

How to apply for the Primary Pool

These notes will help you make your application for a post as a newly qualified teacher. We recommend that you read them before you start work on your application.

Before you start

Before writing anything, read carefully all the information about Newham on the website. If you have any queries, ring Margaret Patient on 020 3373 7244.

Filling in the Application Form

Read the application form carefully.

- Make a list of your skills and experiences and choose those which are relevant for this post.
- Check that your qualification and career details are correct and are in the right order. Make it absolutely clear on the form where and when you have studied and the qualifications you have or expect to obtain, including those for which you are currently studying.
- Remember that your application form may well be one of hundreds – you therefore, have to make it stand out.
- You must name two referees, one of whom must be from your teacher training provider, the other a head teacher from a teaching practice school (please ensure that you ask their permission).

Meeting the criteria

We are an Equal Opportunities Authority that selects its entire staff on the basis of how well they complete the form; everyone starts equal.

It does not matter if you have applied for an NQT post in the previous academic year. Each application is considered as a new one, with no account being taken of previous applications. Note you can only submit one application to the NQT pool, to be considered for the current academic year.

We will use your application form to decide whether you are called for interview. It is the only information we have about you and no assumptions can, or will be made.

Under the section 'Additional Information' explain clearly what you think would make you an effective teacher in Newham, and why you are applying. You could give examples from your teaching practice, particularly if any took place in Newham (in which case name the schools) or a similar area. Do not overlook relevant experience outside work such as community and voluntary work, leisure interests, languages spoken (particularly community languages) and other skills and abilities, which show why you would be a successful teacher. We are interested in your strengths, not your weaknesses. Make sure you list your teaching practices with dates. Please do NOT send a CV, complete the application form as requested.

Specify your own experiences. Write positively and use direct expressions like 'I planned', 'I organised' and 'I ran'.

Draft this section before writing on the form - make sure all parts of the form are completed.

When you are satisfied with your application, write it out neatly and attach it to the application form. Typewritten, word processed and hand written statements are all equally acceptable, but again, remember they need to be clear enough to be photocopied. Keep a copy so that you can remind yourself what you have written before the interview – you may be asked questions based on what you wrote.

Sending your application

Applications can either be submitted on line or posted to:

*Teacher Recruitment Section
London Borough of Newham Children and Young People's Service
Newham Dockside
1000 Dockside Road
3rd Floor East Wing
London E16 2QU*

Do not leave returning your form until the last minute. We carry out interviews from March 2012 onwards.

How the pool operates

Applications for the pool should be sent from January 2012 and certainly by the end of April, although late applications may be considered.

Applications are assessed against the person specification and graded by two people using the following criteria:

- *1 - High priority
- *2- Good
- 2/3 - Good with some gaps
- 3 - Satisfactory
- 4 - Unsuccessful

* Applications graded 1 or 2 are invited for an interview.

Due to the high volume of applications that we receive, we only inform candidates if their application is unsuccessful or if they are going to be invited for interview.

Please note if you do not hear from us then you will not be invited for an interview.

Candidates who are successful at interview are introduced to schools with vacancies. Candidates will not have another interview but may be asked to teach a lesson.

If an appropriate match is made between the candidate and school, then the candidate will be made a conditional offer of employment subject to safer recruitment checks.

If either the candidate or the school are dissatisfied with the matching process, then the candidate will remain in the pool and we will endeavour to find an appropriate vacancy.