

Guidance Notes to Complete your First Teaching Application Form

You must complete the online application process if you wish to apply for your first teaching position in the London Borough of Richmond upon Thames. Please note that NQTs and all other primary teaching candidates completing teaching qualifications will automatically be entered into the primary application pool.

Secondary school teaching positions are usually advertised through the TES, local newspapers, the council website and church press. All secondary NQT candidates are encouraged to submit their completed application form as soon as possible. Completed applications will be made available to all secondary headteachers.

Addressing the Person Specification

When addressing points 3, 4, 5, 7, 8 and 9, please bear in mind that we will be looking for your personal views and beliefs based on your teaching experience so far. Where relevant, practical examples should be given, and answers should cover practical classroom application where appropriate.

Person Specification

Appointment of NQTs to the Primary Pool and Secondary Teachers Database

NB: The supporting statement should be word processed and submitted online with your application form. Your supporting statement should address this person specification in not more than 1200 words and must reflect your own personal philosophy of education.

1. DCSF recognised qualification OR about to complete a course leading to DfES recognised qualified teacher status OR eligible for Qualified Teacher Status.
2. Teaching experience with the nursery (3-5) and/or primary (4-11) age range. For new teachers, this may have been during training. Applicants for secondary school positions should refer to their teaching experience with KS 3 and 4.
3. A sound knowledge of theory and practice in providing effective education, including personal philosophy, classroom organisation and management and the impact of the Every Child Matters agenda.
4. Knowledge of issues relating to equal opportunities; multi-cultural education; personal, social and health education; citizenship.
5. Knowledge of issues relating to the individual needs of pupils.
6. Commitment to encouraging children in their learning and their development of self-esteem and tolerance to others.
7. Being able to plan for and assess the needs and achievements of all pupils and maintain appropriate records.
8. Ability to work closely with school colleagues and the wider school community in the development of the curriculum and pastoral work of the school.
9. Ability to relate to and communicate with parents and encourage their active participation in education.
10. Good written communication skills as assessed through your supporting statement.