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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 (external only)** [ ]

*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* *Any Passport including out of date Passports.*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. Please describe a situation where strong written and oral communication skills were vital. How did you ensure clarity in your writing skills and address any verbal misunderstandings? (specification point 1 skills)
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| 1. Could you please provide an example of a scenario where you were tasked with managing multiple responsibilities under strict deadlines?

How did you strategically prioritise and organise your workload to ensure timely completion? (specification point 2 skills) |
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| 1. Could you please discuss a project where you collaborated closely with a team? How did you contribute to the team's success, and how did you handle any challenges or conflicts that arose during the collaboration? (specification point 3 skills)
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| 1. Please share an instance where you successfully motivated and supported young people to achieve their goals within an educational setting. (specification point 4 skills)
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| 1. Tell us which software programmes you are confident in using.

How would you use these programmes to facilitate learning and track students’ progress? (Specification point 5 skills) |
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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? (specification point 1 experience)
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| 1. Could you tell us about your understanding of the requirements set by Awarding Bodies? (specification point 2 experience)
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| 1. Can you describe your experience in lecturing, training, or teaching roles? Please provide examples of how you effectively engaged learners and facilitated their understanding (specification point 3 experience)
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| 1. What is your understanding of Safeguarding and Prevent within FE? (specification point 6 skills)
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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 currently hold a Level 5 Diploma in Education and Training or PGCE? (specification point 5 education)
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| 1. Do you have any questions for us?
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| 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   | /4 |
| 2 | Effective organisational skills and ability to work to deadline  | /4 |
| 3 | Effective teamwork skills  | /4 |
| 4 | Ability to motivate, encourage and support students  | /4 |
| 5 | Familiarity with the use of IT  | /6 |
| 6 | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | /4 |
| Experience |
| 1 | Up to date industrial experience  | /4 |
| 2 | Working knowledge of the requirements of Awarding Bodies  | /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 | /40 |

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.*