

Teacher Recruitment



MANCHESTER
CITY COUNCIL

Guidance Notes

Thank you for your interest in applying to the Manchester Local Authority NQT Talent Pool. Each year Manchester schools offer around 300 teaching posts to Newly Qualified Teachers (NQT's) enabling them to build successful teaching careers on the excellent foundations of initial training and induction.

The following information is designed to help you effectively complete the online application form and also aims to offer advice which will help maximise your chances of gaining employment here in Manchester.

Overseas teachers will need to visit www.tda.gov.uk for information on becoming a teacher in England & Wales and the programmes/support available. Teachers trained outside of England & Wales will need to contact the General Teaching Council (GTC) on 0370 001 0308 to find out if they are eligible/required to do Induction.

Completing the Application Form

As stated above the NQT Talent Pool is an **online only** application process and to apply you will need to register at the following link before you can complete the application form: <http://manchestertalentpool.eteach.com/>

Once you have registered and created your login details you can now start to complete the application and if you feel like you need a break, just save it and comeback to it whenever you are ready.

Please make sure that you complete all sections of the application and the important pieces to note are listed below.

- **Date QTS awarded:** – To do induction you must have QTS, no exceptions, so It is important that you provide the exact date you were awarded with QTS or If you have not yet gained QTS then you can provide a date that you expect you will pass all the skills tests required (numeracy, literacy & ICT). *Please Note: Evidence of gaining Qualified Teacher Status (QTS) will be required before any employment is offered.*

- **Qualifications:** - Please add your most recent first and remember that you do not need to list all your qualifications i.e. GCSE grades D-F however this is entirely up to you.
- **Experience:** - Please only add relevant experience i.e. working with children etc starting with your most recent first. If after submitting your application you gain additional experience that you would like to add then you can do this by logging in, amending this section and re-submitting.
- **Supporting Statement:** - When writing your supporting statement please keep to a nominal word count of between 1000-1500 words making sure that you describe how you meet the criteria set out in the Person Specification and relevant to the Job Description both of which can be downloaded from the registration page. Head teachers will look for evidence of these requirements in your narrative statement. Applicants will be expected to produce supporting statements which evidences their teaching skills and matches the requirements of the person specification. This supporting statement should include actual examples of effective teaching of pupils and classes, curriculum planning and assessments, and detail of the subject knowledge which underpins their teaching. (Ariel font size 11 is preferred).
DO NOT UPLOAD A CV AS YOUR SUPPORTING STATEMENT.
- **References:** - Ideally you should provide the names of 2 referees and these should be professionals who you feel would give you the best reference i.e. Head teacher, Tutor etc.
- **Declarations:** - This section requires you to provide a Teacher Reference Number which is a unique number issued to all teachers by the GTC. If you do not know your TRN then please contact the GTC on: 0370 001 0308.
- **Summary:** - This section allows you to edit any part of your application by clicking the 'edit' text next to each category. It also allows you to retract your application and we ask that you do this if you secure employment within Manchester or any other Local Authority. By retracting your application you will not lose any information contained in it and, if you need to in the future, will be able to access it at any time by logging in the usual way.

What Happens Next?

Once you have submitted your application you will receive an automated receipt email stating that your application is now 'live' in the Talent Pool. Please keep a check on your 'junk' or 'spam' folder as it may end up in there.

Once you receive this email you now have confirmation that your application is readily available for all Head teachers in Manchester Local authority who are looking to recruit NQT's. They, **not the Local Authority**, will invite suitable candidates for interview subject to their requirements so it is important that you keep your contact details up-to-date and again you can do this by logging in to the Talent Pool.

While many schools will use the Talent Pool to recruit NQT's, there are some schools that will solely advertise suitable posts on www.eteach.com or in other media such as TES etc. If you wish to register with Eteach for job alerts you will need to create separate login details to that of the Talent Pool or alternatively if you would like to receive the weekly vacancy bulletin by email then let us know at: teacher.recruitment@manchester.gov.uk

To maximise your chances of employment we advise that as well as applying to Manchester Local Authority you also contact the Local Authorities that surround us as we only cover central Manchester. The authorities that form Greater Manchester are:

- Salford Council
- Trafford Council
- Stockport Council
- Bolton Council
- Bury Council
- Tameside Council

They may do things a little different to Manchester LA and will be able to offer advice on their recruitment procedures for NQT's.

Supply Work

As you may or may not already know, you can also do Induction whilst on supply so long as you inform the school in which you will be working (before employment) that you wish to commence/continue Induction and that they in turn notify us, by registration, that you will be starting as an NQT.

To register for supply work you will need to contact the recruitment agencies such as Hays or Randstad as Manchester LA no longer holds a supply list.

Applying for an Extension

Should you require an extension to the period in which you can continue doing supply work, you will need to contact Nick Paul, Induction Co-ordinator on 0161 234 7515 or alternatively email: n.paul@manchester.gov.uk

And Finally...

Manchester values the skills, enthusiasm and commitment that newly qualified teachers bring to our schools. We recognise the importance of supporting you in the early years of teaching in order that you develop professionally and are able to fulfil your career aspirations in Manchester and its schools. In return, we expect you to make a difference, enhancing the quality of teaching and learning, and the achievements of Manchester pupils!

Useful Contacts

Manchester Local Authority – Teacher Recruitment Office

Telephone: 0161 234 7175

Email: teacher.recruitment@manchester.gov.uk

Office Hours: Mon to Fri – 9am to 4.30pm



Training and Development Agency for Schools (TDA) - www.tda.gov.uk

General Teaching Council for England & Wales (GTC) - www.gtce.org.uk

Department for Education (DfE) – www.education.gov.uk