



Walthamstow School for Girls
Professional Interview
Friday 7th February 2020

An opportunity to practise applications and interviews





Professional Interview Day - Why?

- Preparation for real life - life skills
- Understanding how to write a CV and a covering letter
- Understanding what job adverts look like in real life
- Understand what interviews are like
- Thinking about appropriate dress for an interview
- Confidence building in interviews
- Support for college applications and interviews





Professional Interview Day - What happens?

- Preparation in PSHE (booklets, CVs, letter writing, first impressions, what to wear, interview practice)
- Submit your CV and cover letter (your interview **WILL NOT** match the role you have applied for)
- Come to school in your interview dress
- Allocated appointment slots for your interview
- Interviews conducted by 21+ volunteers
- Your interviewer will have your CV and cover letter
- Interviews are around 15-20 mins long
- Feedback from interviewer on interview and CV/cover letter
- Self -reflection
- Normal lessons for the rest of the day





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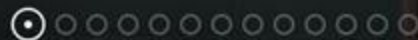
WORK FOR US

CONTACT US

WF G.R.E.E.N. TSA

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Careers

We understand the importance of building the highest aspirations in our young people. We work hard to provide them with all of the necessary information needed to make well informed decisions about the future and to break stereotypes and barriers.

Our named careers Lead for the school is Ms Philippou, Assistant Headteacher.

Post-16 Opportunities

[Work Related Learning \(including information on Work Experience & Professional Interview Day\)](#)



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Work Related Learning

ETHOS

We believe that a full and rich education gives every student the opportunity to experience and understand the world of work. We ensure that we provide the chance for all students from years 8-11 to participate in this, giving them insight into possible careers and helping them to reflect on where they wish to take their futures.

ACTIVITIES

Year 8

- Optional lunchtime Career Insight video conferencing



> WORK EXPERIENCE YEAR 10
2019

Professional Interview Day is another opportunity we offer to our students, in order to help prepare them for real life. Students will complete an application form and CV including a personal statement for one of the 'vacancies' in their booklets. On Professional Interview Day, students will be allocated a 30 minute interview slot and will be interviewed by one of up to 20 volunteers in order to experience what a real job interview may feel like. They will be expected to come to school in professional dress appropriate for an interview.

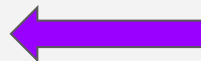
[Professional Interview Day will take place on Friday 1st February 2019](#)

The skills they learn for this day are vital not only for the world of work but also in support of their college applications process. We encourage students to create CVs and personal statements that they can continue to build on and adapt for different purposes.

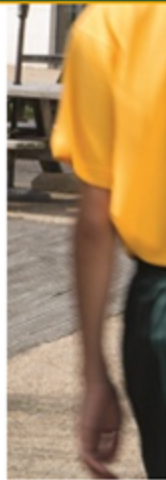
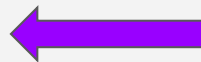
Ms Philippou
Assistant Headteacher



[Professional Interview Day Booklet 2019 \(DOCX\)](#)



[Professional Interview Day 2019 \(PPTX\)](#)





Professional Interview Day - Key dates

Application deadline:

Friday 3rd January

Applications printed and handed to Student Services.

Professional Interview Day:

Friday 7th February

