart your career in education, we know that you'll want to find the teaching role that's right for you.

Whether you are looking for a permanent position teaching your specialist subject or key stage, or for regular supply teaching jobs, we can help put you on the road to a fulfilling career.

As you start your journey in the education industry, we will support you from your initial job search, to your first day in the role, and beyond. You'll be matched with the role, school, pupils and staff that fit you and your needs best, so that your role becomes more than just a job - it will become your way of life.



# your career path

## permanent roles.

As an NQT, it's key that you know what teaching options are available to you.

Your priority will be passing your induction period, which is usually three terms. Then, if you think about where you see yourself in three years, five years, and beyond, you can choose the teaching option that's right for you.

**In it for the long run.**

The key difference between supply teaching and being permanently employed is that you'll be committed to one school, and you'll be able to establish long-term relationships with staff, students and parents.

**What are the benefits?**

**Guaranteed work**

As a permanent teacher, you'll be able to rest assured knowing that each day you'll have a school to return to that you know and love

**Routine**

It can be easier to settle into a routine in your personal life, if your work life is also in a routine.

**Salary**

You'll know exactly what you're earning, so it may be easier for you save for that dream exotic holiday!

**Career progression**

It can be easier to move up the career ladder at a school if you're a permanent member of staff, as you'll get to know your department and your working environment inside out.

**Continuity**

By teaching the same students each day, you'll be able to see them progress and achieve, which can be very rewarding.

**Being part of a team**

By working closely with the same group of teachers each day, you'll start to feel part of a team, and may enjoy your job even more.



# your career path

## permanent roles.

How to impress as a permanent member of staff.

### Be confident

If you walk into the classroom confidently, chances are you will appear confident when you teach. Make sure that you are confident in what you're going to teach in your lesson, but don't lose your sense of humour or compassion. That way, you'll win the respect of your students quickly.

### Plan, plan, plan!

It's likely that your lessons, and your work-life balance, will run more smoothly if you plan ahead.

### Know your school's policies

It's important that you're aware of any policies and rules that your school abides by when you start, for example, the behaviour policy. If you find yourself in a situation that you feel is getting beyond you, never be scared to ask colleagues for help.

### Be resilient

Teaching can be tough at times, but don't give up - when you get that breakthrough with a class who started off as really challenging, it makes it all worthwhile.

In 2017 we placed 937 people directly into permanent jobs across the education sector, so you can have confidence in our ability to find you the perfect permanent position.



# your career path

# supply teaching.

## Have you ever considered supply teaching?

As a supply teacher, you could be working in multiple schools on day-to-day assignments, or you could be providing long-term cover to one school in particular, for example as maternity cover. You'll need to make yourself available frequently, and be confident in working in a variety of classroom situations.

## Why you should choose supply teaching.

As a newly qualified teacher, you may have certain ideas about what supply teaching entails and how it looks on your CV, or you may not have even considered it as an option. One thing's for certain: it can provide a fantastic opportunity to gain the experience to build an excellent teaching career.

## What are the benefits?

### Experience

It will give you inside access to a huge variety of schools to ensure that you pick the right one for your induction.

### Flexibility

You can build your teaching days around your personal life and take full control of work-life balance.

### Variety

You can test drive lots of different classroom settings to see if they are the right fit for your strengths.

### New hobbies

You'll have more time to pursue your hobbies and interests outside the classroom, or even take up new ones!

### Relocation

If you're thinking of moving to a new area, or if you have recently moved, supply teaching can give you an insight into your new community, or a reason to move in the first place!

### Long term assignments

A placement lasting typically between 6 weeks and a year without the commitment of a permanent contract (you will still be expected to plan, prepare and mark).

### Transition to permanent teaching

Once you start supply teaching, it can make it easier for you to make the move to a permanent role - typically, more than 1000 teachers a year are taken on permanently after working as supply teachers with us.

One of our former supply teachers says:

'Most of my placements were three or four weeks long, and in between I was sent on a few single days to another school which opened doors and opportunities, and ultimately led to me securing a permanent job'.



# your career path

## supply teaching.

We also know that there are some common misconceptions around supply teaching, so we want to put your mind at ease:

**I'll spend as much time looking for my next position as I will actually teaching:**

Whilst some supply teaching assignments can be for just a few days' cover, others can be for a term or even indefinitely. Whatever the length of the initial assignment, we will work hard to ensure that you will remain in continuous work - once you're registered with us, we concentrate on securing you your next assignment so that you can concentrate on the classroom.

**The experience will be too disjointed to ensure I gain enough experience:**

Supply teaching will give you invaluable insight into the schools you truly enjoy working within and where your skills really lie. Also, working on a variety of assignments within a variety of schools will help you to hone your classroom management techniques, as you'll get a chance to work with a variety of classes across different age groups.

**I'll be the lonely soul in the staffroom:**

Starting a new job is never easy, whether you're a permanent or temporary member of staff. That's why we ensure we match you to the most appropriate school to ensure that your talent is recognised and you receive a warm welcome.

Don't just take our word for it: in 2017 we placed 7580 temporary workers across the education sector, so if you're after a supply teaching role, you can rest assured in our ability to find you one.

Some more options available.

**Try it for a fixed term**

Whilst teaching on a fixed term contract, you'll be employed directly by a specific school for a set period of time such as a term, two terms or on a 1 year basis. This option can give you the flexibility to try a term in a particular setting to see if the school suits you. That way, if the position becomes available on a permanent basis, you will know whether it is suitable for your needs before applying.

**Overseas teaching**

If you've always wanted to travel abroad, teaching overseas can provide the perfect opportunity to explore a new culture whilst pursuing your career. Many overseas schools require a minimum of two years teaching experience before you apply, so this kind of role could be ideal for you once you've gained some experience at home.



# from application

# to appointment.



Once you've decided which career route to go down, you'll be ready to apply for your first job. We're going to take you through the process, from beginning to end, so you know what to expect.

## Research

When we've matched you with a great potential role, before you apply, it's important to find out as much about the school and its ethos as possible. You can do this through their website and by checking out their last OFSTED report.

We can also help you to arrange a visit to the school. If you do this, first impressions count:

- Don't be late! If you have any problems getting there, ring the school in advance
- Wear appropriate clothing
- Make sure that your mobile phone is switched off

This can be a great opportunity to ask questions about the school and the role that you're interested in. But, try not to be pushy and instead have a think about what you want to find out more about:

- The atmosphere of the school
- What kind of after school activities are on offer
- What support is given to NQTs

Think about if you can see yourself working at the school and alongside your future colleagues. And, make sure you contact the school after you leave to say thank you!

## Your application:

It's likely that you'll need to complete an application form. It's important that you fill out all necessary parts of the form, put relevant grades for your qualifications, and ensure any information about your referees is correct.

You may also need to submit a supporting letter or statement about why you want the role. Here are some do's and don'ts to help you out.

## Do

- Cross reference your letter of application to the job description/specification
- Make your letter stand out from the crowd - you could use information learned from a visit to the school
- Highlight what makes you unique
- Mention anything additional you bring to the school, such as extra-curricular activities
- Think about presentation and layout
- Double check your spelling and grammar

## Don't

- Make things up! Your letter may be referenced at interview stage, and you want to make sure you can provide evidence for any statements you make
- Write more than the specified word limit
- Claim to be the finished article - you will be expected to learn and grow as a teacher in your new role

For more advice, and to download a cover letter template, [click here](#) to visit our CV resource hub.

# from application

# to appointment.

## Your observed lesson and interview:

Your interview will be split into two stages: teaching an example lesson, and a face-to-face interview. For permanent teaching positions, you will need to teach a lesson (known as a lesson observation or micro-teach) and have a face to face interview within the school. For long term supply teaching you may be required to take part in a lesson observation and/or a face-to-face interview; this will be down to each individual school to decide.

### Key things to remember for both:

- Make your first impression count
- Be on time
- Wear appropriate clothing
- Be prepared - have a backup plan in case of a technology failure
- Let your enthusiasm and personality shine through

## Your lesson:

You'll be expected to teach a lesson as part of the interview process. This will normally be a 20-30 minute taught lesson, and most of the time, all candidates will be given the same topic as each other and the same year group to teach.

### Key points to help you prepare:

- Read the brief carefully and check what you are being asked to teach
- Double check the ability profile and size of the group beforehand
- Be realistic - what is it that you want the students to achieve in the allotted time?
- Plan your content carefully - be able to extend or shorten your content if necessary
- Consider asking for names of the students beforehand
- Prepare a lesson plan to give to observers - consider the balance of teacher talk vs student led learning. Build in a period of time where the students are leading their own learning

## The lesson itself - the do's and don'ts

### Do

- Ask students to write their names on a card so you can refer to them by name
- Establish your objectives for the students at the start of the lesson
- Plan for something to go wrong - have a backup plan
- Focus on the children you're teaching and try to ignore anyone observing you
- Smile and be friendly - students will want to see a human side to their possible new teacher
- Enjoy yourself - show off your skills!

### Don't

- Rely on technology! Always have a backup plan
- Be scared to deviate from your plan within reason, for example, if a student asks a question
- Ignore a student if they misbehave - follow the school's behaviour policy. You can always discuss this with your observers afterwards
- Run over the allotted time - time management skills are key!
- Make excuses - if you don't think the lesson has gone well, you can discuss it at interview, ensuring you have thought about what could be improved next time



# from application

# to appointment.

## Your face-to-face interview:

### Key things to think about:

- Body language
- Expect the unexpected - interviews can be a traditional interview panel of staff, a panel of students, or role play exercises
- The interview is a two way process - ask questions
- Educational changes - industry knowledge is key
- Know your application inside out, in case you are asked about it

### Some more questions you could be asked:

#### About your lesson:

- How did your lesson go today?
- What aspects of your lesson do you think could have been improved?

#### The school itself:

- Why have you applied to this school?
- Why do you think you'd be a good fit?
- What can you bring to our school?

#### Classroom Practice:

- If I walked into your classroom in September what would I see?
- How would you introduce a new topic to your class?
- How would you use the locality of the school and its immediate environment to enhance the education of your pupils?
- Why did you want to be a teacher?

#### Assessment:

- What would you do to motivate a child if you felt a they were making no progress?
- What is the difference between attainment and achievement?

#### Team work:

- What importance do you attach to cooperation with colleagues?
- How would you work with a teaching assistant in your classroom?

#### Knowledge of the curriculum/planning:

- Tell us about your curriculum planning.
- How would you develop children's communication, language and literacy skills?

#### Safeguarding:

- A child in your class becomes withdrawn and appears not to be themselves. What would you do?
- Can you give me some examples of how you would contribute to making our organisation a safer environment for children?

#### Parents:

- How would you involve parents/carers in their child's education?
- How would you build up a relationship with the parents/carers of the children in your class?

#### Behaviour:

- What behaviour management policies have you worked with, and which have been most effective?
- How would you deal with a disruptive child?

You'll be given an opportunity to ask a question at the end of the interview. Think carefully - you could ask about the support programme for NQTs or what year group you would be teaching if successful.

Remember, your interviewers are not trying to trip you up, they want to see you at your best. So don't be afraid to relax and show off your skills.

If you'd like more interview advice, our team of specialist recruitment consultants are happy to help you.



# registering

# with us.

## What to expect when you register with us.

When you register with us, we will speak to you over the telephone and then invite you to come in to your local Randstad branch to meet with a specialist consultant.

### Before your first placement:

When we meet you, we want to get to know you as well as we can. Different schools look for different qualities in their teachers, so be prepared to tell us about where you have taught previously, what you enjoyed (or didn't enjoy so much!) about it, what you're looking for in a school, and even what extracurricular activities you could bring to the school.

We are equally inquisitive with our schools: our specialist consultants know the schools they work with inside out. They know the school's ethos, pupil demographics, specific needs, and behaviour management policy. This level of knowledge about our candidates and our schools means that we can strive to make the best match possible when placing you in a role.

You can trust in us. The schools we work with notice our attention to detail: 'the Randstad Education team know the ins and outs of the school setting, so they can match the candidates. It's a very personal service'.

### During your placement:

We'll support you in learning as much as you can from every teaching experience you have with us. We can advise you on recording what you enjoyed whilst working, and your dedicated consultant can provide you with continuous professional development opportunities.

### After each placement:

After every role that you undertake with us, we'll update your Randstad Education profile with the new experiences you have gained. And, if you're on a long-term placement, our consultants will visit your school to gather feedback from the headteacher or deputy headteacher - we'll get to know what's working well, and what you can develop further. This will help to ensure that moving forward, we place you in assignments that use your strengths, and allow for career development.

# get in

# touch.

When you work with us, you're not just working with a recruiter, but with a career guide.

We can match you with the most relevant roles, and help you prepare for the application and interview process.

If you're interested in working with us, email us today at [nqt@randstadeducation.co.uk](mailto:nqt@randstadeducation.co.uk).

Or contact your local Randstad branch by [clicking here](#).

You can also keep up-to-date with the latest jobs and education news by following our social media pages:

[facebook.com/RandstadEducation](https://facebook.com/RandstadEducation)

[twitter.com/Randstad\\_Ed](https://twitter.com/Randstad_Ed)

Want a Randstad consultant to get in touch with you?

If you would like to discuss your career with one of our consultants and you haven't provided us with your contact details yet, please [click here](#) to enter your details and we'll be in touch.

