Graduate Programme

*Your first step towards a rewarding career in Education Recruitment*
About Teaching Personnel
Teaching Personnel is the UK’s leading education recruitment specialist. Since 1996 we have registered over 100,000 teachers and classroom support staff who have chosen us to help them find them work in UK classrooms.

Every academic year we provide staff to over 4,000 schools and are recognised by schools as the quality provider of education supply staff. We are proud to have the most stringent vetting procedures and to be able to tailor our service to meet the unique staffing requirements of every school.

We aim to support schools in delivering higher levels of pupil attainment and help teachers and classroom support staff find the type of work that best suits their needs.

What are we looking for?
We have found that previous experience is not necessary when starting a career at TP, but we look for people who believe in the same things we do – the desire to provide a quality and professional service to the teachers and schools who rely on us. A great ‘can do’ attitude, confidence, drive and the ability to work well in a team environment will help you make this a success.

The nature of our business means that staff have to effectively manage two types of activity so you will need to learn quickly and be flexible in your approach. Traditional Recruitment Consultants are used to being self-driven and making cold sales calls, which is a key element of our work, however, the other key element is to be able to establish good professional relationships with teachers and other school staff, including Head Teachers and Business Managers.

Why join us?
Working as an Education Recruitment Consultant is challenging and hard work. We work long hours and it does involve a high volume of sales calls and face to face client visits but this also makes it a thoroughly enjoyable and rewarding experience. Our teams all pull together and the harder you work, the more commission you have the chance to earn.

When you join TP you will be fully supported and provided with extensive training to help you get started. It doesn’t stop there though and our ongoing training and development will help you climb the Career Ladder, earning higher amounts of salary and commission as you go. Future opportunities exist to train and then take on a management role if that is where you would like your career to go.

After all that hard work, we’re actually a very social bunch! Aside from regular branch and regional nights out we have two annual events (one in the summer and one at Christmas) which gives everyone in the Company a chance to get together and celebrate our combined successes.
Your first step towards a rewarding career in Education Recruitment

The quality provider of education supply staff
Supporting schools in delivering higher levels of pupil attainment

Our core values

Passion
We are passionate about our services and the vital role we play in the education sector

Trust
We do what we say we will do – always!

Understanding
Awareness and recognition of our customers' needs is where we begin

Quality
Providing a top quality service every day is our principal goal

Driven by a commitment to our core values and through a unique mix of people, process and technology, we meet every challenge in finding staff for schools and work for our registered candidates
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Locations
In addition to our Head Office in Welwyn Garden City, we have a wide branch network that spans England and Wales - and is still growing!

Our main locations are in:


.....................with more to follow!

How to Apply
If you would like to apply for a place on Teaching Personnel's Graduate Programme you will need to complete an application form. There is an application form included in this pack, or you can download one from our website www.teachingpersonnel.com

Email your completed application to hr@teachingpersonnel.com or post to:

The Human Resources Department
Personnel House
Teaching Personnel Ltd
99 Bridge Road East
Welwyn Garden City
Hertfordshire
AL7 1GL
The Selection Process
The selection process for Teaching Personnel’s Graduate Programme includes a number of different stages, all designed to help us find out more about you and also help you decide if this programme is the right one for you.

Depending on the number of vacancies we are recruiting for you may be asked to attend a selection day, where a number of the stages of our process are all carried out on one day, or you may be invited to attend the stages separately at your chosen branch location.

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Telephone Interview</th>
<th>An introductory interview over the phone to find out more about you, your career aspirations and why you have applied for a position at Teaching Personnel.</th>
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| Stage 2 | 1st Interview       | An interview with one of our Branch Managers will comprise of:  
- Competency based interview questions  
- Role play scenarios and/or group exercises  
- An opportunity for you to find out more about Teaching Personnel and ask questions |
| Stage 3 | Psychometric Tests & References | If, after the initial interview, you are then successfully selected to participate in the next stage of our selection process you will be invited to complete a series of psychometric tests:  
- Verbal Reasoning  
- Numerical Reasoning  
- Personality Questionnaire  
You will be provided with detailed information and given the opportunity to complete practice questions before you take the tests. Please note that you will be provided with feedback on your test results even if you are not successful in being offered a place. |
| Stage 4 | 2nd Interview & Branch Visit | The penultimate stage of our selection process is an interview with one of our Regional Managers. This is your chance to confirm to us why you really are the right person for the job and also ask any questions which you may still have.  
You will also be invited to visit the branch you are interested in working at. You can expect to spend from an hour to up to half a day:  
- Experiencing our working environment  
- Meeting your potential new colleagues  
- Finding out what it’s really like to work at Teaching Personnel |
| Stage 5 | Telephone Interview with a Director | The final stage of our selection process is an interview (usually over the phone) with one of our Operations Directors. This is your chance to speak to a senior member of staff and find out how they worked their way up through the ranks to a position on our Board of Directors. You will need to show them you’ve got what it takes to forge your own successful career with us. |
Offer of Employment

If you are successful we will contact you and make you an offer of employment. We will confirm which branch you will be working in and agree your start date.

As places on Teaching Personnel’s Graduate Programme are limited, unfortunately not everyone can be offered a position. If you are not successful we will write to you as soon as possible and confirm our decision.

Training

Training at Teaching Personnel starts on the first day of your employment and will continue throughout your career with us. This will be a mixture of on-the-job training, formal courses, conferences, coaching and pro-active learning and development activities.

First Day

Your training will begin on the first day of your employment with Teaching Personnel when you join your new team. Your manager and colleagues will work with you over the first couple of weeks to introduce you to the role and the schools and teachers you will be responsible for.

Induction

After a couple of weeks in branch you will join us at Head Office for a week long Induction Course. The objective of this induction is to provide you with first class training and to give you the ability to learn the basics and practice the skills required to be a successful Recruitment Consultant.

The Induction Course takes place over 5 consecutive days and is held at our Head Office in Welwyn Garden City. Whilst on induction you will stay in a hotel close to our Head Office and be joined by all our other new employees who will be starting at the same time. It’s a great chance to make new friends and share experiences as you all commence on your new career path together.

On-going Training

The principle behind Teaching Personnel’s Graduate Programme is that people will learn about our business most efficiently and effectively by doing a real job, with real responsibilities. It is not the kind of scheme where you will spend a few months in a variety of departments.

Our “Pathways” training scheme offers a wide schedule of job-related training that will help you get the most out of your role. Our training programmes are designed and continually reviewed to ensure that employees are competent in undertaking all aspects of their job.

Training will be provided on an on-going basis to up-skill new starters, refresh learning and enhance effectiveness of existing staff as well as develop employees for promotion opportunities.
Career Progression
Our structured ‘Career Ladder’ allows you to work your way up through the ranks, increasing your salary and commission earning potential as you go. If you or your manager feel that you are ready for promotion, your development will be reviewed and if you are achieving all the criteria for the next step on the ladder, you will be promoted.

If your career aspirations mean that you see yourself as a manager of the future, then our ‘Senior Consultant’ route will be for you. For those with a talent for business development but who wish to achieve a management role without having to manage other people, we offer the ‘Leading Consultant’ route.

Management Opportunities
All of our current Branch Managers have achieved their position through internal promotion. If we have a management vacancy we will always seek to advertise the role and recruit internally wherever possible - Senior Recruitment Consultants and those participating in our Management Development Programme are definitely encouraged to apply.

Sometimes we will need a new manager in an existing branch and as we continue to expand, we will also look for someone with potential who would be able to start up a branch in a new location and help us recruit a brand new team.

Progression does not stop there – high performing Branch Managers who have demonstrated their business acumen and talent for people management may even have the opportunity to manage an entire region or business sector.
Staff Profiles

If you’re thinking about a career in education recruitment then find out from some of our existing staff members exactly what it takes and why Teaching Personnel is the right choice for them:

Emma – Branch Manager (South Wales)

“As far as I am aware, no one grows up thinking ‘I want to be a recruitment consultant’. I certainly didn’t think that I would be enjoying a career in recruitment when I left Secondary school. However as I came to the end of my degree in Public and Media Relations, I started seeking positions where I could use my knowledge and applied for them.

I was keen to secure a place on a graduate programme because I wanted to gain a role which would enable me to further progress and develop whilst working. I hadn’t considered recruitment initially however when reading the job description I realised that the role would utilise a lot of the skills I acquired through my degree. Plus I am passionate about education so was interested in working in the industry even if it wasn’t school based.

Three years on and I am still greatly enjoying my job and have progressed up the career ladder successfully with many promotions along the way. Within two and a half years I was promoted to Senior Consultant and now I am the Branch Manager for South Wales!

I would recommend the Teaching Personnel graduate scheme to anyone who is seeking to develop professionally and to someone who has ambition and drive. The role requires dedication and hard work however really does reward those who do well and who are keen to progress. You are given all the tools and guidance needed to succeed and there are plenty of opportunities to widen your knowledge and demonstrate individual talents within a team.

I am extremely lucky to have gained a job straight out of University doing something that I thoroughly enjoy and now I can’t imagine myself doing anything else!”

Marc – Branch Manager (Kent)

“I started at Teaching Personnel in the summer of 2006. In all honesty it is quite difficult to explain how I ended up working in this industry, after studying for a degree in Film and Television Production! Although enjoying my degree greatly, the media industry is a notoriously inconsistent employer, with long gaps in work highly likely. With this in mind I wanted to find a job that appealed to and suited my personality and skills, with clear and interesting career prospects.

Working as a recruitment consultant has provided me with a varied, challenging and rewarding role. To me there are two areas of the role that I find most rewarding. The first is that ability to become an integral part of a schools recruitment plan, achieved by consistently building your relationship and understanding of the school. In parallel to this is the pleasure it brings to have found someone the ‘perfect job’ having spent the time to get to know your candidate and matching them to the school that will suit them most.

Since arriving here I have been involved in helping a new branch evolve and develop into a successful and respected recruiter with the schools in our area. This has been done with the support of excellent training and an extremely close team. I have also recently been given the opportunity to become a specialist within the SEN sector, which again has been matched with the full support of the company and my branch. This is an area I already had an interest in, and it was fantastic to be able to be involved in an initiative to grow this area of business.

Teaching Personnel has a genuine enthusiasm to be a leader in quality and service which is evident throughout every area of the company. When discussing our services with clients I am able to talk with pride and energy, confident in the provisions we provide and the support of my colleagues.”
Clare – Senior Strategic Business Development Manager

“I qualified with a BA (Hons) in Design Studies from the University of Salford in 1998 and although I had thoroughly enjoyed my course I was unsure if I wanted to take a career path in design. I saw recruitment as something where I could utilise a number of skills I already had and it would be a challenging role where I would be pushed to reach my full potential.

I started my career with Teaching Personnel in March 2004, following a 2 year position at another education recruitment company. I began in the Leeds branch as a Recruitment Consultant and was involved in the set up of this new branch. I knew management was the way I wanted to progress and endeavoured to prove that I could not only be a very effective recruitment consultant but a successful leader and manager. In October 2004 the position of Branch Manager for Leeds was advertised, I applied and got the position! For the next 2 years I put in everything I had to make not only myself a success but to make the Leeds branch the best branch in the country.

In November 2006, I applied for the position of Interim Regional Manager for London to cover a period of maternity leave. I felt this was the next big step to take and the right time to take it. I was successfully appointed and the position later became permanent. In April 2007 I was involved in implementing a new International Department and I then managed this initiative in addition to my duties as a Regional Manager.

With hard work, determination and the right attitude I persevered and achieved more than I could have imagined in a short space of time. I’m so happy that Teaching Personnel gave me the opportunities I craved. Now my responsibilities cover the whole of the North of England and there is always another challenge to tackle! I could not wish for a better company to work for.”
Frequently Asked Questions

How many Graduates are you recruiting?
As Teaching Personnel continues to expand the number of new staff we need to recruit will change year by year. We will recruit as many staff as we can to fill existing vacancies and plan ahead for our future needs.

Does it matter if I don’t have a recruitment or education background?
We take applicants with degrees in any subject for our Graduate Programme. If you are looking for a long-term rewarding career, have the right attitude and the desire to learn, we will train you in the skills you need.

What will I get paid?
Teaching Personnel graduates will be offered a competitive salary and the opportunity to earn performance-related commission. On top of that you’ll enjoy a contributory pension scheme, life assurance, 25 days' holiday (increasing to 28 days with service) plus bank holidays and a range of additional benefits such as social events and childcare vouchers.

When will I start?
Teaching Personnel recruits graduates all year round to meet staffing requirements.

Will I be able to move round different locations?
When you are offered a place on Teaching Personnel’s Graduate Programme you will be asked to join a specific branch. Certainly for the duration of your initial training you will be expected to remain within that office. Longer term, it is possible to move between branches and in line with our business requirements, we may be able to offer mobility to those staff who wish to gain further experience by working in another branch or region. We operate in a meritocratic environment. If you put forward a request to move, we will certainly look to accommodate you but will need to see evidence of your hard work, commitment and level of success to reward you with the move you are looking for.

Will Teaching Personnel pay for me to relocate?
We do not offer relocation allowances to our graduates when they initially join us. We will expect that when you specify locations you are looking to work in, that you are able to support yourself in moving to that area, should an offer of employment be made to you.

If, once you have joined us you are required to move to a different branch or region, the Company will support you by meeting reasonable travel and accommodation costs where it is appropriate.

Once I have secured a place can I defer for a year?
We generally recruit in line with our current business need. Due to the ever-changing nature of our business it is extremely difficult for us to delay start dates for more than a few months as we do not know if the same vacancy will exist the following year. We are therefore unable to defer start dates.

Can Teaching Personnel help me with securing a work permit?
Unfortunately, we are unable to accept applications for the graduate programme unless you can provide confirmation that you are legally entitled to reside and work in the UK. If you are invited to take part in our selection process, we’ll ask to see proof of this in the form of a UK or EEA passport or similar supporting documentation.
Further Information
You can find out more about Teaching Personnel by visiting our website:

www.teachingpersonnel.com

The website contains lots more useful information including job descriptions, person specifications and even a video shot on location at one of our London branches.

Contact Us
Please do not hesitate to contact us should you have any questions about the Teaching Personnel Graduate Programme or indeed any aspect of working here.

Contact the Human Resources Department:

Telephone: 01707 386 556 / 01707 386 557

Fax: 01707 386 554

Email: hr@teachingpersonnel.com

Address: The Human Resources Department
Teaching Personnel Ltd
Personnel House
99 Bridge Road East
Welwyn Garden City
Hertfordshire
AL7 1GL