

Your Teacher Job Advert Checklist

Ask yourself ...

Job title

- Does the job title clearly and accurately reflect the position I'm recruiting for?
 - Have I included the year group in the job title? E.g. Maths Teacher, Year 9
-

Salary bracket

- Have I included a clear salary bracket?
-

Location

- Have I listed a clear location?
-

Dates

- Have I included a start date?
 - Have I included an application deadline date?
-

About my school

- Have I included a section that introduces teachers to my school?
 - Have I included relevant information about my school that teachers should know before applying?
-

Qualifications and skills

- Have I used bullet points to list all of the required qualifications and skills?
-

Teacher job description

- Have I provided a detailed teacher job description?
-

Layout

- Have I organised my job advert in a way that's concise and easy to read?

Don't worry, our job adverts are structured with clear sections so that teachers can quickly see what the role involves.

Language

- Have I used emotive but honest language e.g. 'join our friendly community of hardworking teachers' 'plan exciting school trips' 'lead engaging assemblies'?
- Does the role sound exciting?
- Have I included recruitment language e.g. 'educating' 'monitoring' 'supporting'?
- Have I written concise sentences?
-

Perks

- Have I told teachers what they'll gain from working at my school?
-

Social media & website

- Is the information included on my school website up-to-date?
- Are the images on my school website up-to-date and high quality?
- Does my school have a strong social media presence?
-

Proof-read

- Have I proof-read my job advert multiple times for any spelling, grammar or punctuation errors?
- Have my colleagues proof-read it?

All boxes ticked? Happy recruiting!