



6 TOP TIPS FOR APPLYING FOR A JOB AT PACT

THANK YOU FOR YOUR INTEREST IN JOINING PACT!

We're thrilled that you're considering a role within our Trust. At PACT, we're passionate about attracting talented individuals who share our values and commitment to excellence. To support you in highlighting your skills and experience effectively, we want to ensure you are well-prepared when completing your application on MyNewTerm. We'd love to support you in bringing out the very best in your application and showcase your potential so that you stand out. The PACT Recruitment Officer has put together **top tips** for writing a strong application.

1

READ, READ, READ!

The very first thing you need to do is read all the documentation included in the application pack, the advert, the job description, the person specification, the application guidance - everything! Highlight anything that stands out as important, focusing on important things to the trust, unique to the ethos, approach, values, and anything that is particularly aligned to your skills and experience.

2

WHAT'S YOUR USP? YOUR PERSONAL EXPERIENCE!

Consider the essential criteria that have been listed for the role and start noting down how your qualifications and experience meet the criteria in the job description and person spec. Are we looking for specific experience? What is the unique selling point that makes you stand out from the crowd – try to answer the question 'why would you hire you?' It may be a specific skill, achievement or experience, your approach to teaching or work, or your alignment to the mission and ethos.

3

STRUCTURE YOUR PERSONAL STATEMENT

Begin with a brief introduction about who you are and why you're applying, then highlight your most relevant skills and experiences that match the job description and allow us to visualise and understand how you work.

- **Teaching staff**, this may include your subjects, age ranges, SEN, all the details relevant to your desired career route and the needs of their role.
- **Support staff**, you may want to highlight your qualifications and relevant work experience.

Make sure that what you write is relevant and that you stay within the word limit. For every point you have included, ask yourself - so what? How does this point show I can benefit the role? – and if it doesn't, re-write or remove it. Be sure to let us know why you are enthusiastic about the role and working for PACT.

4

MAKE IT UNIQUE TO THE ROLE

We advise that you do not reuse personal statements that you've submitted for other positions or schools, as they may not align with the criteria for this role. To make your application stand out, ensure it is clearly tailored to the job description, person specification, and responsibilities outlined. A one-size-fits-all approach is unlikely to stand out — show us why you are the right fit for this specific role.

5

DEAR HIRING MANAGER, WRITTEN BY AI

We think that tools like ChatGPT and Copilot are great to help you in your application and personal statement, but remember it is "YOUR" application, so don't just copy and paste what is generated, personalise it with your own experience so that you stand out from the other candidates.

6

PROOFREAD

Check your application to make sure that it is free from errors. It always helps to ask others to have a read through and provide you with feedback. They might even remember some fantastic experiences you could add in!

Lastly, we are a disability confident employer and we're committed to creating an inclusive and supportive workplace. If you have a disability and require any adjustments to help you perform at your best during the recruitment process or in the role, please let us know. We will always do our best to make reasonable adjustments.



WE LOOK FORWARD TO RECEIVING YOUR APPLICATION AND LEARNING MORE ABOUT WHAT YOU CAN BRING TO PACT AND **GOOD LUCK!**