

## APHTA RECRUITMENT SUPPORT

The Archdiocesan Primary Head Teachers Association (APHTA) was established by the late Cardinal Winning as a vehicle to support closer working links between the Archdiocese of Glasgow and the Head Teachers of primary schools in the Archdiocese. It is also a means of Head Teachers supporting each other in furthering the mission of the Catholic school and in delivering a rich and comprehensive RE Programme.

In light of the current shortage of Catholic primary teachers, APHTA have established a recruitment group dedicated to guiding and supporting prospective Catholic primary teachers.

Last year a group of APHTA mentors supported a number of students through the application and interview process for Glasgow University's MA (Hons) and Post Grad Primary courses. The APHTA mentors intend to offer the same advice and support again this year in the form of two recruitment events (see key dates section). At these events you will be appointed a mentor who will provide one to one support throughout the application and interview process.

If you are interested in becoming a Catholic primary teacher and would like to benefit from the advice and support of the APHTA group please attend one of the recruitment



Archdiocese  
of Glasgow

**APHTA**

CALLED TO  
TEACH?

Primary Teaching  
Recruitment Advice and  
Support

## APPLICATION ADVICE

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- There will be a deadline for applications: know when it is and plan to complete and submit your form in plenty of time.
- Your Personal Statement is very important. Make sure you include details of involvement in working with children. This can be in school, parish, Guides, Brownies, or Sports Clubs etc. If you have not had experience working with children – organise some. Contact your local primary school or the one you attended as a pupil and explain that you wish to gain experience as you intend to apply for teaching. If they are unable to help then get in touch with one of the contacts in this booklet.
- You may be applying to a number of Universities, however, make explicit your intention is to teach in a Catholic school. This will be taken into account when you are sent on Teaching Experience. Ensure you explain how important your faith is. As with the bullet point above, give details of any involvement with your church: Liturgy Group, HCPT etc.
- Proof read your application form and proof read it again. Ask someone else to do this too. Make sure that there are no spelling or grammatical mistakes as this gives the wrong impression of someone wishing to pursue a career in teaching.

## THE INTERVIEW PROCESS

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### PREPARE, PREPARE, PREPARE

- Preparation is crucial.
- Understand what teaching entails. It will put you in a good position if you are aware of the role of the teacher. Having experience helping in a primary school is invaluable. Watch what the teachers in classes are doing and take notes.
- Ask them to tell you about aspects of their job that you do not see: planning and preparing for lessons, assessment and tracking etc.

- Faith – consider your own faith and the impact this will have on a school. Think about the teacher's role in developing faith: teaching the faith, sacramental preparation, encouraging children to pray, being a role model-treating everyone with love and respect, etc.
- Make a list of reasons why you are an ideal candidate for teaching and give examples e.g. supporting others in learning situations, working in teams, curricular strengths, clubs and groups supported, leadership roles undertaken.
- Think about your skills and personality: things like being a good communicator, patience, sense of humour, well-organised, team player etc.
- Look over your application, particularly your personal statement - this is what gets you over first hurdle to the interview.

## THE INTERVIEW DAY

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- Dress appropriately for a professional interview – first impressions can't be changed. Your best outfit may be fabulous on a night out with your friends but is it suitable for interview?
- Be punctual. Leave in plenty of time to reach the interview and allow for the possibility of delays.

### The Interview

- Greet interviewers confidently – make eye contact and remember to smile. The interviewers will want you to give a good account of yourself. Let your personality show, they will be thinking about how you are able to relate to people. You may be nervous but understand the interviewers will take account of this.
- Listen carefully and answer the question asked. Sometimes there is a temptation to give a prepared answer. This is fine if it answers the question asked.
- Don't be afraid to ask for clarification or for the question to be repeated
- Consider the section above on preparation for interview

and use the points you have been studying in your answer.

- Use positive language and sell yourself. Be confident to say if you are a 'skilled' communicator, have 'strength' in a particular area etc.
- During the interview you will be given a choice between a denominational and non-denominational question. If you wish to work in a Catholic school it is important that you choose the denominational question.

### Written Task

- If you are asked to complete a written task then take time to read the question. Be clear and concise.
- Make a quick plan to structure your writing.
- Think about time constraints and what is practical to produce in the given time
- Leave time at the end so you can proof read to correct any grammatical / spelling errors

## USEFUL LINKS

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- **GTCS Standards for Registration:** <http://www.gtcs.org.uk/professional-standards/standards.aspx>
- **SCES:** <http://sces.org.uk/becoming-a-teacher/>
- **Charter for Catholic Schools:** <http://sces.org.uk/charter-for-catholic-schools/>
- **University of Glasgow School of Education:** <http://www.gla.ac.uk/schools/education/>
- **The St Andrew's Foundation:** <http://www.gla.ac.uk/schools/education/standrewsfoundation/>