

## Primary Pool Appointment Procedure 2023

This year we have announced two closing dates for applications to the Primary ECT (Early Career Teachers) Pool:

**31<sup>st</sup> January 2023**

**30<sup>th</sup> April 2023**

Application to the pool is online via [www.workinhounslowschools.org.uk](http://www.workinhounslowschools.org.uk) . Applications must be submitted by midnight on these dates when the online system will automatically close.

**Following the closing date all applications will be shortlisted against the 3 key questions. Please ensure you address these questions fully in your application.**

**Please note: In order to comply with Safer Recruitment practice, it is essential that you add all details of your employment or work experience. This includes details of all trainee teaching placements or voluntary work.**

**Please also include all educational experience/qualification, including the detail of your current teacher training course, if applicable.**

**Failure to complete the application form in full or accurately may result in your application not being shortlisted.**

Short-listed applicants will be notified via email and their details released to schools.

Schools will then contact applicants according to applicant's preference criteria of Key Stage and Location.

In considering your suitability for posts in their schools, Headteachers will initially refer to the details of your online application showing: the locations where it would be possible for you to work, the age range that you have trained for and would prefer to teach, and your curriculum strengths. It is helpful if you are not too restrictive in your choice of areas, although we encourage you to be realistic about travelling distances.

Some of the Church Schools in the Borough have added criteria that applicants should be members of the faith observed by the school or be sympathetic to the ethos of that faith. You are asked in your electronic application if you wish to be considered for these schools.

**Interviews will be conducted by schools.** All information concerning the format of your interview including duration, opportunity to tour the school and meet other staff will be obtainable directly from the school office or Headteacher. **Please note:** many schools may ask you to teach a short activity as part of the interview process. Please ask the school if this is required in order for you to prepare.



## London Borough of Hounslow

[www.workinhounslowschools.org.uk](http://www.workinhounslowschools.org.uk)

Offers of appointment will be made direct from the school. If you decide to accept an offer, a contract of employment will be issued. If you are not successful, or decline the offer, your details will continue to be made available.

**Please note:** Recruitment by schools is an ongoing process from February through to July. Therefore you may not be contacted by schools initially, until the school identified a vacancy. This is due to the Teacher Resignation Deadlines of 28<sup>th</sup> Feb and 31<sup>st</sup> May.

**Please inform us as soon as you secure a job in a school or another borough so that we may remove your details from our system.**