Interview assessment form: Teaching posts

This form is to be completed for each applicant by each interviewer following the interview and should record the interviewer's assessment/rating of each applicant based on their performance during the interview.

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| Key: | 1: | Needs substantial development | 2: | Needs development | 3: | Acceptable | 4: | Strong | 5:  | Outstanding |

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| --- | --- |
| Name of Applicant |  |
| Date of interview |  |
| Factor | Standard required by role | Assessment | Comments |
| 1 | 2 | 3 | 4 | 5 |
| Appearance (dress, cleanliness, appropriate for interview / role) |  |  |  |  |  |  |  |
| Communication skills (ability to listen and answer, to explain) |  |  |  |  |  |  |  |
| Work experience (relevant to role as defined in Person Specification) |  |  |  |  |  |  |  |
| Qualifications (relevant to role as defined in Person Specification) |  |  |  |  |  |  |  |
| Attitude (to organisation and role as defined in the Job Description) |  |  |  |  |  |  |  |
| Working relationships with other staff |  |  |  |  |  |  |  |
| Planning / preparation for lessons |  |  |  |  |  |  |  |
| Classroom management |  |  |  |  |  |  |  |
| Marking and feedback |  |  |  |  |  |  |  |
| Commitment to School events |  |  |  |  |  |  |  |
| Extra-curricular involvement |  |  |  |  |  |  |  |
| Reliability |  |  |  |  |  |  |  |
| Understands duties and responsibilities in respect of child protection |  |  |  |  |  |  |  |
| Support School's safeguarding obligations |  |  |  |  |  |  |  |
| Awareness of professional boundaries |  |  |  |  |  |  |  |
| Awareness of appropriate relationships with children |  |  |  |  |  |  |  |
| Commitment to, and evidence of, taking action to protect children |  |  |  |  |  |  |  |
| Self-awareness |  |  |  |  |  |  |  |

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| Decision |
| Was any information identified during an online search on the Applicant which needed to be explored during the interview? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Are there any inconsistencies or anomalies in the information given by the Applicant during interview when compared to that contained on their application form? | Yes | [ ]  | No | [ ]  |
| If there are any gaps in the Applicant's employment history, has the Applicant provided a satisfactory explanation for them? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare any criminal records information? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare that they are currently, or have been in the past, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other country? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare that they have been the subject of a referral to the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other country? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare that they have attended a professional conduct panel hearing where consideration was given to imposing on them a sanction, prohibition or restriction which would restrict or prevent them from carrying out teaching work, whether in England or any other country? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare that they are, or have ever been the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a section 128 direction)? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare that they have ever been the subject of a referral to the Department for Education, or any predecessor body, so that consideration could be given to imposing a section 128 direction on them? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare that they are, or have ever been, the subject of a direction under section 142 of the Education Act 2002? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare any information about time spent working or living outside the UK? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Will overseas checks be required on the Applicant if appointed? | Yes | [ ]  | No | [ ]  |
| Did the Applicant declare that they are known to the police and/or children's social care? | Yes | [ ]  | No | [ ]  |
| If yes was this information adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Has the Applicant declared that they are barred from working with children? | Yes | [ ]  | No | [ ]  |
| If yes have the LADO and the police been informed of the Applicant's details? | Yes | [ ]  | No | [ ]  |
| Were references obtained prior to interview? | Yes | [ ]  | No | [ ]  |
| If yes were they discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| If yes does the interview panel feel that all information and any discrepancies contained in the references were adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Has the Applicant declared that they are or have been disqualified from providing childcare? | Yes | [ ]  | No | [ ]  |
| If yes was this adequately discussed with the Applicant at interview? | Yes | [ ]  | No | [ ]  |
| Do you have any concerns about the Applicant's motivation to work with children and young people?  | Yes | [ ]  | No | [ ]  |
| If so, please explain your concerns: |
| Do you have any concerns about the Applicant's ability to form and maintain appropriate relationships and personal boundaries with children and young people?  | Yes | [ ]  | No | [ ]  |
| If so, please explain your concerns: |
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| --- | --- | --- | --- | --- |
| Do you have any concerns about the Applicant's emotional resilience to working with challenging behaviours | Yes | [ ]  | No | [ ]  |
| If so, please explain your concerns: |
|  |
| Do you have any concerns about the Applicant's attitude to use of authority and maintenance of discipline? | Yes | [ ]  | No | [ ]  |
| If so, please explain your concerns: |
|  |
| Do you consider the Applicant suitable for the role for which they have applied? | Yes | [ ]  | No | [ ]  |
| Do you consider the Applicant suitable for any other role within the School, such that their details should be retained? | Yes | [ ]  | No | [ ]  |

**Assessors details**

Print name MIKE KIRBY Signature: ……………………………………………………………………… Job Title: PRICIPAL

Print name HIEN NGUYEN Signature: ……………………………………………………………………… Job Title: HEAD OF ADMINISTRATION

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| --- | --- |
| Recommendation | (Please indicate here what action you now recommend) |
| Reject | [ ]  | Please state reasons why: |
|  |
| [Recommend for second interview | [ ]  | (Please state who needs to attend the 2nd interview)] |
|  |
| Offer [(if this was the final interview)] | [ ]  |  |
|  |
| Any other action not mentioned above |