

10 Tips for a Successful Interview

- Talk with your TimePlan Coordinator to familiarise yourself with the role. Ensure you know what the work entails and what kind of person is being sought.
- Take another look at your CV and be clear about what you have said about yourself - you are bound to be asked!
- Know your strengths and how you match the teaching requirements. Ensure you can explain gaps in your employment record.
- Research the internet and other school information so you can respond to searching questions such as: Why do you want to work for the school?
- Check for any additional requirements such as trial lessons, special needs or meetings with the Headteacher. Prepare and practice.
- Identify extra information you need to take. Don't hamper yourself by supplying irrelevant certificates.
- Consider carefully answers to questions about your skills and experience.
- Use any opportunities for interview coaching before your meeting and speak with your TimePlan Coordinator for advice.
- Prepare clothing the night before. Make sure your appearance gives a positive, professional image.
- Finally, check the arrangements, and plan your route and timings to get you to the interview punctually.