





Introduction

Cambridgeshire is a great place to teach, develop your career and make a difference to children and young people.

Teach in Cambs helps to demonstrate this by showcasing school vacancies alongside useful information about continued professional development opportunities and how to get into teaching.

Teach in Cambs is free for all schools to use and schools can upload as many vacancies as they like each year.

We hope you enjoy using the site. If you have any questions while reading this handbook or need any additional help, please contact schools.recruitment@cambridgeshire.gov.uk.

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How to update your school profile

You should aim to refresh your profile every six months to a year. This ensures the information is up to date and accurately reflects the school.

To update your profile:

1. **Login** to the website – in the top right-hand corner of your screen
2. You should be presented with your **my account page** with a list of options, such as my vacancies
3. Click on **update school info**
4. **Check** your school name is correct
5. **Draft** up to 300 words into the school information box – this is your opportunity to sell your school to prospective applicants

6. **Upload your logo** by clicking the add image button. Please make sure this image is a jpeg or a png and is clear and of a high resolution
7. Complete the **stats** fields
8. Complete your **headteacher's name** and upload an image of them
9. Complete all **contact information** fields
10. **Upload images** to the slideshow section by clicking **add to gallery** – images look best if they are landscape and high quality
11. **Upload files and documents** to the downloads section – e.g. prospectuses, teacher recruitment packs, ITT course documents etc.
12. Always **save** your changes

How to add a school vacancy



Follow the steps below to add your vacancy to the website. Remember to add your vacancy to the Government's national teaching jobs website too!

1. **Login** to the website – in the top right-hand corner of your screen
2. Click on **my vacancies**
3. Click **add new**
4. Add **job title** – keep this clear and simple
5. Add your **job description** – this is your opportunity to sell your role and include more information about the post and your school
6. Enter the vacancy **expiry date**

7. Add any **reference codes** you are using for this vacancy

8. **Add salary** or pay scale details

9. Add any **additional documents**, such as an application form or job specifications.

10. Add the **job category** that best describes your post – this will define which section of the website it features in

11 **Select the job type and subject fields** for the post – this helps applicants narrow down their searches for specific jobs

12. Once each box is completed, click **publish vacancy** – your vacancy will now be live

13. Add your vacancy to the **government's national teaching jobs website**: www.teaching-vacancies.service.gov.uk. You can link it to your advert on Teach in Cambs



Advert checklist: school vacancies

Have you included...

- a clear and simple headline?
- the application deadline?
- the interview dates?
- whether the position is full time or part time, permanent or fixed term?
- the salary (optional)?
- a brief description of the school i.e. phase of education, the school's values?
- Check attachments. Do they meet your data protection policy?
- the essential qualifications and experience required?
- the key skills and core competencies needed to be successful?
- an explanation of the role so that candidates know exactly what they are applying for?
- short paragraphs as this is clearer to read than large chunks of text?
- contact information and instructions about how to apply?
- a phone number in case the applicant has any queries?

How to edit a vacancy



Occasionally, you may notice you have made a mistake in your vacancy. To amend this, please follow the steps below:

1. Make sure you are **logged in** to your account
2. Click **my vacancies** – this will take you to the **manage vacancies** page
3. You will see a list of vacancies that you have posted
4. **Click the job title of the vacancy** that you would like to amend
5. Amend the vacancy as required
6. When you are finished, click **save changes** to update the vacancy

How to monitor a vacancy

Once you have set up a vacancy, you will need to monitor the applications made. To do this:

1. **Login** to your account
2. Click **my vacancies** – this will take you to the manage vacancies page
3. You will see a list of vacancies that you have posted
4. This symbol 👁 shows you the number of views your vacancy has had
5. Applications can only be submitted by completing the form built into the website. This symbol 📄 shows you the number of applications that have been **submitted** through the online form.
6. Click the number of applications to view and download them.

Editing a vacancy—Data Responsibilities



If you spot a mistake that causes a data breach for your school please consider the following information:

1. Any information that a school uploads to the system is their data. This includes any attachments. For the purposes of the general data protection regulations (GDPR) the school is the **data controller** and the Teachincams website is the **data processor**.
2. **If you should receive a complaint you should report this to your school data manager as soon as possible.**
3. **Follow your school complaints procedure to respond to a complaint.**
4. Should you need to contact us to support an incident please use the contact numbers on page 8.



Email notifications



There are times when Teach in Cambs will need to email you. For example, when your advert receives an application or if you have forgotten your password.

Please make sure the following email address is added to your safe sender lists by your IT providers to ensure you receive these emails when you need them.

The email addresses you need to add are:

schools.recruitment@cambridgeshire.gov.uk

no-reply@teachincambs.org.uk

Any questions?



If you have any further questions about how to use Teach in Cambs, please get in touch with us at:

Phone: 01832 280032

For general enquires:

schools.recruitment@cambridgeshire.gov.uk

(monitored during working hours 9-5pm)

For technical support: techsupport@speed.agency

(Please state Teach in Cambs in the subject of your email)

Spreading the word



Social Media

Please make sure you are following Teach in Cambs' social media accounts and sharing our posts. This will increase the number of visitors to the site and the number of people seeing your vacancies.

Facebook: /TeachinCambs

Twitter: @TeachinCambs

If you haven't already, please also add a link through to the Teach in Cambs website from your own school website.

Again, this will help potential applicants to see your vacancies and learn more about the opportunities available to them in Cambridgeshire.