



GRADUATE TEACHER PROGRAMME

GUIDANCE ON APPROACHING SCHOOLS

If I approach a school directly, how should I go about it?

Firstly, schools tend to be inundated with these types of approaches every day so you need to ensure that you are someone that they will want to offer an opportunity to. Any approach should be made **in writing and addressed to the Headteacher**.

Where can I find information on schools in my area?

Ofsted is the governing body that inspects providers of learning and childcare in England on a regular basis. Most schools tend to have an inspection every three to five years. Reading the school reports will give you a good indication of what type of learning environment each school has. Look at the Ofsted website www.ofsted.gov.uk and click on *inspection reports*.

For schools that the IOE has used in the past for the GTP, please search for us as an Employment-Based Initial Teacher Training (EBITT) provider on the TDA website: www.tda.gov.uk.

Do you have any tips on how to make a direct approach to a school?

Some possible things to highlight in your covering letter:

- Explain who you are
- What your recent experience has been
- The subject you want to teach (secondary)
- That you are considering entering the teaching profession and training via the GTP
- That you need to gain pre-programme experience and would be grateful for the opportunity to spend a period of time in their school
- The type of experience you require: this should be observing lessons across the age range and having an opportunity to talk to teachers about the teaching role and responsibilities. You could also offer to undertake some voluntary work helping out in the classroom and assisting teachers during your visit.

Attached to your letter should be a copy of your CV targeted towards the teaching profession, i.e. you should include all experience relevant to teaching and working with children and young people, e.g. sports coaching, Sunday school teaching, staff training. You should also highlight any additional skills that would be particularly relevant and transferable to the teaching role, e.g. ICT skills, time management, any extra-curricular activities you could offer, e.g. playing an instrument, playing a sport.

How do I find employment as a teaching assistant (TA) or learning support assistant (LSA)?

If you are able to work for a time in a school as a TA or LSA, this is an ideal way to gain school experience and may lead to the school offering a training place.

Vacancies are usually advertised via local authority websites (LEAs) and in local papers and increasingly on the internet. Some operate a pool system whereby a candidate completes an application form which is circulated to all schools offering vacancies.

Click here for links to LEAs and school vacancies by region

<http://www.tda.gov.uk/Home/Recruit/becomingateacher/lookingforajob/leavacancies.aspx?loc=london>

The Teachernet website is an excellent resource for familiarisation about teaching in the UK and looking for jobs. Click here for more information and advice

<http://www.teachernet.gov.uk/professionaldevelopment/jobs/>

Where can I find out more about teaching?

The best initial source of information about the available teaching routes is the Training and Development Agency for Schools. <http://www.tda.gov.uk>

Other useful links:

Teacher net - <http://www.teachernet.gov.uk>

Department for Education & Skills (DfES) <http://www.dfes.gov.uk>

Qualifications & Curriculum Authority (QCA) <http://www.qca.org.uk>

Times Educational Supplement <http://www.tes.co.uk>