



Guidance for Candidates on our Application Process at Hinderton School

Once you have found the role you want to apply for, you need to make sure your online application form gives you the best possible chance of getting an interview. The following tips will help you in the application process.

We advise all applicants to research online information about our school available on our website. The Newsletters section is a useful snapshot into the wider life of the school. You can also read our Ofsted Reports and look at our social media accounts on Facebook and Twitter.

At Hinderton our application process is on the jobsgopublic (JGP) site as part of the Cheshire West and Chester Teaching Vacancies website.



<https://ats-cheshirewest.jgp.co.uk/vacancies/list?source=1273-council-website>

Data Declaration
Before You Apply
Personal Details
Employment History
Education & Qualifications
Continued Professional Development
Application Questions
References
Other Details
Equal Opportunities

You will see the application form is split into sections as shown here on the left.

You will need to complete all of the sections.

In the 'Application Questions' section there are two boxes that will cover what typically might be included in a covering Letter of Application.

It is possible to draft your text for these sections elsewhere and then copy and paste your text into the relevant box. There is a word limit of 1000 word in each section.

Completing your Application

- Complete all parts of the online application form
- Use clear, plain English. Do not use all block capitals or all lower case
- Check your spelling and grammar. Read what you have written back to yourself; does it make sense? If possible ask someone else to proofread it for you. Any errors at this stage will reduce the chances of your application being shortlisted.
- Tailor your application form to the job you are applying for, by carefully reading the job description and our school vision statement and matching your skills and experience to the criteria in the person specification.
- The supporting information section is your opportunity for you to tell us why you are applying for this role at Hinderton and why you think you are the right person for the post. Use this opportunity to provide additional supporting information where you have been unable to add elsewhere. Please write no more than 1000 words.
- The person specification section is where you give details of how you meet the specifications for this role referring to the person specification and the school vision statement provided. Please write no more than 1000 words.
- Always back up what you are saying with tangible and relevant examples of your experience, achievements and any resulting key learning. So rather than just writing 'I am a good team player', give examples of teams you have been part of, your role within those teams and an explanation of what you achieved through working collectively.

Shortlisting

We will use the information in your application form (but not the equal opportunities monitoring information) to draw up a short list of candidates to be invited to interview. Shortlisted candidates will be contacted soon after the closing date; no discourtesy is intended in not contacting you if your application is rejected.

The Selection Process

If your application is successful at the shortlisting stage, you will be asked to attend an online interview with questions that relate to the essential criteria required for the role and our values. Some roles require you to take a test or give a presentation as part of the selection process. We will let you know in advance if this is the case.

In certain circumstances we may decide to complete our selection process virtually. This might be by asking you to attend an interview online using Google Meet and asking you to undertake specific pre-interview tasks.

To use Google Meet you will need a Google account, any existing Gmail account will be fine. You can create a new Google account easily if you do not have one by clicking on the following link:

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>

Tip: You don't need a Gmail account to create a Google Account. **You can use your non-Gmail email address to create one instead.**

1. Go to the [Google account Sign In page](#) link.
2. Click Create account.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
6. Click Next.
Optional: Add and verify a phone number for your account.
7. Click Next.

To use an existing non gmail email address

1. Go to the [Google Account Sign In page](#).
2. Click Create account.
3. Enter your name.
4. Click Use my current email address instead.
5. Enter your current email address.
6. Click Next.
7. Verify your email address with the code sent to your existing email.
8. Click Verify.

Pre Interview tasks for Shortlisted applicants

If you are shortlisted we will send you a Google Form to complete. This will contain a number of tasks. These tasks will include written questions as well as tasks which will require you to upload both photos and videos. We suggest you record these on your phone and use the Google Form to select the appropriate videos from your camera reel. It is also possible to do this from a laptop or computer as long as you have the media stored locally on your computer.

Some of the tasks will include demonstrating a teaching technique by writing on a small whiteboard or pad. In this case you will need to ensure that the setting on your phone allows you to video yourself with the text presenting the right way round. Alternatively you could ask a member of your household to film you.

Take time to select the best videos that will allow you to demonstrate your abilities. Watch them back and make sure you select videos with good quality in sound and picture in the same way that you would if setting work for Home Learning for children in your class.

Alternatively you may choose to use an online tool on your computer to create a video. There are many options available, a good free one is [Screencastify](#) which works as an extension within the Chrome Browser.

Tips for a virtual interview

- Prepare for a video interview in the same way you would a live interview – be prepared to tell your story, and think about questions to ask. While the medium may be different, the objectives of the interview are the same.
- Test your software before the interview. Make sure you're familiar with the settings and menus in case you need to make adjustments during the interview.
- Keep the school contact details handy in case technical issues prevent you from completing the interview and flag immediately so that we can help you reconnect or reschedule.
- Ensure you have an appropriate username, not a nickname – being thoughtful about these small things, just like you would at an in-person event, goes a long way.
- Try to join the event from a quiet room where you won't have any distraction
- Join the meeting on time
- Ensure you have a notepad and pen handy to write down useful information

- Always dress for the interview as you would for a formal meeting with a parent or Governing board – you will feel more prepared and confident
- Be patient because sometimes the connection will lag and can lead to talking over one another. Try to limit internet traffic at home during your interview to avoid lag disruptions.
- Don't forget to smile if you're on Google Meet– let your enthusiasm show!

If you are successful following interview

If you are successful at the interview stage, we will contact you by telephone to make a conditional offer. This will be followed up in writing as soon as possible. We will ask referees for references if we have not already received them and ask you to complete an online occupational health pre-placement questionnaire.

Disclosure and Barring Service (DBS) checks

We are committed to the welfare and safeguarding of children and vulnerable adults. All of our roles are subject to an Enhanced clearance from the Disclosure and Barring Service. As an equal opportunities employer, we will consider all applications fairly and on merit. Information supplied will be treated in confidence and will not be used as the sole criteria to decide an applicant's fitness for the position.

Unless an appointment is prohibited by law, a criminal conviction will not automatically debar the applicant from appointment. Applicants will be given an opportunity to discuss any information supplied before a final decision is taken regarding their appointment. Once all your pre employment checks have been completed successfully, we will contact you to arrange a start date and send your new contract of employment to you before your first day.