

A DAY IN THE LIFE OF A TP CONSULTANT

BY JAMES STONE

teaching
personnel

- Staffing
- Intervention
- Supply

7AM

EARLY MORNING COVER CALLS

Get your coffee and get cracking!

We get started straight away at 7am. Sometimes schools only find out about sickness at the last minute so we must be on hand to give them the support they need. A consultant will start by calling through clients on behalf of their available candidates to see if they require any cover for the day. With a list of available candidates to hand, we can fill bookings in under five minutes! Providing a swift and efficient service to our schools.



8AM

MARKETING

After the morning rush, a consultant will then start writing marketing that is sent to clients. Here you will be using our advanced software to send information about our newly registered candidates to appropriate school contacts. This is where you can really let your creative juices flow, with our fantastic marketing tool allowing you to create a profile for your candidate that really catches the eye of schools!



9AM

DBM

A Daily Branch Meeting (DBM) is where your team get together and set objectives for the day. In this meeting the team will review performance and progress, discuss objectives and any support required to achieve your goals. You will brainstorm ideas to help your desk grow throughout the week and discuss any market trends/developments you need to consider. After a DBM you will have a clear plan for the day.



9:30AM

VETTING & CLEARING

The educator journey begins with an application, followed by a telephone call and then a face to face (or a virtual) interview. While working through your pending applications – you will chase references, keep in regular contact with the candidates and work closely with our compliance team to ensure all your educators are fully vetted and ready to be booked straight into a school!



10AM

VIRTUAL INTERVIEWS

It is vitally important that we interview our educators, to assess quality, build rapport and for safeguarding purposes. In an interview you will be speaking with the applicant regarding their qualifications and experiences, career goals and aspirations, as well as informing them about what TP can offer them – such as discounted CPD training, refer a friend cash reward and much more!



11AM



SELLING YOUR STAFF

Straight after meeting a candidate it is always best to sell them immediately. It is a great way of catching up with your clients, checking their staffing requirements and discussing your newly registered educators. It is also an opportunity to speak to new schools and develop business.

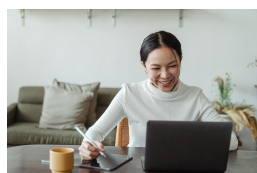
12PM



LUNCH TIME

After a busy morning you can treat yourself to a nice lunch break. Most of our offices are based in and around city centres so the nearest shops or restaurants are never too far away. If you prefer a packed lunch, all of our offices have separate areas to each lunch and discuss the latest Netflix series with your colleagues.

1PM



EDUCATOR ATTRACTION

Suitably refreshed after lunch it's time to write adverts to attract teachers, tutors and teaching assistants to come and work for you. Consultants will write job adverts for vacancies they are looking to fill. It is a chance to think creatively and use your knowledge to attract the right types of applicants. We use all the top job boards so your adverts reach a wide range of people.

2PM



CLIENT CALLS

Around 2pm, schools are looking at cover for the next day. This is a great time to give them a call and see if there is anything we can assist with. It is also a chance to get feedback on candidates that were booked in the morning and ask schools if they would consider booking them again. On every call we make we look to build rapport, increase our knowledge of the clients and sell our service educating them on how we might be able to help.

3PM



EDUCATOR CONTACT

Towards the end of the day, as schools finish, this is usually the best time to reach your educators. You will be contacting new applicants, getting to know them and booking their interviews. You will also be contacting your existing educators to find out how they are and how their work placements are going.

You are the main point of contact for your educators so we take a lot of time to ensure we stay in regular contact and look after them.

5PM



REVIEW & PLAN

After a productive day it is always best to check that you have met the objectives you set at the start of the day. You review what went well, what could've gone better and what you would do differently tomorrow. You create a plan for the next day based on your review.

In recruitment, no two days are the same and that is what makes this job so enjoyable! There is plenty to do so if you work hard you will get back exactly what you put in.

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