**Appendix 19**

**International Teacher Recruitment.**

**Pool timeline. NOT APPLICALBE FOR 2020-2021**

**Early September WCL:**

* Drafts advert for approval by SESD
* Updates website
* Updates application form if necessary

**Mid September & Early October WCL:**

* Emails all applicants who are in the pool from the previous year asking if they want to stay in for next year and inviting them to submit a new application form.
* Submits advertisement to Times Educational Supplement (paper & online: gold version)
* Places the advert on the IPC website.
* Places the advert and further information on the WCL website

**October and throughout year WCL:**

* Acknowledges applications
* Screens applications
* Analyses application forms
* Notifies unsuccessful applicants
* Notifies applicants accepted to pool
* Holds preliminary interviews by telephone
* Notifies unsuccessful applicants from telephone interviews

**December WCL:**

* Emails all applicants in pool asking if they want to stay in for next year and inviting them to submit a new application form and cv.

**April WCL**

* Emails all applicants in pool asking if they want to stay in for next year and inviting them to submit a new application form and cv.