

Summer Projects Timeline

Process / Deadline	Date(s)	Employer Action	Participant Action	Teach First Action
First set of projects (those submitted by 1 st May) advertised to participants online via the Extranet (application process opens)	Tuesday 5 th May (2 weeks)	<ul style="list-style-type: none"> Prepare to receive applications from this date 	<ul style="list-style-type: none"> Apply for opportunities direct to provider as instructed in project submission 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Extended deadline for providers' to submit Summer Projects	Friday 8th May	<ul style="list-style-type: none"> Project providers to submit their projects 	<ul style="list-style-type: none"> Nothing 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Second set of projects (those submitted by 8 th May) added to those advertised to participants online via the Extranet (application process opens)	Monday 11 th May (1 week)	<ul style="list-style-type: none"> Continue to prepare to receive applications 	<ul style="list-style-type: none"> Apply for opportunities direct to provider as instructed in project submission 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Closing date for all applications (unless otherwise stated in project submission)	Friday 15 th May	<ul style="list-style-type: none"> Short-list and commence selection process as appropriate (e.g. invite potential candidates for interview) 	<ul style="list-style-type: none"> Participants must have applied by the closing date 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Interviews and selection process	18 th May – 5 th June (3 weeks)	<ul style="list-style-type: none"> Selection process should be completed by the 5th June. Please ensure that Interviews are held outside of teaching hours or during half term (25th-29th May) 	<ul style="list-style-type: none"> Engage in selection process as appropriate Please do not accept any offers until Offer and Acceptance week (8th-12th June). 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Offer and acceptance week	Monday 8 th June – Friday 12 th June (1 week)	<ul style="list-style-type: none"> Contact preferred candidate by phone or email and offer them the project by the 10th June. Pass the name of the successful applicant to Teach First by phone or email. If the project has not been filled, inform Teach First whether or not it should be entered into the clearing round 	<ul style="list-style-type: none"> Accept / decline offers by the 12th June and inform Teach First of your plans. 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Clearing (and late submissions)	15 th June to 29 th June (3 Weeks)	<ul style="list-style-type: none"> Receive applications from clearing participants This will be on a 'first come first served' basis 	<ul style="list-style-type: none"> If participants have not received a project offer they can apply for unfilled opportunities as directed in the project submission. 	<ul style="list-style-type: none"> Contact all providers by telephone to inform them of the clearing process. If their placements have been filled, collect the names of the successful applicants. Support applicants and project providers as appropriate
Summer Projects	3 rd August (usually for 3 weeks)	<ul style="list-style-type: none"> Ensure an understanding has been reached about project objectives and expectations Utilise your participant in the best ways you can & do try to find out about their experiences, as they may be useful to you 	<ul style="list-style-type: none"> Ensure an understanding has been reached about project objectives and expectations. 	<ul style="list-style-type: none"> Support applicants and project providers as appropriate
Evaluation		<ul style="list-style-type: none"> Complete evaluative survey for Teach First 	<ul style="list-style-type: none"> Complete evaluative questions 	<ul style="list-style-type: none"> Collect feedback and plan for next year.