

Interview Tips

Give yourself plenty of time to arrive on time for your interview. Sometimes, you can be directed to another building and you want to arrive calm and in control. Remember the interview begins when you arrive!

Ensure you dress correctly. Taking care and paying attention on appearing smart and professional is critical. A firm, confident handshake is essential.

Pre-interview research on the school/Trust is crucial. It will show you have prepared well and will impress your future employer. Look at LinkedIn profiles of the interview panel where possible to show who they are and to gauge their career to date. Perhaps you can use this information to engage with them on a personal level where applicable.

You will need to prepare for all levels of interview questions from the basics to the more probing such as “what are your strengths and weaknesses” to “describe how you have met objectives within your last role”.

Use the STAR method to help you:

Situation: Give some context to the story you’re about to tell, outline where you were and why you were there.

Task: Describe what you were doing and if you faced any challenges whilst doing it.

Action: Then explain the actions you took to complete the task and how you tackled any challenges you faced.

Results: Finally, reveal the outcome, this should demonstrate your skills, what you achieved, and, anything you learned from the situation.

Keep this in mind and you can use this with any examples you feel will support your answer. Stay with the facts, be succinct and try not to digress from what’s being asked of you. You only have an hour and keep it as a quality conversation, not “quantity”.

Listen carefully to the interviewer, if you’re not sure about the question, ask them to repeat it. It’s OK not to understand it the first time and it will enable you to be clear on what’s being asked of you.

Maintain positive body language and good eye contact throughout the interview.

At the end of your interview, have questions prepared, it will reinforce that you’re interested in the position.

Examples questions:

What challenges do you foresee in the future?

Is there room for growth?

Why do you like working with this School/Trust?

Leave on a positive note. Thank them for meeting you and if you are genuinely interested in the position, let them know. Leave with a firm handshake and good eye contact! Good luck!