

# **Applying for a new job – read this first!**

Read below a step-by-step guide to doing yourself justice throughout the application process (by Tom Caston).

Follow the instructions in the ad and in the application literature carefully. Most schools now have their own application form and are quite prescriptive about the length of the letter and whether or not to include a copy of your CV. For some jobs they will be receiving up to a hundred applicants, so try not to waffle in your letter and get your point across as early and efficiently as possible (I can give you some examples to look at - Just ask).

Do not rush to get your application in early. Take time to reflect on your letter and the information on your form. There will always be improvements to be made, so do not send it off before you are very sure you are happy with it.

Look carefully at the advert and the job specification and particularly try to identify the critical success factors for the position. Your application should directly address how you meet the key skills asked for in the advert and the job description.

Take time to look at the School's website. Is it a school that matches your career profile closely? Is the job one that fits your skills? Applications take a long time and you do not want to waste time and energy on a total long shot.

Are there any snippets of information within the school's literature that you can relate to strongly and use in your application? Read the inspection reports closely and look for similarities between that school and Ardingly. Are we/you doing things here that can help drive this school forward?

Proof read the entire contents of your application. Ensure consistency in your punctuation, language and grammar (e.g. Year 9 or Yr9 or Year Nine).

Let the Headmaster know once you have sent your application in. This is vital, as many schools will ask for references before the interview stage. It might also be best to tell your Head of Department, if your relationship merits that.

If you are invited to interview please come and ask for advice and help on how to prepare yourself. It will be challenging and require thorough preparation, in terms of:

- Knowing yourself and your own school;
- Knowing the job you are going for;
- Showing an understanding of their school; and,
- Be clear on your own achievements to date – make sure you are suited to the role.

And now, please read the articles on “CVs”, “Covering Letters” and “Interview Questions” on the Application Procedure section of the website.