



Interview Tips & Advice

An informative resource for educators interviewing for permanent and contract teaching roles



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Pre interview

Research the school

- Research the school's website and social channels thoroughly. Develop an awareness and familiarise yourself with their structures, teaching practice and programs, ethos and values. If appropriate at the interview, reference any of your discoveries that align with yourself or highlight your understanding of the school community.

Know your CV

- Your CV is the story of your career. It should highlight how you have grown personally and professionally. Be passionate about what goes into your CV and own it during the interview.
- Highlight your key achievements, along with your collaborative efforts, provide context to positions and expand on bullet points by using the [STAR methodology](#).
- Be familiar with all parts of your application and ready to answer questions relating to your CV, cover letter or Key Selection Criteria (if this was required)

Read the blog:



Be prepared

- Ensure you are clear with the time of the interview, the route and travel times, the names and roles of the panel members and where to meet.
- Have your professional attire laid out the night before.
- Ensure you arrive at the school 10-15 minutes before the interview and take a copy of your CV/application with you.

During the interview

Be present and engaged

- You have secured the interview and now the school wants to understand if there is alignment of your skills, experience, and values. They will try and gain a deeper insight into your key achievements and you as a person.
- Breathe, stay calm and focus, keep smiling and be yourself!

The first question

- At almost every interview the first question will be: “Tell us about yourself.” You should already know what you are going to say.
- Keep your answer concise and provide an overview of your teaching experience and personal journey. Ensure you mention any experiences that are similar to the school where you are interviewing.

Answering structure

- A helpful way to ensure you answer the question thoroughly and specifically is by using the STAR answering structure. (Please use ‘Sample Questions’ document to practice format, found on [page 7](#)).

Situation/ **T**ask (Explain what the specific situation/task was)

Action (What did you do about it?)

Result (How was it resolved?)

- Remember: Prior behavior is the biggest predictor of future behavior. “If you are able to share, people will understand how much you care.”



During the interview

Clarity

- Be clear about what the question is asking.
- Listen, think about what is being asked and if you are unsure, seek clarification.
- **For example:** “If you had a group of students disrupting your class, how would you respond?”
- They are asking about your behaviour management strategies

Be specific

- Good answers will give specific examples from actual experiences you have had in a school or classroom setting.

The final question

- This will most likely be, “Do you have any questions for us?” This is your opportunity to seek any clarification you need and ask them about the role and school, such as:

“Are there any opportunities to implement a co-curricular activity in my area of interest/expertise?”

“Would there be a hand over time available if I was successful?”

“Is there a mentoring program, or professional development, or support available for me to continue to build on my current skills?”

“Do any of my answers require any further clarification?”

“Are there any leadership opportunities available in the future?”

“What do you love about working at this school?”

“What is the team structure like?”

“How many members of my team will there be?”

Post interview

Say **thank you** to the interview panel

You may ask 'When are they likely to have a made decision on the appointment?' Or 'When do you think you will have an opportunity to provide some feedback?' Or 'What the will the next step likely will be?'



Reflect, take some time

Have a think about your performance during the interview, what you think went well, what you think could have gone better and note down some thoughts for next time. Think about whether the role and school are right for you.



Debrief with anzuk

If your interview was set up through anzuk, call the consultant who set up the interview for you and debrief with them on how you went.



Sample Questions

The first question

- Tell us a bit about yourself?

Achievement drive

- What originally motivated you to become a teacher?
- What would you say has been your biggest achievement in your career/or your current job?
- What steps did you take to achieve it?
- Why do you feel our school is right for you?
- What do you see is a good lesson? Opposite perspective, can you tell me about a time when you weren't happy with your lesson? What went wrong?

Teamwork

- Tell me about a time when you had to work with a difficult individual. What steps did you take to ensure that you remained focused on achieving targets or outcomes?
- What feedback or coaching have you received in your current job? How has this feedback or coaching helped your performance?

Behaviour management

- How do you establish your classroom management procedures?
- If you had a group of Year 9 students, disengaged and disrupting a lesson how would you respond?
- Tell us about a time when you had to work with a child whose behaviour you found challenging?

Sample Questions

Teaching ability & differentiation

- What are your top 3 key skills as a teacher?
- Provide an example of a class that achieved strong results. How did you help facilitate this success?
- Describe the process of how you identify different learning abilities in your class and differentiate the curriculum to suit the differing abilities in your classroom?
- Provide an example of how you use ICT to increase engagement and understanding.
- Tell me about your experience in teaching all boys/all girls/co-educational environments? How would you change your teaching approach to our respective environment?

Pastoral care/ parental involvement

- A Year 7 student has entered your class clearly upset, wiping away tears, how do you respond?
- You receive a complaint from a hostile parent regarding their child's progress, how do you respond to this? Tell us why you want to work with children?
- Tell us a time when you had to comfort a distressed child?

Alternate questions

- If I was to walk into your classroom, what would I see?
- Subject specific - Tell us about your experience of teaching (subject), what has been successful?
- What unit are you most proud of writing and subsequently teaching? Why? What PD have you done in the last year that has had an impact on your pedagogical practice?

Final question

- Do you have any questions for us?

Interview Practice Sheet

Question	Situation/Task	Action	Response
<ul style="list-style-type: none"> • Clarity is king! • Copy the question here. • Make sure you're clear on what it is asking. 	<ul style="list-style-type: none"> • Specific situation/task? • Brainstorm/ dot point • Facts tell, but stories sell 	<ul style="list-style-type: none"> • What were your actions? • Brainstorm/ dot point • Facts tell, but stories sell 	<ul style="list-style-type: none"> • How was it resolved? • Brainstorm/ dot point • Facts tell, but stories sell
<ul style="list-style-type: none"> • Question 	<ul style="list-style-type: none"> • Specific situation/task? 	<ul style="list-style-type: none"> • What were your actions? 	<ul style="list-style-type: none"> • How was it resolved?
<ul style="list-style-type: none"> • Question 	<ul style="list-style-type: none"> • Specific situation/task? 	<ul style="list-style-type: none"> • What were your actions? 	<ul style="list-style-type: none"> • How was it resolved?

- Please use this document to prepare your answers. A great way to catalogue your thoughts, ideas and responses and consolidate the three strategies (clarity, specific, STAR)