

# **Finding Vacancies: Teaching and Support Staff**

**Careers & Employability Service**

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**[www.mmu.ac.uk/careers/guides](http://www.mmu.ac.uk/careers/guides)**



**Manchester  
Metropolitan  
University**

This document is available in alternative formats – Please contact [careers@mmu.ac.uk](mailto:careers@mmu.ac.uk) for details.

There is a wealth of information about getting a teaching job for newly qualified teachers (NQTs) at [www.prospects.ac.uk](http://www.prospects.ac.uk) (select Job Sectors. then Education and Teaching, and click on “Getting a teaching job”). To find a list of local authorities click on Education and Training then “Search local authorities”

### **Teaching and support staff in schools:**

**Local authorities** are a major source of recruitment, with many offering the facility to send out weekly email teaching job bulletins. These local authority sites will also advertise teaching assistant and related positions such as learning mentors, cover supervisors, learning managers, sports leaders etc. There are now a wide variety of roles in schools which do not require a teaching qualification and which can be fulfilling roles in themselves, or great experience for those thinking about going on to train as a teacher.

Greater Manchester local authorities now advertise all vacancies on:  
[www.yourcounciljobs.co.uk](http://www.yourcounciljobs.co.uk)

Many local authorities operate a teacher recruitment database enabling an NQT to complete an online application form using the job description provided. Headteachers then have access to these candidates when a vacancy arises. Acceptance into a Pool does not guarantee a job. Recruitment pools are usually for primary candidates; however some authorities do operate a secondary database. You should still look out for vacancy adverts in your chosen authorities as well as applying via the Pool.

### **Manchester City Council**

[www.manchester.gov.uk](http://www.manchester.gov.uk)

(Enter ‘teacher recruitment’ into the search engine to go to the NQT advice section as well as general vacancies)

Pool for primary (an online database) complete form online – based on job description and person spec given. Applications are available to view by primary headteachers.

Pool for Secondary –again complete forms online. Application forms are made available to all secondary head teachers and governing bodies to consider for interview.

### **Salford**

[www.salford.gov.uk](http://www.salford.gov.uk)

[www.salford.gov.uk/nqt.htm](http://www.salford.gov.uk/nqt.htm)

Salford no longer operates a pool for primary or secondary - advertise positions as they arise on own site plus TES

Teaching jobs are also advertised on [www.eteach.com](http://www.eteach.com)

### **Trafford**

[www.trafford.gov.uk](http://www.trafford.gov.uk)

Weekly jobs bulletin for teaching posts – available online.

### **Stockport**

[www.stockport.gov.uk](http://www.stockport.gov.uk)

Jobs advertised online

### **Oldham**

[www.oldham.gov.uk](http://www.oldham.gov.uk)

Pool for primary – job pack and guidance on line – put NQT into the search engine or contact Human Resources on a 24 hour number: 0161 770 4677 text on 07732596009

Secondary positions – advertised in online bulletin, TES and Oldham Chronicle [www.oldham-chronicle.co.uk](http://www.oldham-chronicle.co.uk) If you provide details of your subject area(s), and your contact information to their Children's Workforce and Teacher Training Consultant by e-mail to [jean.coombs@oldham.gov.uk](mailto:jean.coombs@oldham.gov.uk), she says she will contact you if a suitable vacancy arises.

### **Bolton**

Pool system for primary and secondary– register online on:

[www.abrightercareer.co.uk](http://www.abrightercareer.co.uk)

### **Bury**

[www.bury.gov.uk](http://www.bury.gov.uk)

Operate an NQT primary and secondary registration system. This is advertised on their website and in TES. Put 'teacher recruitment' into the search engine for detailed information pages. The schools with vacancies make contact directly themselves.

### **Rochdale**

Uses [www.yourcounciljobs.co.uk](http://www.yourcounciljobs.co.uk) to advertise teaching positions as they arise

### **Tameside**

Uses [www.yourcounciljobs.co.uk](http://www.yourcounciljobs.co.uk) to advertise teaching positions as they arise

### **Wigan**

Uses [www.yourcounciljobs.co.uk](http://www.yourcounciljobs.co.uk) to advertise teaching positions as they arise

### **Cheshire East**

[www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) - teaching vacancies advertised online as they arise.

### **Cheshire West**

[www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) - teaching vacancies advertised on their website as they arise.

## **Other useful vacancy sites:**

### **Vacancies in Schools**

- [www.schoolsrecruitment.dcsf.gov.uk/](http://www.schoolsrecruitment.dcsf.gov.uk/) - government-backed site to assist schools in advertising vacancies
- [www.eteach.com](http://www.eteach.com) – vacancies across the sector

- [www.scotland.gov.uk/Topics/Education/Schools/Teaching](http://www.scotland.gov.uk/Topics/Education/Schools/Teaching) - Information about teaching in Scotland.
- [www.educationposts.com/](http://www.educationposts.com/) - Particularly useful for those looking for teaching posts in Ireland.
- [findersteachers.com/](http://findersteachers.com/) national vacancy site for all types of school positions
- [www.greateducation.co.uk](http://www.greateducation.co.uk) a job board which covers all areas of education from primary to higher and training.
- [www.jobsineducation.co.uk](http://www.jobsineducation.co.uk) – links through to vacancies from many agencies. Contains a full A-Z listing of relevant teaching/support staff vacancies.
- [www.education-jobs.co.uk](http://www.education-jobs.co.uk) – no need to register can view jobs online

### **Press advertisements**

Many schools and FE colleges advertise vacancies in:

- The Times Educational Supplement (TES) [www.tesjobs.co.uk](http://www.tesjobs.co.uk) (Friday) operates a job matching service via email or text message.
- The Guardian (Tuesday) <http://jobs.guardian.co.uk/jobs/education> Operates a job matching service via email
- The Telegraph <http://jobs.telegraph.co.uk/education-and-training-jobs> Operates a job alert service via email, mainly for independent schools

### **Local Press**

Adverts can be found in your local press, especially for short-term or part-time posts. For example if you are staying in Greater Manchester, look at [www.thejobsmine.co.uk](http://www.thejobsmine.co.uk)

Local schools often approach your university department and the Careers and Employability Service about teaching vacancies. Anything notified to us in Careers will be found on [www.mmu.ac.uk/careers/coves](http://www.mmu.ac.uk/careers/coves)

### **Other websites of interest**

- [www.ofsted.gov.uk/](http://www.ofsted.gov.uk/) - View inspectors reports on any school in Britain.
- [www.tda.gov.uk/](http://www.tda.gov.uk/) - Teacher Training Agency. Site contains information on wide range of issues involved in becoming a teacher.
- [www.teachers.org.uk/](http://www.teachers.org.uk/) – National Union of Teachers site includes a jobclub section which links through to eteach.com
- [www.nasuwat.org.uk/](http://www.nasuwat.org.uk/) - NASUWT.

### **Religious and ethnic newspapers**

The following newspapers often carry advertisements for teaching positions, especially for those in faith-based schools:

- Church Times: <http://jobs.churchtimes.co.uk>
- The Voice Magazine [www.allthetopbananas.com/voice/](http://www.allthetopbananas.com/voice/)
- The Catholic Teachers Gazette [www.e-ctg.co.uk](http://www.e-ctg.co.uk) also offers an email alert and RSS service mainly in the spring term when most of the vacancies are advertised.
- Total Catholic: [www.totalcatholic.com](http://www.totalcatholic.com)
- Association of Muslim Schools [www.ams-uk.org/services/vacancies](http://www.ams-uk.org/services/vacancies)

## Teaching in Further Education

Most colleges advertise on their own website and some on local authority sites. See also the lists of agencies at the end of this handout, many of **which** carry college vacancies

- [www.fejobs.com](http://www.fejobs.com) - lists teaching jobs in the FE sector.
- [www.teachfe.com](http://www.teachfe.com) - can search by college, location, type of job.
- [www.jobs.ac.uk](http://www.jobs.ac.uk) - Recruitment website for Academic & Associated Communities
- [www.fenews.co.uk](http://www.fenews.co.uk) – news and features a job-search facility
- [www.protocol-national.co.uk](http://www.protocol-national.co.uk) – specialise in college recruitment
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Also check magazines in your subject specialism – e.g New Scientist website [www.newscientistjobs.com](http://www.newscientistjobs.com)

## Tutoring

- [www.thetutorpages.com/free-tutoring-ebook](http://www.thetutorpages.com/free-tutoring-ebook) - Free guide containing information for individuals considering private tutoring.
- [www.tda.gov.uk/teachers/onetoonetuition.aspx](http://www.tda.gov.uk/teachers/onetoonetuition.aspx) - government funded programme open to new qualified and current teachers
- [www.Kumon.co.uk/Tutoring-Jobs](http://www.Kumon.co.uk/Tutoring-Jobs) - business opportunities working on Maths and English tuition
- [www.explorellearning.co.uk](http://www.explorellearning.co.uk) – Maths and English tuition for 5-14 year olds

## Special Education

- [www.batod.org.uk](http://www.batod.org.uk) British Association of Teachers of the Deaf. Lists job vacancies and contains a useful fact sheet on training as a teacher of the deaf
- [www.rnid.org.uk](http://www.rnid.org.uk) Royal National Institute for Deaf People. Site contains useful & concise information on careers with deaf people. Click on How you can help
- [www.nugentcare.org](http://www.nugentcare.org) Nugent Care Society. A registered North West charity, which cares for children and adults with mental health problems and learning disabilities. Has links to its North West special schools.
- [www.schoolsnet.com](http://www.schoolsnet.com) - an online guide to schools in the UK. The search facility allows browsers to find lists of mainstream and independent special schools.
- [www.senteachers.co.uk](http://www.senteachers.co.uk) - website containing information for those considering a career in SEN. Register to receive a newsletter which contains job adverts. Carries teaching and teaching assistant vacancies.
- [www.camphill.org.uk](http://www.camphill.org.uk) - Organisation runs independent special schools and communities
- [www.natspec.org.uk](http://www.natspec.org.uk) - Association of National specialist colleges that provide further education or training for learners with learning difficulties and/or disabilities.
- [www.rnib.org.uk/](http://www.rnib.org.uk/) - Royal National Institute for the Blind – advertise teaching and support work vacancies

## TEFL & Teaching Abroad

[www.prospects.ac.uk/links/engforlan](http://www.prospects.ac.uk/links/engforlan) - TEFL job-profile has lots of useful contacts and resources

- [berlitz.com](http://berlitz.com) - Berlitz Language Instruction Centres
- <http://www.britishcouncil.org/new/about-us/working-for-us/> British Council vacancies page, include EFL Teachers & Language Assistants.
- [cactusteachers.com](http://cactusteachers.com) - TEFL courses and teaching English as a foreign language.
- [englishfirst.com](http://englishfirst.com) - English Language Teacher Training company
- [www.vso.org.uk/volunteer/](http://www.vso.org.uk/volunteer/) VSO - information on its graduate recruitment TEFL programmes.
- [jobs.edufind.com/](http://jobs.edufind.com/) Jobs and Resources for those wanting to teach English as a foreign language.
- [tefl-jobs.co.uk/](http://tefl-jobs.co.uk/) website performing a similar function.

See also our MMU TEFL handouts – on our website and in the Information Room

### **Agencies for Teaching & Support Staff**

This is a list of some of the main North West and a few national teaching agencies that specialise in offering supply work to qualified and newly qualified teachers. Many also carry permanent vacancies, college positions, as well as educational support vacancies. Many also have Early Years sections listing nursery nurse positions. Appearance on this list does not mean that the Careers & Employability Service recommends the agency.

### **Agencies covering the North-West Area**

#### **Capita Education Resourcing**

[www.capitaeducation.co.uk](http://www.capitaeducation.co.uk) - Covers teaching and support staff

Tel: 0161 274 8743

#### **Celsian Education**

[www.celsiangroup.co.uk](http://www.celsiangroup.co.uk) Tel: 0161 839 8005 – educational support work (including exam invigilating) and teaching work

#### **Connex**

[www.connex-education.com](http://www.connex-education.com) Tel: 0161 236 6300

Based in the N.W. -supply teaching positions plus teaching assistants, learning support assistants, cover supervisors & nursery nurse positions.

#### **Day to Day Teachers**

[www.daytodayteachers.com](http://www.daytodayteachers.com) – North West agency – offices in Liverpool, Preston and Warrington opportunities in nursery nursing, support, teaching.

#### **E-Teach**

[www.eteach.com](http://www.eteach.com) – teaching positions plus a large range of support jobs, including coaching. Has an NQT and graduates section as well an international and independent school area

#### **Essential Education Ltd**

[www.essentialeducation.co.uk](http://www.essentialeducation.co.uk) – 0161 789 8222 - agency specializing in secondary teaching positions

**Hays Education and Early Years**

[www.hays.co.uk/education](http://www.hays.co.uk/education) - 0161 839 9629 - covers teaching plus the full range of support roles in schools and early years settings.

**ITN Mark Education**

[www.itnmark.com](http://www.itnmark.com) – 0161 362 4460 - National organisation one of the UK's largest education recruitment agencies with offices in Preston, Manchester and Warrington

**Key Stage Teacher Supply**

[www.keystagesupply.co.uk](http://www.keystagesupply.co.uk) - Offices in Blackburn, Chorley and Lancaster deal with vacancies for Teachers, Cover Supervisors, Nursery Nurses and Teaching Assistants in those areas

**Monarch Educational Recruitment**

[www.monarchrecruitment.co.uk/teaching\\_jobs](http://www.monarchrecruitment.co.uk/teaching_jobs) - 0161 935 8176  
Offices in Manchester and Liverpool

**Premier Education**

[www.premier-education.co.uk](http://www.premier-education.co.uk) - North West based with offices in Wilmslow 01625 538568 and Bolton 01204 498942.  
Covers teachers, support staff, nursery nurses.

**Randstad Education**

[www.randstadeducation.co.uk](http://www.randstadeducation.co.uk) - 0161 839 5867 - national agency with a North West base covers full range of teaching and support staff opportunities.

**Premiere People Education**

[www.premierepeople.com/education.asp](http://www.premierepeople.com/education.asp) - 0161 211 1300  
Nationwide with a base in Manchester with a full range of educational positions.

**Protocol Education**

[www.protocol-education.com](http://www.protocol-education.com) - 0161 200 8500 – full range of roles covered national with a North West office.

**Reed Education Professionals**

[www.reed.co.uk/education](http://www.reed.co.uk/education)  
0161 233 5910 Manchester Branch  
01270 619 314 Cheshire Branch

**Salford Supply Desk Ltd**

[www.salfordsupplydesk.com](http://www.salfordsupplydesk.com) - 0161 743 3720 – advertises full range of educational positions, run by teachers for teachers!

**Step by Step Education Ltd**

[www.stepbystepeducation.co.uk](http://www.stepbystepeducation.co.uk) 01772 713819  
Range of opportunities across Lancashire and Cumbria only

### **Supply Desk**

[www.thesupplydesk.co.uk](http://www.thesupplydesk.co.uk) - National agency with a North West office **0161 832 8092** - Includes teaching, playworker, assistant roles etc.

### **Supreme Education**

[www.supreme-education.com](http://www.supreme-education.com) - **0151 236 5433** - national, with a regional office in Liverpool. Carries vacancies across Merseyside, with some in Lancashire also.

### **Teaching Personnel**

[www.teachingpersonnel.com](http://www.teachingpersonnel.com) – National agency with a North West branch - **0161 242 1790** – includes assistant roles.

### **The Education Network**

[www.t-e-n.co.uk/index.php](http://www.t-e-n.co.uk/index.php) - **01925 247820** Warrington office

### **The Education Specialisits Ltd**

[www.tessupply.co.uk](http://www.tessupply.co.uk) – **0161 838 5767** North West agency

### **The Teaching Executives**

[www.theteachingexecutives.co.uk](http://www.theteachingexecutives.co.uk) - **0151 515 2055**

Based in Liverpool, they serve the North West and North Wales regions for teachers and support staff

### **Tower Supply**

[www.towersupply.co.uk](http://www.towersupply.co.uk) – **01253 297683** - teaching, support and nursery nurse positions across Lancashire

### **Vision for Education**

[www.visionforeducation.co.uk](http://www.visionforeducation.co.uk) - **0161 236 4896**

National agency includes teaching, plus assistant roles and special needs work

**Want to work outside the North West?** - A selection of other education agencies:

### **Advantage Education Ltd**

[www.advantageeducation.co.uk](http://www.advantageeducation.co.uk) - covers Kent and Essex

### **Apple Teachers**

[www.appleteachers.com](http://www.appleteachers.com) - covers Oxfordshire and Buckinghamshire

### **Class Cover**

[www.classcover.com](http://www.classcover.com) - covers Surrey and Sussex

### **GSL Education**

[www.gsleducation.com](http://www.gsleducation.com) - covers London

### **Education Jobs**

[www.education-jobs.co.uk](http://www.education-jobs.co.uk) - national vacancies

**MPS Education**

[www.mps-education.com](http://www.mps-education.com) - One of the largest providers of supply teachers in Wales for daily, short and long term cover.

**New Directions Education**

[www.ndteach.co.uk](http://www.ndteach.co.uk) - Wales

**Principal Resourcing**

[www.principalresourcing.co.uk](http://www.principalresourcing.co.uk) - Advertises teaching and support staff vacancies in the Yorkshire area.

**Stand By teacher service**

[www.standbyteachers.com](http://www.standbyteachers.com) - Service operating mainly in North and West Yorkshire

**Step Teachers**

[www.stepteachers.co.uk](http://www.stepteachers.co.uk) - East Anglia, E. and W. Midlands, South East, South West

**Teacher Online**

[www.teacher-online.co.uk](http://www.teacher-online.co.uk) - covers teaching vacancies nationally in independent schools.

**Time Plan**

[www.timeplan.com](http://www.timeplan.com) - positions in London and the South