



Education Talent Finder
www.edutalentfinder.com

GUIDE TO EDUCATION TALENT FINDER

**FOR APPLICANTS AND SCHOOLS IN
GREATER MANCHESTER**

‘INNOVATION IN TEACHER RECRUITMENT’

In partnership with Teach Well Toolkit



Teach Well Toolkit

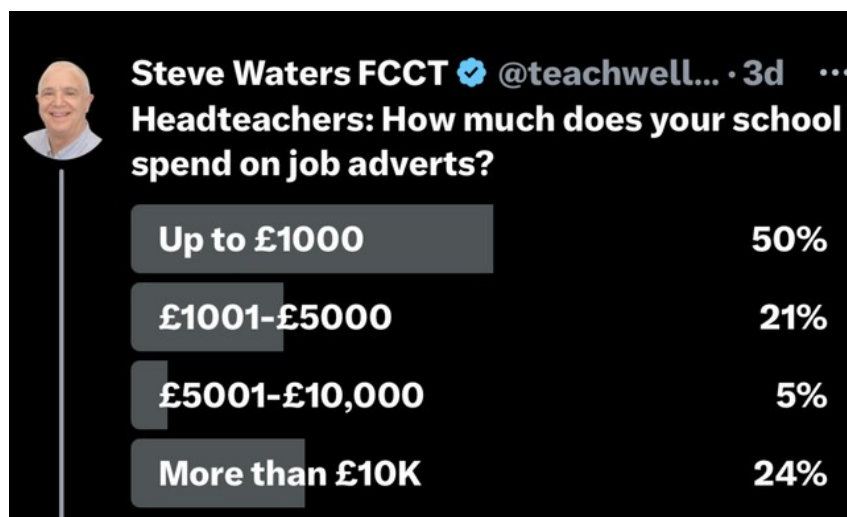
HOW SCHOOLS CURRENTLY RECRUIT STAFF

The current education recruitment process works like this: A school in Greater Manchester has a vacancy.

- It advertises the vacancy in publications or online. Teachers looking for a post apply to the school.
 - The school sends out information about how to apply and provides a link, usually to an online form.
- The applicant submits their application.
- The applicant waits to see if they have been called to interview.

Some recruitment publications offer schools a candidate search service. This is usually only offered as part of a subscription to schools that have a large number of vacancies each year.

A recent poll on Twitter of 66 schools showed that 21% spend between £1001-£5000 on adverts, while 24% spend more than £10,000.

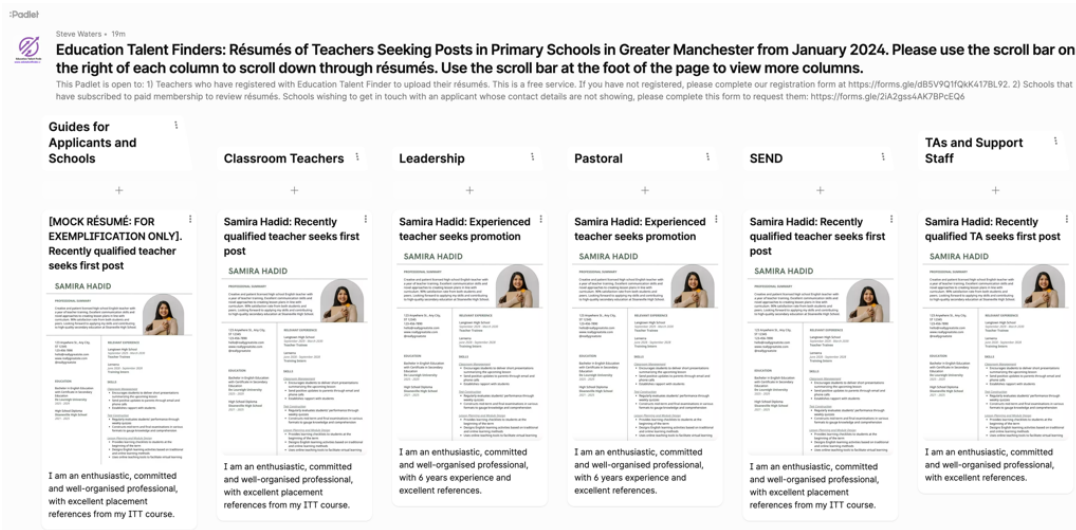




WHY EDUCATION TALENT FINDER IS DIFFERENT

With Education Talent Finder, schools in Greater Manchester find the talent they need. Posts are not advertised. You will be one of the first applicants and will be looking for a teaching post from January 2024. This is how Education Talent Finder works:

- Applicants looking for a post in Greater Manchester upload their résumés to a Primary Padlet or a Secondary Padlet. Padlet is a document sharing platform which acts like a noticeboard.



There is no charge to applicants. Résumés can be uploaded with or without contact details showing, to protect applicants' privacy.

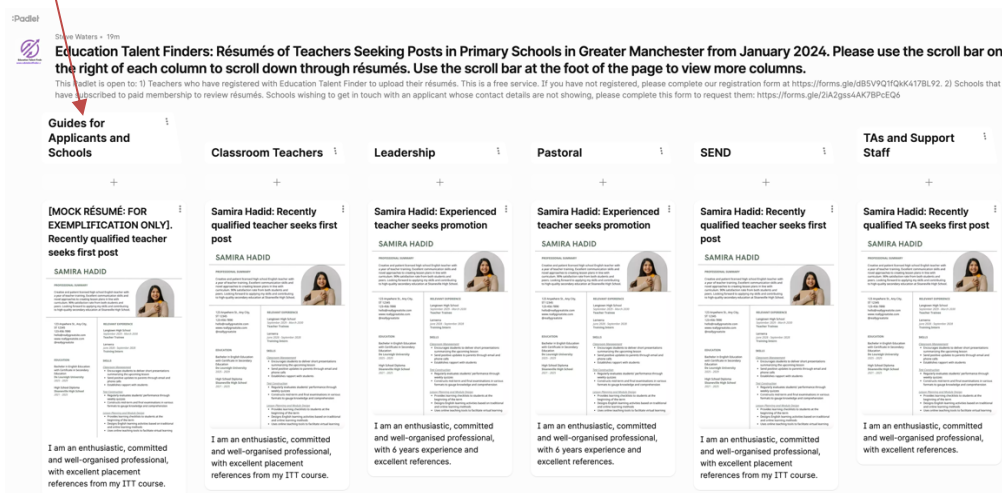
- Schools pay a yearly fee to access Padlet, based on the number of pupils they have on roll at the time of signing up. The fee is £1 for every pupil for the year. There are separate Padlets for Primary and Secondary applicants. Schools have access to both.
- Schools search for applicants looking for a post.
- Schools download the résumés of suitable applicants.
- If an applicant has chosen not to show their contact details, schools request them, using a link, displayed on each Padlet. We send the applicant's email address and mobile number to you in an email. The school invites applicants to interview.
- If an applicant is appointed, schools return to Padlet and add the word 'Appointed' in the 'Comment' section beneath the applicant's résumé.

- The applicant returns to Padlet to delete their résumé.

How to sign up for Education Talent Finder

Applicants

1. Complete our registration form: <https://forms.gle/P7wGkMbyQ7RVQ9bk8> We will send you details of how to access Padlet.
2. Go to the far left column in Padlet, 'Guides for Applicants and Schools'.
Download the following documents:
 - 'How to Use Résumé Maker to Write Your Résumé' (for applicants)
 - 'How to Write a Personal Statement' (for applicants)
 - 'How to Upload Your Résumé to Padlet' (for applicants).



3. Read the documents in the above order.
4. Complete your résumé with your Personal Statement included. You can use your own method of creating your résumé. Or use Résumé Maker by following the instructions in the guide, 'How to Use Résumé Maker to Write Your Résumé' (for applicants). The cost of a 7-day membership to Résumé Maker is less than £2.
5. Upload your résumé with your Personal Statement included to Padlet.
6. Wait to be contacted by schools.

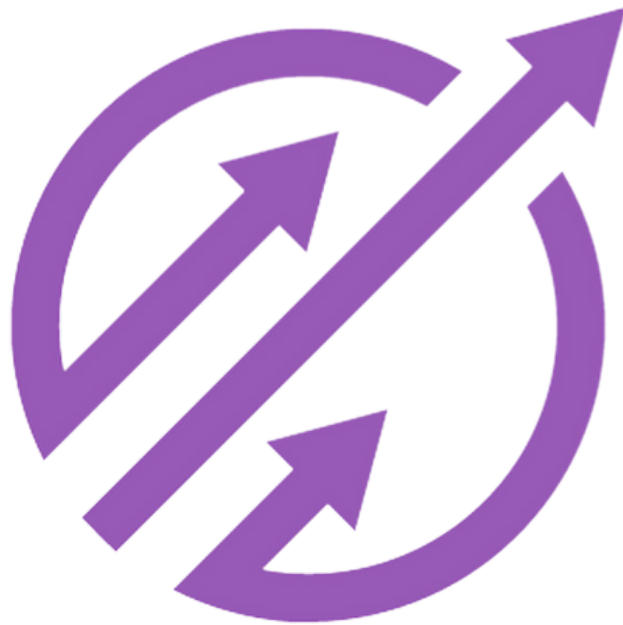
Schools

1. Request an invoice for annual membership by completing our registration form: <https://forms.gle/gbLmvgrAPYZJsGDLA> You can also use the information on our invoice to add us to your provider portal, if this is required to purchase from

us. MATs and Trusts with two schools or more can request a quotation for membership for all their schools.

2. For your first membership subscription, this will be two-thirds of the normal fee, as Education Talent Finder will launch in January 2024. In addition, you will receive an additional 10% discount to celebrate the launch of our service. Annual membership in future will run from 1st September – 31st August.
3. You will be able to access Padlet as soon as we receive payment. There are no further charges. You have unlimited access to Padlet until 31st August 2024.
4. When we receive payment, we will send you details of how to access the Primary and Secondary Padlets. You have access to both.
5. Go to the far left column in Padlet, 'Guides for Applicants and Schools'. Download the following document:
 - 'How to View or Download a Résumé from Padlet (for schools).'
6. View the résumés of potential applicants.
7. Invite promising applicant(s) to interview. If the applicant has chosen to upload their résumé without their email address or mobile displayed, complete our short form to request their contact details. The URL of this form is provided with each Padlet. We will email the applicant's details to you within 24 hours on weekdays and 48 hours at weekends.

Questions? Contact us at admin@teachwelltoolkit.com



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