

Questions

These vary greatly. There is no set formula and the list could be endless but you may be asked about your:

1. Experience or suitability for the job.
2. Willingness to assist with extra curricular activities.
3. Interests, hobbies.

or

1. How you would deal with disruptive pupils,
2. How you would encourage pupils to work independently,
3. How you would deal with pupils whose coursework is consistently handed in late.

If you listen to other students who have attended interviews you will glean information as to types of questions.



ULSTER TEACHERS' UNION

94 Malone Road, Belfast, BT9 5HP

Tel: 028 9066 2216 Fax: 028 9068 3296

Web: www.utu.edu





Teaching Vacancies

These are advertised in the local press, ie Newsletter, Irish News, Belfast Telegraph and, while they may appear at any time, Tuesday and Thursday are the main days. Use the internet – website address:
www.ienorthernireland.co.uk (News Letter)
www.belfasttelegraph.co.uk (Belfast Telegraph)
& www.irishnews.com (Irish News).

If you are not appointed to a permanent job

Place your name on the UTU unemployed Teachers' Register. This informs schools that you are available for temporary employment. (The appropriate form will come to you during Summer - July-August).

In June and August visit schools in the area where you wish to teach. Inform the principal that you will be available for temporary employment. Leave your name, address, telephone number and CV.



Your CV

Keep fairly short – principals do not have time to read lengthy documents.

Include:

1. Your name, address, telephone number and date of birth.
2. Courses being undertaken or completed – include dates of completion.
3. Qualifications achieved or anticipated – subject(s), key stages preference (if any).
4. Interests, hobbies especially music, art, sport and ICT skills.

Application Form

At the end of the job advert you will find the address from which you should obtain the application form. This must be returned by the date and time indicated.

Answer the questions fully and honestly and if two questions appear to request the same information, then give that information again.

Draft your answers on a photocopy of the application form so that your final copy can be completed neatly. (check your spelling). If you can't fit your information into the space provided attach an extra page, some application forms do NOT permit this. Names of referees will be requested. Please obtain permission before you use anyone's name.

Interviews

- a. When you are called for an interview – acknowledge the invitation and confirm your intention to attend.
Ask if you could visit the school prior to interview.
Find out as much as you can about the post.
Dress comfortably and appropriately for all interviews or visits.
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 1. The interview panel will consist of a number of members from the Board of Governors, plus the principal who acts as secretary and does not have a vote.
 2. Listen carefully to the questions, answer clearly and make eye contact if possible.
 3. Some members will be making notes as you talk (this is normal), others may nod and smile to encourage you while others may appear disinterested, don't worry, this is a sign that they are concentrating.
 4. When the set questions have been answered you may be asked if there is anything which you have to offer and which you have not had an opportunity to mention as part of an answer. Do not assume that, because it is already on the application form, the panel members will have read it. It is up to you to bring it to their attention.
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