

# Getting your first Derby primary teaching job in 2016

A collaborative recruitment scheme for primary schools in Derby

## Interview dates

Friday 26<sup>th</sup> February  
and Monday 21<sup>st</sup> March



How this recruitment scheme works for new teachers looking for their first job in Derby and for schools looking to appoint them

Apply at [www.teachinderby.org.uk](http://www.teachinderby.org.uk)

Teachers looking to obtain their first job in teaching are invited to apply to have their details included in the Derby primary 'pool'. These details are circulated to Derby primary school headteachers who shortlist from the pool, inviting candidates directly for final interview.

Initial interviews to join the pool are held at a central location with headteachers and senior leaders from across the city. They will be looking for high quality new teachers who they would recommend to their colleagues in Derby. Being on the pool list is not a guarantee of a job, but information is sent to all local headteachers recruiting in 2016. Not being on the pool list does not limit the potential for being employed in a Derby school, it may merely take a little longer.

The Derby Primary Strategy Group (PSG) is co-ordinating this recruitment opportunity on behalf of primary schools in the city of Derby.

## In this brochure

- How the scheme operates
- Application and interview process
- How schools use the scheme



**DERBY  
PRIMARY  
STRATEGY  
GROUP**



Supported by the



# How the scheme operates

This scheme is to help new entrants into teaching find their first job in Derby and to help primary schools looking to appoint newly qualified teachers find good candidates. Teachers interested in working in Derby can apply for an interview to have their details placed on a pool list. The scheme covers just primary schools with pool interviews held in February and March.

All trainees can apply and submit their details through the link at [www.teachinderby.org.uk](http://www.teachinderby.org.uk)

## The information entered in the pool application form remains in place right through the recruitment process

Once an application form is opened the applicant receives a link to log back in to update and amend. The application form is finally 'locked' just before the pool interviews and, for successful candidates, this becomes the information that is shared afterwards with recruiting schools.

Interview panels include serving headteachers and school senior leaders from Derby primary schools. The purpose of the interview is to identify candidates who show potential to become high quality teachers, well suited to Derby primary schools, who the interviewers would happily recommend to their colleagues.

The details of candidates who are successful in the interviews are then made available to all Derby headteachers. The details of candidates who are unsuccessful will not be shared with schools.

## Being on the pool list is not a guarantee of a job

Schools use the pool list when they have a vacancy for which they would welcome a newly qualified teacher. This process saves the expense and time of placing advertisements as the pool list gives them access to the details of potential teachers who have already been judged by headteacher colleagues to be well-suited to work in Derby primary schools.

Appointing schools invite a short-list from the pool to consider their vacancy and attend a further interview at their school. Safeguards are in place to enable applicants to decline a school interview without prejudice. Once a teacher is appointed to a job their details are removed from the pool.



# Applications and interviews

---

Teachers can apply for an interview to the Derby primary pool placed through the link at [www.teachinderby.org.uk](http://www.teachinderby.org.uk)

Through this link you can:

- a) **Book an interview** at one of the recruitment dates:  
Friday 26<sup>th</sup> February or Monday 21<sup>st</sup> March 2016  
These interviews will be held at Derby Conference Centre, just 2 miles from the city centre.
- b) **Open an application** to submit your information – this can be done as a gradual process.  
The applications must be completed by one week before the interview date

The application form contains the following fields:

- Name and personal contact details
- Declaration of eligibility for teaching
- Educational achievements
- Primary age-range preferences
- Current teacher training course
- Most recent school placement details
- A personal statement (500 word limit)
- Any additional relevant information (word limit)
- Reference details

**NB This application form remains important right through the recruitment process** as this application form becomes the information that is shared after interview with recruiting schools.

Interviews last 20-30 minutes and will cover introductory topics that discuss general approaches to teaching. A standard question procedure will be used in all interviews.

After interviews, candidates will be free to leave. Decisions and any feedback will be communicated to all candidates after the event.

For successful candidates it will be their application information that will be made available through the pool arrangements to headteachers seeking to appoint.

The details of unsuccessful candidates will not appear on the pool, and neither will headteachers know about this. We don't want one disappointing interview experience to jeopardise the beginning of a teacher's career and unsuccessful candidates may choose to re-submit themselves for the second interview opportunity or for other Derby recruitment opportunities.

# How schools use the scheme

After each interview all Derby primary school headteachers are provided with a log-on to access the secure area where the application information of successful candidates is stored.

When a headteacher has a vacancy for which they would happily consider a newly qualified teacher they will either:

- Issue a vacancy alert to all pool candidates to identify interest in their job and then shortlist from those responding
- Read through the application information of pool candidates and directly shortlist a small number to invite for school-based visits and interviews

When they are selecting through the pool, headteachers do not initially have direct access to the personal contact details of applicants and can only contact them through the site, with a standard message that:

- Introduces themselves, their school context and the job details
- Invites the candidates to interviews on a specified date and time
- Requires a response from the candidates, either positive or negative.

Having called a short-list of candidates from the pool for school-based interviews, the recruitment process is similar to any other selection process. From this stage schools and candidates will communicate directly with each other. At the school-based interview stage there is a strong likelihood of a second formal interview and teaching a demonstration lesson.

The pool information is updated regularly throughout the recruitment period and candidates information is removed when they are no longer available.



Derby

