

Graduate Programme

*Your first step towards a rewarding career in
Education Recruitment*



About Teaching Personnel

Teaching Personnel is a national teacher supply agency, operating from 30 branches across England and Wales. The bulk of our business is the provision of supply teachers to schools, although we are placing an increasing number of teachers in permanent positions. The nature of our business means that staff have to effectively manage two types of activity and so it can be difficult to find people who fit. 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 the ability to establish good professional relationships with teachers and other school staff, including Headteachers. We have recently decided to evolve our recruitment strategy and start recruiting graduates from outside our direct industry, providing them with training and development opportunities in line with our own cultural style.

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!):



Birmingham * Brighton * Bristol * Cardiff * Chelmsford * Cheltenham * Hull * Leeds * Leicester * Liverpool * London * Maidstone * Manchester * Newcastle * Northampton * Nottingham * Preston * Reading * Sheffield * Southampton * Stockport * Swansea * Truro * Welwyn Garden City

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Our Graduate Programme

The **Teaching Personnel Graduate Programme** enables graduates to join us and train as Recruitment Consultants.

We offer a comprehensive programme of training and development which leads to a career that is both challenging and demanding but also very rewarding.

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

Application forms should be returned to the Human Resources Department.

Email your application to graduates@teachingpersonnel.com or post to:

The Graduate Recruitment Co-ordinator
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.

Stage One - Introductory Interview Session

Initially you will be invited to attend an introductory interview with one of our Branch Managers, which 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 Two - Psychometric Testing

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 Three – Branch Visit

You will be invited to visit the branch you are interested in working at. You can expect to spend up to half a day:

- Experiencing our working environment
- Meeting your potential new colleagues
- Finding out what its really like to work at Teaching Personnel

Stage Four – Second Interview

The final 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.

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. This will coincide with one of our Induction Courses, which generally take place once a month.

As places on **Teaching Personnel’s Graduate Programme** are limited, clearly 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

Induction

Your training will begin on the first day of your employment with Teaching Personnel, when you will join an 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 is held at our Head Office in Welwyn Garden City and will be divided into two sessions, each lasting 5 days. You will complete the first week of the Induction Course and then spend between one and two weeks in your branch, putting what you have learnt into practice. You will then return to our Head Office to complete the second week of the course and hone your skills.

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.

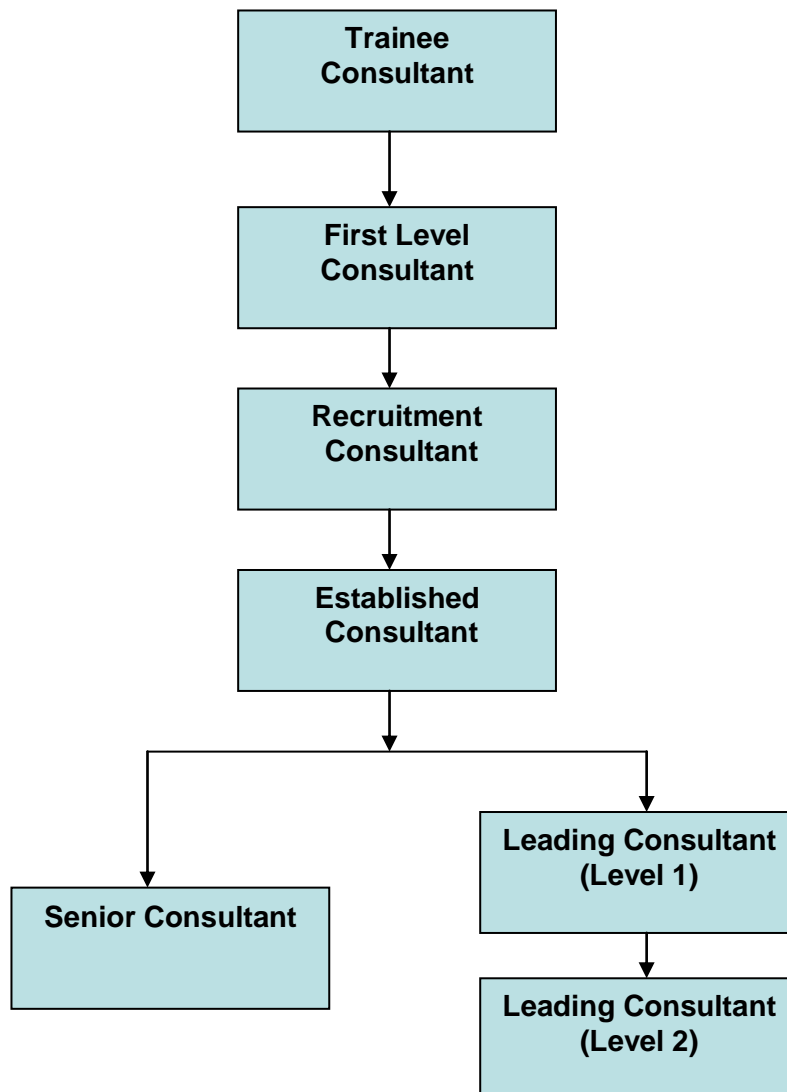
Our dedicated in-house Training Department offer a wide schedule of job-related training that will help you get the most out of your role. Our training programmes are designed and continually reviewed to ensure that employees are competent in undertaking all aspects of their job. Training will be provided 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.

Progression

There is no inherent career advantage, within Teaching Personnel, in being a Graduate Recruit - the Programme is primarily aimed at offering a first chance to a few talented people but we are a meritocracy and if our judgement of you turns out to be correct, we will want to make the best use of your abilities, as we do with all our people.

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.

For those wishing to scale the highest levels of achievement as a Recruitment Consultant but without seeking to take on a people management role, we offer the ‘Leading Consultant’ route. If your career aspirations mean that you see yourself as a manager of the future, then our ‘Senior Consultant’ route will be for you.

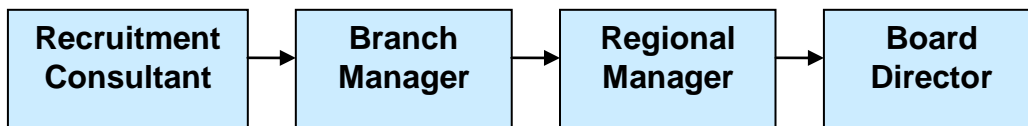


Management Opportunities

Over 90% 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 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.



Equal Opportunities

Teaching Personnel is committed to providing equal opportunities in employment. This means that all job applicants and employees will receive equal treatment regardless of sex, colour, race, nationality, ethnic or national origin, sexual orientation, marital status, age, disability, political or religious beliefs.

Decisions on recruitment and selection are based solely on the individual merits of each candidate, their suitability for the job they have applied for and assessment by the application of selection criteria appropriate to the job role.

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:



Rebecca graduated from Sunderland University in 2006, with a degree in Primary Education. She joined our Newcastle Branch in January 2007 and has recently started a secondment as Interim Manager at our Nottingham Branch.

I knew that I wanted to get into recruitment during my final year at University, where incidentally I completed a 4 year teaching degree. The knowledge from the course gave me a sound base with which to work in the education recruitment market. Since graduating in August 2006 I have worked for one company other than Teaching Personnel and I can honestly say it was the best move I have made. I have been here since January 2007 and haven't looked back!

What first attracted me to Teaching Personnel was their excellent training and obvious commitment to their staff. They invest time and money into your future development and are always at hand to offer support and advice.

In this job you need to be dedicated, persistent and be prepared to work hard, but it all seems worthwhile when you hit those juicy bonuses which always help towards a nice holiday or new flat screen TV! On top of this, what I like about Teaching Personnel is that you are recognised from the people at the top. We are a constantly growing company, yet our MD always finds time to praise individual or branch achievements.

We have a fantastic career development program in place, which gives you manageable and achievable goals to work towards where you get regular meetings with your branch manager to discuss future promotion opportunities and more importantly how to get there. Since I began working here I have already had two considerable pay increases and am on course for another! It is without doubt the best place to be in the education recruitment sector.

One huge factor in the company's ability to retain staff is not only it's training and development opportunities but it is also down to the people that you work with. We have a great team up here in Newcastle! Everyone is so friendly and we work in a fun and vibrant environment. We have grown considerably since I started which is always a good indicator that a company is moving forward and this also creates promotion opportunities within branch.

If you are thinking of getting into education recruitment, then I can't think of a better place to work. Teaching Personnel will look after you, nurture you and commit to your career development. You will work with fantastic colleagues who end up being life long friends and are always there to offer support and help. And how can I forget the summer and Christmas parties where we have recently had the chance to win holidays to Dubai, the Caribbean or Thailand! You would be mad not to be impressed with that!

Marc is a Film and Television Production graduate. He joined our new branch in Kent in 2006 and is currently acting Manager while his own Branch Manager is on maternity leave.



I started at Teaching Personnel in the summer of 2006, having already spent just over a year in recruitment. 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. Success in the post is reliant on being pro-active, organised and above all else, able to forge solid and effective relationships. 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.

My first role in recruitment was within the commercial sector but can whole-heartedly say that it has only a fraction of the satisfaction of working with a specialist agency such as Teaching Personnel. 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.



Donna graduated from the University of Newcastle in 2004, with a degree in Psychology. She joined the Newcastle Branch as a Recruitment Consultant in 2005. At the beginning of 2008 she was promoted and after a secondment to Leeds, she now manages our Hull Branch.

After completing my degree I was keen to secure a position in a target-driven environment working as part of a team, and at the same time taking ownership of my own area of business. I felt increasingly drawn to the education sector due to an ongoing interest in teaching and learning, therefore when the opportunity arose to join a reputable company such as Teaching Personnel, I accepted without hesitation.

This decision was reinforced by the in-house training and development programme offered, which was communicated openly during the first stage of the recruitment and selection process when I made my management aspirations known. This certainly lived up to how it had been portrayed as I found myself taking on more responsibility and became more successful with my area of business and development as time went on.

Between my manager and myself we agreed the progressive steps that were to be taken and achieved in order to ascend the ranks in the Company. Development was regularly reviewed and I was fully supported by all managers at all levels. We set and agreed clear, achievable targets and objectives and I worked with my manager to ensure I accomplished them. I was also able to attend a variety of Company training courses which, once completed, facilitate the development of a wide range of skills required for successful management of people and performance. After only 8 months of starting on this route, I applied for my first management position and was successful! This was perhaps a little sooner than I expected but I could not ignore such a huge opportunity, which I felt ready to take on.

With the support and direction given by TP, coupled with my own drive and determination to succeed, I am confident that I will continue to fulfil my ambitions and further work my way up in the company. It is these major factors that have enabled me to get where I am today!

Clare is a Design Studies Graduate who joined the Leeds Branch in 2004. Clare was successfully promoted to Branch Manager and following two years at the helm in Leeds she moved to London to take up the role of Regional Manager. Following 3 successful years in the South, Clare has recently moved back to the North West to oversee the management of 5 branches.



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. Until recently, I was still managing the International Department and London region and I'm so happy that Teaching Personnel gave me the opportunities I craved. Now I can't wait to take up the reins in the North West and tackle another new challenge! I could not wish for a better company to work for.

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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 who wish to join us between September and May. We may also continue to recruit outside of these times when business need dictates.

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 defer 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 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 profile of a day in the life of a recruitment consultant.

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**

Fax: **01707 386 554**

Email: graduates@teachingpersonnel.com

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Personnel House
99 Bridge Road East
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