

## Guidance on completing your NQT Application - Secondary

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

The Secondary NQT Database 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 9th December 2020** Secondary Pool opens for applications

**Friday 26th March 2021** Secondary Pool closes for applications

### The Application Process

Following the submission of your application, it will be entered onto a database to which all secondary schools will have access. Should a school wish to consider your application, they will contact you directly to arrange an interview. In the meantime if you are successful in gaining a post at a school and have accepted it, please inform us immediately by emailing [NQTpool@connectedpartnership.com](mailto:NQTpool@connectedpartnership.com) so your application can be removed from the database. This will avoid any unnecessary time consuming contact being made with you by schools.

### Completing your Application

When completing your form, you are advised to refer to the NQT Job Description and Person Specification 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

The references will be followed up by the school should they wish to pursue your application.

**Submit your completed application by Friday 26th March 2021 by 5pm.**

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