



## **2017 Guidance on completing your NQT application form for the NQT Pool Database for the London Borough of Hammersmith and Fulham, the Royal Borough of Kensington and Chelsea, and Westminster City Council**

Applications to the Primary NQT Pool Database 2017 must be submitted by **Monday 6 March 2017 by 5pm**. Applications received after this time will not be considered in the first and main round of recruitment. Applications received after the closing date may be considered in further recruitment rounds according to demand from schools, and will be advised if their details are shared with schools.

Candidates will be shortlisted by the NQT Team within the Education Service which serves the three local authorities of Hammersmith and Fulham, Kensington and Chelsea and Westminster. Successfully shortlisted candidates will receive confirmation of their acceptance to the pool, and their details will be sent to all primary schools within all three boroughs seeking to appoint NQTs for September 2017.

Unsuccessful candidates **will not** be notified as it is not possible to provide individual feedback due to the high numbers of applications received.

Successful candidates are not guaranteed a teaching post but acceptance to the pool will provide good access to NQT teaching positions across the three authorities. As posts become available, Primary Headteachers will consult the NQT Pool Database, and contact you directly with a view to considering you for a first teaching post in their school. From this point, schools will apply their usual recruitment process which will generally include inviting you to visit their school, possibly see you teach a lesson and undertake a formal interview. All offers of employment are subject to satisfactory references and other relevant employment checks.

To ensure that your application accurately reflects your skills, qualities and knowledge. Please read these guidance notes before completing your application.

**Important:** You must be about to complete a DfE recognised course leading to the award of Qualified Teacher Status (QTS) and be able to demonstrate the ability to meet the criteria used for this application.

Please ensure that you carefully read the guidance notes below, along with the criteria included in the application form before you begin to draft your personal statement.

## Filling in your form

- Before filling in your form, read it through carefully noting where on the form information is requested. **Please do not password protect** your application form as the recruitment monitoring information in the final section needs to be removed from your application before shortlisting and being made available for schools' consideration.
- Complete a rough draft of the application- you might find it useful to print a copy to check your spacing. Check grammar and spellings carefully – poor grammar and misspellings reflect badly on an applicant and may result in the application being rejected. Do not rely on spell-check. It is recommended that you get someone else to read through your application as a final check to ensure it makes sense and that spelling and grammar is accurate.
- Read through the rough draft, ensuring that the information is easy to read, in date order (if appropriate) and complete. Work experience should include teaching practices and any other work experience with children and young people.
- This application form is all the information we have about you as a candidate. It is vital that you give as much relevant information as possible.

## Addressing all the criteria

Your personal supporting statement provides the opportunity to show your potential to become a good teaching practitioner. **Please keep your personal statement to a maximum of 2 sides of A4 and take into consideration the following:**

- Section 10 of the application form, the personal or supporting statement, is where you “market” yourself to schools and to the borough. You should address **all** the selection criteria; this may be best achieved by addressing each point, in turn, with subheadings. Please give specific examples of experiences or achievements. Use your teaching practice experiences to demonstrate your ability to meet the criteria.
- Be reflective and analytical. It is understood that in many cases you will only be half way through your Initial Teacher Training. However, schools will want to see that you have a good grasp of the basics, a clear idea of how you will build on the Teacher Standards, that you have initiative, are self reflective and can demonstrate an ability to work with others.
- In this section you can highlight the skills and attributes that make you stand out - for example, can you play a musical instrument or coach a sport? You can add any certificates or qualifications in section 9, Other training and qualifications.
- Keep personal details up to date and if referees or your contact details change, email [nqtadmin@rbkc.gov.uk](mailto:nqtadmin@rbkc.gov.uk) to advise.
- One application only will be accepted, so please ensure that the application you submit is a high quality one. You may wish to delay submission until nearer to the closing date so that you have had plenty of time to work on it.

## **Finally**

Read through your application and the selection criteria:

- Have you addressed every point?
- Have you shown that you are a professional, confident and personable teacher?
- Do you sound positive about and interested in working in a school in the local authority/ies you have specified?

## **Submitting your application form to the database**

Email your completed application to [nqtadmin@rbkc.gov.uk](mailto:nqtadmin@rbkc.gov.uk). You will receive an email to confirm that your application form has been received. If at any stage you are no longer available to be considered for a first appointment, please email as above to advise.

The Education Service representing the three authorities will not retain application forms after September 2017. Applications held by the Service will thereafter be destroyed. Schools will retain applications of those successfully appointed to an NQT post.

Thank you for expressing interest in a First Teaching Appointment within one, two or all three of our Local Authority areas, the London Borough of Hammersmith and Fulham, the Royal Borough of Kensington and Chelsea and Westminster City Council.