

---

# SO, YOU MADE IT TO INTERVIEW...

TIPS ON HOW TO PREPARE AND WHAT TO EXPECT

Kate Williams ([katherine.williams2@education.wa.edu.au](mailto:katherine.williams2@education.wa.edu.au))

Esther Blood ([esther.blood@education.wa.edu.au](mailto:esther.blood@education.wa.edu.au))



**Modern  
Language  
Teachers'  
Association  
of WA**

# ACKNOWLEDGEMENT OF COUNTRY



I would like to Acknowledge the Traditional Owners of the land I am on today, the Wadjuk People of the Noongar nation. I would also like to Acknowledge and pay my respects to their elders, both past and present, and Acknowledge the important ongoing spiritual connection and relationship that Noongar people have with this Country.

# INTERVIEW FORMAT



Interview formats vary depending on the sector and level and role of the position.

## Interview panel:

- Usually 3 people (not including a possible observer from HR)
- Level/role of those interviewing depend on the level and role of the position

## Traditional format:

- Questions may be provided in advance.
- Questions may be given on the day with some preparation time.
- Each member of the panel will usually address one question to you at a time.
- Likely to cover aspects of your teaching practice, pedagogy, classroom management and skills at differentiation and inclusion.
- You will not usually be interrupted.



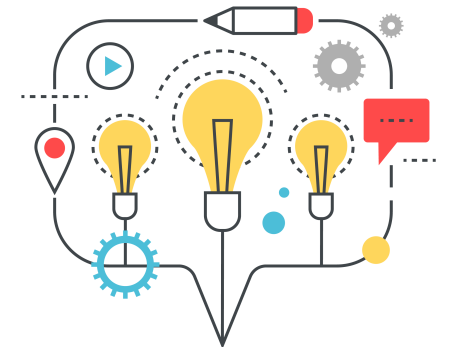
# INTERVIEW FORMAT



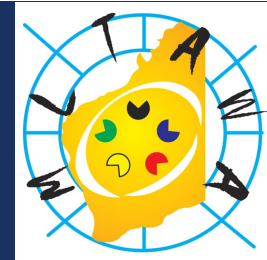
## Alternative formats:

- Schools are starting to “think outside the box”
- Possibilities include having to submit a reflective presentation/video prior to interview or work with other applicants collaboratively on a programming or planning exercise.
- Sometimes student representatives may also be invited to “interview” applicants separately and provide feedback to the panel.

Whatever the format, you should definitely be notified of what to expect in plenty of time. If you are unsure, speak to the school’s contact from your acceptance letter.



# YOU'VE BEEN INVITED TO AN INTERVIEW



Well done!

After you celebrate getting this far...

Understand the  
interview  
format

Revisit your  
application

Familiarise  
yourself with  
the school's  
website

Familiarise  
yourself with  
the school's  
business plan

# SCHOOL WEBSITE



This provides a wealth of information about and links to:

School's philosophy

Pastoral care approach

Programs the school offers (specialist programs, EALD etc)

Location, demographic, community profile, school size

School policies

Annual report and school business plan/strategic direction

If the school is a Department of Education school, the [Public School Review report](#) may also be available on the website

# SCHOOL BUSINESS PLAN



This provides a wealth of information about:

The school's values and priorities

The school's vision and direction

Data and statistics

Significant achievements

# PREPARATION



Even if you don't know what questions await you at interview, you can still prepare...

Frequently occurring themes for questions are related to:

- Pedagogy
- Classroom management
- Curriculum, assessment and reporting
- Differentiation (familiarity with the school profile is important for this – consider indigenous student numbers, EALD, Gifted and Talented and students requiring educational support.)
- Working with the school community and in teams (especially important as language teachers)



# THE DAY OF THE INTERVIEW



Get a good night's sleep and hydrate

Leave plenty of time to arrive and make sure you know where you can park if you are driving

Try to be a little early so you can breathe and absorb the school's atmosphere (there is often a TV with a presentation about the school, the school report/brochures/yearbooks etc)

Dress for the job you want

# AT THE INTERVIEW



Based on a traditional format...

I. Preparation time before the interview with the questions and the ability to make notes

During this time “dump” any quotes, mission or value statements, key statistics etc you may have managed to memorise and use in your interview to demonstrate an understanding of the school.

Prepare to address each question as a SAOE (Situation, Action, Outcome, Example)

Ensure your prepared responses match your application and your CV.

The time will fly but if you have a chance, take a breath and run through your answers in your head.



# AT THE INTERVIEW



## 2. The interview itself

You can take your notes with you but try not to read from them.

Keep an eye on the clock. Time is strictly observed both during the preparation and presentation times.

Engage positively and actively with the panel (and with any other applicants if you have been asked to work with someone.)

Make sure you elaborate on your responses using the SAOE format for each one.

- Use 'I' sentences
- Refer to and elaborate on examples in your application (you can also include new examples)

Do not assume that all the panel members are familiar with the Languages learning area – avoid the use of acronyms and explain situations and strategies clearly.

When invited, ask appropriate question(s) you have considered and framed in advance. Your question(s) should demonstrate a knowledge about the school

# AFTER THE INTERVIEW



Of course the aim is to be the successful applicant or at least be accepted into the pool.

If unsuccessful however, learn from the experience – practice makes perfect.

If unsuccessful, try to be courageous and reflective enough to seek feedback.

**Good luck!**

**Bonne chance!**

**Viel Glück!**

**幸運を**

**In bocca al lupo!**

**Semoga berhasil!**

