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**Applying for a Teaching Job – Hints & Tips**

1. If possible, go to **look around the school**. If you can’t do this, ensure you make use of the **website/ Ofsted report** to learn as much as you possibly can about the school. If you do look around, ask questions/ make positive comments. Ensure that the member of staff/ Governor showing you around remembers you (for the right reasons!)
2. Adapt/ re-write your supporting statement to **make it personalised to the particular job** you are applying for. It is the personal statement that will get you short listed – not the application form. You need to show the school that you meet the person specification. You may even consider writing your statement under the headings set out in the person specification. The school want to know that you are the right candidate for that particular job in that particular school.
3. Within your supporting statement, draw upon what you have seen when you looked around the school or from the information on their website e.g. when visiting your school I noticed… (Be complimentary) **Explain why the school stood out to you & how it matches your ethos** of teaching and learning.
4. Try to **limit the length** of your supporting statement to no more than two sides of A4. If possible, use good quality paper.
5. **You may be asked to expand upon points** in your supporting statement at interview. Ensure that you are prepared for this – don’t say that you have certain qualities in your supporting statement and then be unable to give real examples of this at interview.
6. Use any particularly good **comments from observations** on SE in your personal statement. Don’t be negative about any experiences you have had.
7. Include some **information about yourself** to make your statement more personable e.g. your interests/ hobbies. Include any skills that may be transferable into the classroom or for an after school club.