



## Teacher Recruitment Fair – Saturday 3<sup>rd</sup> February 2018

Parmiter’s School, High Elms Lane, Watford, Hertfordshire, WD25 0UU

### Attendees Frequently Asked Questions

Questions	Answers
<b>Is parking available?</b>	Yes, there is plenty of free on-site parking. Please follow the directions to ensure you park safely on site and all emergency exits are kept clear.
<b>Is there public transport to the event?</b>	The nearest mainline station is Watford Junction, the Metropolitan line is Watford, the nearest bus station is at Garston.  When you complete your registration, we are asking if a shuttle bus service might be something you are interested in. It is likely to visit these locations just once an hour because of traffic / travelling time. Please provide us with your full details so that we can make a decision on this and we will keep you updated.
<b>What time does the event start?</b>	The recruitment fair is open between 10.00am and 2.00pm.
<b>Do I need to arrive at 10am?</b>	No - you can arrive at any time during the day but we recommend that you arrive no later than 12 noon as you will need a minimum of 2 hours to make your visit worthwhile
<b>How long do I need to stay at the event?</b>	Stay as long as you want to! This will depend on how long you spend talking to schools at their exhibition stands and how many workshops you attend.
<b>What is the format of the event?</b>	The recruitment fair is an informal event. You wander around at your leisure, speak with the exhibiting schools about their current and future teaching vacancies, attend a free workshop and talk directly to experts about developing your teaching career.
<b>What workshops can I attend?</b>	You can attend any of the free workshops. You should plan for a maximum of 2 sessions which are relevant to you and will allow you plenty of time to speak to schools.
<b>What are the timings of the workshops?</b>	There will be a workshop timetable produced nearer the time which will be made available and sent with your booking reminder. The workshops will be approximately 30 minutes in length. Start times of workshops will be staggered to allow you plenty of time to visit the school exhibition stands and to find out about jobs and work experience.
<b>Will there be presentations / speeches?</b>	The workshops will start with a presentation and will provide an opportunity to ask questions at the end. There will be no formal speeches.

<b>Will I be able to ask someone advice about teaching and the options available to me?</b>	Yes. In addition to the workshops, stands will offer advice throughout the day and will be happy to answer any questions that you have. <b>NB:</b> It is suggested that you attend the relevant workshops first as these are likely to answer many queries that you have.
<b>Do I need to bring anything with me?</b>	No – you do not need to bring anything with you on the day, although if it is busy it can be helpful to have your contact details and key areas of interest printed to give to schools. You may wish to make notes in the workshops.
<b>Is there a dress code?</b>	No - this is an informal event with no dress code.
<b>Will there be refreshments available?</b>	Yes - free tea and coffee will be available for all attendees during the day. A tea / coffee voucher will be provided to you on registration.  Drinks and snacks will be available to purchase via sixth formers raising money for their chosen charities or planned events during the day (this may not be available for the whole time).  You may wish to bring snacks/lunch with you. (Please do not bring any snacks which contain nuts).
<b>Can I bring my child/children with me?</b>	The recruitment fair has been developed to support you with starting or furthering your teaching career. You are welcome to bring your child /children but they <b>must</b> be accompanied by an adult at all times however and must not be left unsupervised whilst in the school.
<b>When does the delegate booking close?</b>	We will close the booking for delegates by <b>9am on Friday 2<sup>nd</sup> February 2018</b> . This allows us to prepare the Fast Track registration desk. Delegates who have not pre-registered will still be able to register on Saturday with Teach in Herts staff on arrival at the event. We recommend you arrive for the recruitment fair by 12 noon at the latest to allow yourself enough time to attend a workshop and meet schools or teaching school alliances (School Direct).
<b>Will I get a reminder about my booking?</b>	Yes we will send an email reminder about 1 week before the event if you have signed up earlier so that you do not miss this excellent opportunity to attend this annual event.