



ETC International College

Interview Record Form FE HE

August 2024

Outcome: Yes/No/Cover

Date and time of interview: Name of Interviewer: Candidate's Name: Position Applied for:	Online Searches for Shortlisted Candidates		
	Site	Date	Outcome
Signed: (Specialist Safeguarder)			

REQUIRED DOCUMENTS

Up-to-date CV / gaps explained / signed by applicant & safeguarder
 Certificates checked / copies taken / signed by interviewer
 Referees / online searches carried out by safeguarder for shortlisted candidates
 Photo ID / copies taken / signed by interviewer
 Confirmation of address / copies taken / signed by interviewer
 Confirmation of right to work in UK / copies taken / signed by interviewer
 DBS check performed / copies taken / signed by interviewer
 Self-declaration signed by applicant / copies taken / signed by interviewer

Start date: _____ **End date:** _____

Preferred number of teaching hours per week:

TT1 _____ **TT3** _____ **TT2** _____

University degree:

TEFL Qualifications: _____ **Other teaching qualifications:** _____

Most recent teaching experience:

Total years / months: _____ **Centre:** _____

EXPERIENCE OF ICT

Internet _____ **IWBs** _____ **Phone apps** _____ **VLE** _____ **Other:** _____

CLASSES PREVIOUSLY TAUGHT

GE ☐ **KET** ☐ **PET** ☐ **FCE** ☐ **IELTS** ☐ **CAE** ☐ **CPE** ☐

Business ☐ **Legal** ☐ **Aviation** ☐ **Other** ☐

EAP ☐ **UFP** ☐ **Pre-sessional** ☐ **IY1 / HNC** ☐ **IY2 / HND** ☐ **Pre-Master** ☐ **Other** ☐

There has been a complaint because a student or students in your multilingual class is talking a lot in their native language. What would you do in this situation?

How do you help your students to learn?

What do you think your strengths are as a teacher?

Which areas would you like to develop more in?

Have you ever held an admin role and how did you find it?

Have you held a management position and how did you find it?

Safeguarding (Level 3). Ask as appropriate:

Do you know what your privacy settings are on social media?

What would you do if:

...you see an under-18 student is crying in the cafeteria or crying in your class?

...you see a group of under-18 students laughing, all except one?

...you see empty bottles of alcohol in a room when you are cleaning it?

...a junior student says they are too tired to do an activity and want to go back to their accommodation?

...you hear shouting and then see 2 groups of junior students pushing and shoving each other?

...a student asked to follow you on Instagram?

How would you teach one of the following subjects in your area?

Business	Engineering	IT Computing	Pre-Sessional	Pre-Masters
Marketing	Engineering Health and Safety	Word	Note-Taking Skills	Developing a Thesis Statement
Economics	Mathematics for Engineers	Excel	Presentation Skills	Introduction Skills
Business Law	Engineering Science	PowerPoint	Research Skills	Methodology
Management	Electrical and Electronic Principles	Access Databases	Structuring an Assignment	Literature Reviews
HRM	Mechanical Principles	Programming	Process Writing	Topic Sentences
Finance	Thermodynamics	Web Design	Decoding Text	Developing Arguments
International Trade	Thermo Fluids	Cyber Security	Encoding Text	Critical Thinking
Entrepreneurship	Auto Cad	Networking	Critical Thinking	Primary Data Collection
Team Building	Engineering Design	Cloud Computing	Referencing	Selecting a Sampling Frame
Accounting	Industrial Systems	Virtual Learning Platforms	Project Design	Questionnaire Design
Project Management	Professional Engineering Management	Business Intelligence	Team Work	Data Analysis
Events Management	Engineering Projects		Avoiding Plagiarism	Secondary Data Collection
Negotiation and Pitching Skills	Virtual Engineering			Triangulation
Organisational Behaviour	Composite / Non-Composite Materials			Writing Conclusions
Statistics	Aerodynamics			Writing a Diary
Business Strategy	Airframe Mechanical Systems			Re-evaluating Original Thesis Statement
	Aircraft Electrical Distribution Systems			
	Avionics			
	Aircraft Flight Control Systems			
	Aircraft Structural Integrity			
	Aircraft Propulsion Systems			
	Rocket Science			

Summary of teaching method for one of the above subjects:

Subject:

Methodology: