

# THE ULTIMATE NQT GUIDE

# THE NQT PARTNERSHIP

"more than just a placement"



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Becoming a teacher is one of the most exciting times in your career but it can also be nerve racking. There's a lot to organise, a lot to think about and importantly, quite a bit to do to ensure you find a job! That's why we've created this guide with succinct, useful information that will help you through this exciting time.

As a teaching agency, we've been where you have been and so have our candidates. We've put our own advice in here, as well as that of teachers.

So go and grab a cup of tea, relax, and read through our NQT guide.

# LANDING YOUR FIRST JOB

## CONGRATULATIONS

First and foremost, if you're reading this as an NQT, congratulations! You've got a qualification that is held in high esteem around the world.

The likelihood is, you're now looking for your first role, whether that's permanent, contract or supply. Don't worry if you haven't found it yet, 9/10 teachers find a role at some point in their first year according to the DfE.

Here, we offer our top tips for finding your first teaching role. Follow these steps and you'll be giving yourself the best chance.

## DO YOUR RESEARCH

Attend recruitment fairs in the Autumn prior to your qualification. Schools will advertise their vacancies early in the New Year. By the Spring term, applications are open to teacher registration schemes and databases. Also be aware of teacher resignation dates in your local authority.

## USE A GOOD CONSULTANT

Ok, ok, sorry about this one but we had to promote ourselves a little bit. Consultants already have good relationships with schools and many schools use agencies to find NQTs, so securing relationships with an agency will increase your chances of finding a role.

## USE JOB BOARDS

There are lots of teaching job boards out there such as [bestteacherjobs.co.uk](http://bestteacherjobs.co.uk) which are packed full of jobs. You can also use our website to create alerts for new jobs and get regular updates on roles suitable for you. Indeed is also another useful job board with education jobs on.

## COVER THE BASES

Teaching roles are advertised in different ways. Some schools advertise vacancies directly, some will use job boards such as Indeed and others will use recruitment agencies and schools databases. To maximise your job search make sure you're applying through different avenues.

## PRACTICE YOUR INTERVIEW

If you haven't attended many interviews in the past, it's helpful to prepare answers to questions that you're likely to encounter. By practicing with family or friends you can perfect your best answers and go into the interview process full of confidence ready to seize the day and get the role.

## REFERENCES

References are a great way for others to vouch for you and your experience. They support your application for a teaching post and could be the difference between you and another candidate. Ask your tutors and head teachers of schools where you've gained experience to write them up in advance.

## PERSONAL STATEMENT

It's really important that you include a personal statement with your job applications. This is good opportunity to sell yourself and to explain why you're applying for the role. Ensure that your statement is tailored to the job that you're applying for in order to maximise your chances.

## INTERVIEW

The personal interview is your chance to shine. Research your role and the school thoroughly. Understand what the expectations of you will be and look through previous Ofsted reports to help familiarise yourself with the school's educational environment.



# INTERVIEW TIPS

The interview is your chance to shine but it can also be a difficult thing to prepare for. Follow our top tips and you're on the right path.

## 1. PREPARE

We said it on the previous page but do your research on the school. Look at the website, the latest news and Ofsted reports. Make sure you're smartly dressed, know where the school is and how to get there and arrive slightly early. It's also important to have a number of questions prepared about the school ethos and the role too.

## 2. MAKE IT PERSONAL

In advance, think of the questions that you could be asked and base your answers on personal experience. Schools will understand, as an NQT, that you may not have a wealth of classroom experience. You could therefore base your answers on university experience or from a role in a previous sector.

## 3. PREPARE A LESSON

Interviews often come with a requirement to deliver a lesson. Ensure you know as much information as possible prior. Do you know how long the lesson will last? How many children there will be? What levels are the children working at? This will allow you to deliver the lesson with confidence.

## 4. BE ROBUST

Don't be surprised if you're interviewed by a panel of people. This is normal process in some schools. One or two of the interviewers may make it a difficult experience. They are testing a key trait, robustness so don't be overly concerned by this.

## 5. ACCEPT A TOUR

Schools often offer guided tours of the school. Try to take them up on this offer. Think of it as a pre-interview. Show interest in the school, ask questions about the it and the classes. Not only will this impress the school, it will give you information for your interview.

## TYPICAL NQT INTERVIEW QUESTIONS

- What first made you want to become a teacher? Do you feel the same way now?
- How do you approach dealing with a class of children who refuse to respect you?
- How would you handle a situation where you thought a child was at risk?
- How do you schedule your marking work?
- How would you handle a disagreement with a parent about a child's progress?
- How do you keep up with developments in the world of education?
- What issues interest you at the moment?
- What are your safeguarding responsibilities?
- What would you do if a child disclosed something to you?
- What has been your best/worst day in a school so far?
- How would you embody the ethos of the school?

# FIRST YEAR TIPS

So you've found your first teaching job, great! During this year there's going to be a lot to learn. You'll face challenges, learn lessons and be out of your comfort zone. Sounds exciting doesn't it?

As challenging as it may be, you're going to have a fantastic time. Here are our top tips to help you through your first exciting year as an NQT.

## FIND A MENTOR

Heading into a new school can be daunting but finding someone who can help and mentor is always useful. Seek out a good, informal mentor, maybe a teacher who has two or three years under their belt and remembers the same trials and tribulations you're experiencing.

## LEARN THE LESSONS

Your first year of teaching is a steep learning curve and a lot of lessons will be learned which will stand you in good stead for your career. A good way of keeping track of all the things that work well is to note them down because you will forget them over the years and it'll be a useful resource for you to refer back to throughout your career.

## STOCK PHRASES

Being a teacher today is as much about the students as it is about the parents. Sometimes you'll need to speak to parents and depending on the situation,

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a few stock answers come in very useful, such as "let's make an appointment to talk after school."

## BE ORGANISED

The stresses and strains of being a teacher are well-documented. However, there are a few things you can do to regulate the time pressures:

### Keep a to do list

Whether it's an online portal that you log in to every day or a trusted notebook, keeping one to do list can be really helpful in managing tasks such as lesson planning and marking.

### Photocopy the night before

The dreaded photocopying! This one seems obvious, but by doing it the night before, you avoid the inevitable queue in the morning when most teachers are rushing around 5 minutes before the lesson.

### Prepare lesson plans

After a few years you may not need to teach a lesson from a plan because you'll know the subject and syllabus of by heart. In the first year however, it's a really handy resource to refer back to.

## LOOK AFTER YOURSELF

Demands on your time mean it can be difficult to find the time to take care of your well-being. In-between marking, attending extra-curricular activities and doing your job, it can be difficult to exercise and eat well and bad habits can creep in. Plan time in your diary to go to the gym, play a sport or even to relax, switch off and unwind.

Also, make sure you're eating well. Spend time cooking nutritious lunches that you can use through the week. Devote a Sunday afternoon specifically for this task.

## DEVELOP A STYLE

This point is absolutely crucial. One of the most common mistakes with new teachers is that they try and emulate another teacher's style. Put simply, you're going to be a teacher for a long time and you want to be comfortable doing it. What works for one teacher isn't going to work for another. You can't be anyone other than yourself so during the first year, spend a lot of time analysing what works well for you, what kind of teacher you want to be and what brings good results. Enjoy it.



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# CONTACT US

## **WORKING WITH US**

By working with The NQT Partnership you will receive access to permanent roles with a whole range of schools.

We'll support you with expert advice and guidance throughout your career and help fulfill your career aspirations.

Are you excited to start your first teaching job? We're certainly excited to help you. Get in touch with one of our offices today and let's get started!

THE NQT PARTNERSHIP  
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