

Guidance on completing your NQT Pool Application - Primary

Thank you for your interest in applying for an NQT post in Wolverhampton and/or Sandwell.

The NQT Pool for Wolverhampton and Sandwell schools is being coordinated and managed by ConnectEd Partnership and SIPS Education. We are committed to recruiting the best possible teachers to our schools who share our vision, desire and passion to improve the opportunities and outcomes for the children and young people in all our partner schools.

Our application process is simple and supportive and if you are successful, great support and professional development opportunities are on offer, as is the chance to work in some wonderful culturally rich schools.

Please find below some important information and guidance notes to help you complete your application.

Key Dates

Wednesday 9 December 2020	Primary Pool opens for applications
Friday 12 February 2021	Primary Pool closes for applications
W/C Monday 22 February 2021	Shortlisting of applications
	Successful applicants will be notified of interview date
W/C 8 March 2021	Online Interviews
Wednesday 17 March 2021	NQT Pool goes live

The Application Process

Following the closing date your application will initially be reviewed by a panel of experienced headteachers from across schools in Wolverhampton and Sandwell. If you are successful, you will be notified week commencing **Monday 22nd February 2021** of your interview date with further details via email and text, so please ensure you enter your contact details correctly on the application form. Online interviews will take place with a panel of headteachers week commencing **Monday 8th March 2021**. We will offer supportive feedback to those applicants who are not successful in gaining an interview.

Completing your Application

- When completing your form, you are advised to refer to the generic NQT Job Description and Person Specification which outline specific NQT duties so you can explain as fully as possible your relevant experience, skills, abilities and knowledge within the word count limit. Please make sure to complete your application in full otherwise it will be returned to you.
- You are required to provide contact details of two referees:
 - 1) Your University/College tutor
 - 2) Headteacher or appropriate representative where you have undertaken your most recent teaching practice

NB You will **not** be required to request the references for this application from your referees. We will contact them directly on receipt of your application to request a reference in advance of the shortlisting process.

Submit your completed application by Friday 12th February 2021 by 5pm.

The Interview

Online interviews will take place week commencing **Monday 8th March 2021** by a panel of headteachers from both Wolverhampton and Sandwell schools. You will be asked a series of questions relating to the Teachers' Standards and your experiences that will assess your suitability to teach. The interview will last approximately 30-40 minutes. You will not be expected to prepare a presentation, but you may wish to refer to, and share, examples of good practice and lesson plans that you have worked on in your placements. Based on your interview you will be assessed as either being highly recommended, recommended or not recommended.

What happens next?

In the days following your interview you will be notified by email and/or text message if you have been successful in being recommended for the pool. We will offer supportive feedback to those applicants who are not successful in gaining a place on the pool.

The NQT Pool will be made available to schools on **Wednesday 17th March 2021**. Headteachers looking to recruit NQTs from September 2021 will have access to your application form, references and the outcome of your interview.

During this week you may be contacted by a number of schools via by email or phone inviting you to either have a formal discussion in person at their school or over the phone. You need to be prepared to receive this communication from schools and out of courtesy please respond to all emails and phone messages you receive. If you are unavailable or not interested in working at a particular school, please let them know as soon as possible.

If you are successful in gaining a post at a school and have accepted it, please inform us immediately so your application can be removed from the pool. This will avoid any unnecessary time consuming contact being made with you.

For further information please contact NQTpool@connectedpartnership.com and mark it for the attention of Harinder Jandu (Teaching School Co-ordinator)

