



## Helping schools to recruit and retain school staff

### Our website .... [www.teachincambs.org.uk](http://www.teachincambs.org.uk)

- ✓ allows Cambs schools to advertise vacancies for free – click on the ‘recruit with us’ button for information on how to list your vacancies on the site.
- ✓ provides information on all the CPD on offer across the county from the LA and from Cambs Teaching Schools.
- ✓ provides comprehensive advice and information to those wanting to apply for initial teacher training.

### Our events.....

**Get into teaching** events in [November](#) and June for prospective trainees, attended by all the local ITT providers.

**Showcasing Schools** events where current trainees (aka jobseekers!) can meet teachers from the schools in the area and receive tips on how to apply and interview for teaching jobs.

It doesn't matter whether you currently have a vacancy or not: job-seekers will remember how much they enjoyed chatting to you and hearing about your school, and if they see your advert at a later date, they will want to apply.

Please let us know which of the events you would like to attend on behalf of your school/Trust, and whether you can offer either a 30 min workshop on how to apply, or a series of mock interviews.

**Secondary Schools Showcase:** Thursday 10th January, 5.30-7.30pm St Bede's InterChurch School

**Primary Schools Showcases:** Monday 4th February, 5.30-7.30pm Fourfields Community Primary School  
Wednesday 13th February, 5.30 – 7.30pm Trumpington Park Primary School  
One more date in February/Ely – tbc.

### Tips and strategies for recruiting and retaining staff.....

We have developed a **Strategic HR and People Planning toolkit** which guides senior leaders through the planning process in order to maximise your chances of having a full complement of high quality school staff. The toolkit can be found at <https://www.teachincambs.org.uk/schools-recruit-with-us/> and includes the following sections:

- Staff audit
- Staff audit next steps
- Corporate branding: what kind of an employer am I?
- Teacher job satisfaction questionnaire
- Non-teaching staff job satisfaction questionnaire
- How to write an effective job description
- How to write an effective advert
- Making sure you choose the right candidate
- Recruitment and Retention strategies
- Some suggestions for making staff feel valued...

## Helping schools to ‘grow their own’ staff....

The **Cambridgeshire Teacher internship programme** is a two year programme leading to QTS, whereby the first year is spent working as a Teaching Assistant and the second year as an apprentice teacher in a school: to date all our graduates have continued to be employed by the school in which they trained. Details of the internship programme can be found at <https://www.cambslearntogether.co.uk/services-to-schools/primary/recruitment-and-retention/teach-in-cambridgeshire-teacher-internship-programme/>

*TeachinCambs* has just been awarded a contract by the DfE to run a two year **foundation teacher trainee programme** in the **East Cambs and Fenland Opportunity Area**. The programme can take up to 20 candidates who will commence in Sept 2019 and achieve QTS in 2021: schools (primary or secondary) who participate will receive a contribution towards the trainee’s salary and the cost of mentoring them – and will also receive a teacher! Full details are available at <https://www.teachincambs.org.uk/schools-recruit-with-us/>.

Working together with LGSS, we have produced a guide for schools on how to recruit **apprentices** – see here for details. <https://www.cambslearntogether.co.uk/services-to-schools/apprentices/> If you have any vacant post, think about whether it could be an apprenticeship, which would allow you to use money from your levy to pay for the apprentice’s training. Contact us if you would like advice on the recruitment process: [schools.recruitment@cambridgeshire.gov.uk](mailto:schools.recruitment@cambridgeshire.gov.uk).

## Representing Cambridgeshire locally and nationally....

Headteachers from the steering group attend recruitment fairs in neighbouring counties on behalf of all Cambs schools.

Representatives from TiC work with partners such as Cambridge Ahead, Wisbech 2020, the Teaching Schools Council and the DfE to raise recruitment and retention issues specific to Cambridgeshire and to find ways of addressing them.

**If you would like to join the steering group, or if you have any suggestions as to other activities we could undertake, or questions about what we do, please contact us at [schools.recruitment@cambridgeshire.gov.uk](mailto:schools.recruitment@cambridgeshire.gov.uk).**