

<b>Job Title: Graduate Recruitment Officer – Selection, Assessment Centre</b>	<b>Division/Dept: Graduate Recruitment</b>
<b>Reports to: Graduate Recruitment Senior Officer – Selection, Assessment Centre</b>	<b>Date: November 2009</b>

### About Teach First

Teach First is an independent educational charity, Reg. No. 1098294, established in 2002, with a mission to *address educational disadvantage by transforming exceptional graduates into effective, inspirational teachers and leaders in all fields.*

We recruit exceptional graduates to teach in challenging schools for a minimum of two years. The majority of these graduates would not otherwise have considered teaching.

With the support of our partner universities, we train our participants to be effective teachers and leaders of the future through Teach First's two-year Leadership Development Programme. Our Programme is aimed at ensuring participants maximise their impact on pupil achievement in the short term and develop a set of transferable skills that will ensure their broader impact on educational disadvantage in the future.

Since 2002, we have placed over 1800 of the UK's highest achieving graduates into challenging schools in London, the East and West Midlands, Yorkshire and the North West. By 2013, we aim to be recruiting up to 850 graduates each year, making Teach First one of the largest graduate recruiters in the country.

On completion of the two year programme, our participants graduate as Ambassadors (alumni). Some remain as excellent teachers and leaders in their schools, others take positions of responsibility in a variety of sectors, but whatever route they take, they continue to work towards achieving our mission to ensure that every child succeeds, regardless.

By giving exceptional graduates the opportunity to teach and make a difference in the most challenging schools, Teach First aims to equip tomorrow's leaders in all fields with the motivation, skills and understanding to end educational disadvantage.

Teach First is currently ranked 8th in The Times High Fliers annual survey of the most prestigious graduate recruiters – the highest ranked charity in Britain, and is the Charity Awards Education and Training Charity of the Year. The organisation currently has around 100 staff. Teach First has an annual operating budget of over £10.5 million, and relies on voluntary donations from companies and foundations and other sources in order to continue our work.

More information can be found at: [www.teachfirst.org.uk](http://www.teachfirst.org.uk).

### Job Purpose:

To provide a professional selection service to ensure the selection of top graduates for Teach First

Teach First will soon be one of the top 10 graduate recruiters in the country, to support this we need you to demonstrate drive and passion to deliver an excellent process for candidates throughout the recruitment year.

### Dimensions:

The role involves assessing candidates at assessment centre working with the Graduate Recruitment team and Teach First staff. Key dimensions of the role are:

**Hiring Targets:** Currently between 650 graduates for 2010 cohort (over 3,500 applications required)

**Key Accountabilities:**

- Work towards the team goal of hiring 650 graduates to join Teach First in 2010 (in-line with diversity & shortage subject requirements)
- Support the selection process by assessing candidates at assessment centre (through interviewing and observing candidates in assessment centre activities and scoring them objectively using benchmarks for the TF competencies)
- Ensure evidence is accurate and processed correctly into TF's online system
- Support the quality assurance process within selection
- Actively and positively represent TF on a daily basis through contact with candidates and guests at assessment centre.
- Delivering other parts of the selection process as required

**Competencies, Skills, Characteristics and Experience Required:**

- Knowledge of UK Universities (type & education system)
- Knowledge of TF programme and operation would be desirable
- Knowledge of selection processes would be desirable
- Experience of working in a process driven environment would be desirable

**Person Spec:**

- Qualified Teacher Status (Desirable)
- A team player
- Good communicator (one on one)
- Excellent observation skills
- Adaptability in one-on-one meetings
- Excellent computer literacy
- Be able to reflect and evaluate on others' evaluations
- Attention to detail
- Time management skills

**Location:**

The position is based at the Assessment Centre office in London.

**Salary Band:** £27,500 pro rata

**Benefits:** Fixed-term, part-time contract 2-4 days a week.

	Name	Signature	Date
Immediate Manager			