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| **Candidate Name** |  |
| **Date and time of interview** |  |
| **Vacancy title** |  |
| **Names of interview panel members and positions held** *(minimum of 2 panel members – Hiring Manager chair must be at a level above the position interviewing for)* |  |
| **Shortlisting Score %** |  |

[CPD Hub - Interview Guidance and Tips](https://studentthanetac.sharepoint.com/sites/TheCPDHub/Leaders%20Managers/Forms/AllItems.aspx?id=%2Fsites%2FTheCPDHub%2FLeaders%20Managers%2FManaging%20Resourcing%20and%20Safer%20Recruitment%2FInterview%20Guidance%20and%20Tips%2Epdf&parent=%2Fsites%2FTheCPDHub%2FLeaders%20Managers%2FManaging%20Resourcing%20and%20Safer%20Recruitment)

**Identification Checked**

*Suitable ID includes:*

* *Any Passport including out of date Passports.*
* *Driving Licence including Provisional Licence.*

*If the interviewee does not have a suitable ID, inform them that if successful, they will be asked to provide this during pre-employment checks. You do not need to take a copy.*

**Employment Gaps Checked**

*If there are any employment gaps exceeding 3 months since leaving full-time education, please ask the candidate at a suitable point during the interview to explain these. This is to satisfy Safer Recruitment. The Resourcing team will review a full employment history during pre-employment checks if the candidate is successful. You do not need to explore education holiday breaks e.g. if someone finished their teaching role in July and started a new one in September.*

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| *Employment Gaps explained – please detail dates and reasons.* |

**Task/Presentation/Micro-teach**

*It is best practice that all interviews contain either a task or presentation. Teaching positions must hold a micro-teach.*

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| *Please note down what the task, presentation and/or micro-teach that was set.* |

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| *Comment on what went well and what didn’t.* |

Let the candidate know that you will be taking notes and that there will be an opportunity to ask questions at the end of the interview.

Remember to speak about the benefits of working in FE, about the group and within your department.

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| 1. Can you tell us what led you to apply for this role? (Not to be scored) |
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| 1. Could you outline your experience and previous responsibilities in lecturing, training, or teaching? (Experience Specification Point 3) |
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| 1. Please can you provide an example of how you have effectively engaged learners and facilitated their understanding in a subject? (Experience Specification Point 3) |
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| 1. Please describe a time where you have used clear written and oral communication skills? (Skills Specification Point 1) |
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| 1. Could you please provide an example where you’ve had competing priorities whilst managing multiple deadlines? (Skills Specification Point 2) |
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| 1. Could you tell us about a project where you successfully collaborated closely with a team to overcome challenges and conflicts? (Skills Specification Point 3) |
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| 1. Can you share an instance where you successfully motivated and supported young people to achieve their goals within an educational setting? (Skills Specification Point 4) |
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| 1. Could you tell us which software programmes you are confident in using and how you can use these programmes to facilitate learning and track students’ progress? (Skills Specification Point 5) |
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| 1. What are the top trends that have affected your industry in the last 3 years and how has this impacted your professional practice? (Experience Specification Point 1) |
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| 1. What is your understanding of Safeguarding and The Prevent Duty in Further Education? (Skills Specification Point 6) |
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| 1. Do you currently hold a teaching qualification and if so, what is this?   (Please explore if this is a Level 5 Diploma in Education and Training or PGCE).  (Education Specification Point 5) |
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| 1. What development gaps do you have that could support you in this role? (not to be scored) |
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| 1. Do you have any questions for us? |
| Let the candidate know when they will hear the outcome. |

Scoring

**Scoring can be derived from the task/presentation/interview answers.**

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| **Employee Specification Number** | **Specification** | **Scoring**  **No marks = not met**  **Half marks = part met**  **Full marks = fully met** |
| Skills | | |
| 1 | Effective written and oral communication | /6 |
| 2 | Effective organisational skills and ability to work to deadline | /6 |
| 3 | Effective teamwork skills | /4 |
| 4 | Ability to motivate, encourage and support students | /6 |
| 5 | Familiarity with the use of IT | /4 |
| 6 | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | /6 |
| Experience | | |
| 1 | Up to date industrial experience | /4 |
| 3 | Experience of lecturing/training/teaching | /4 |
| Education | | |
| 5 | Level 5 Diploma in Education and Training or PGCE | /4 |

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| Total | /46 |

Signatures

Panel Member 1

Panel Member 2

Panel Member 3

*Before considering an offer, please consider the following.*

* *Is this person on an Apprenticeship which may require time per week to complete this course? If so, please let the Resourcing Team know.*
* *Does this person have all the required qualifications needed for the role? If not, please contact the Resourcing Team as this may need to be included in their conditional offer.*