



## Working with Creative Education: Frequently Asked Questions

### What kind of work do you have available?

We have three main types of work available:

- Delivering our open or inhouse training courses
- Permanent or interim appointments for middle and senior leaders
- Consultancy for schools and local authorities

You may opt to register for all three strands if you wish, please let us know your intentions at the point of your application.

We have a list of the current need areas in our current vacancies section.

### How does your interview procedure work?

On receipt of your CV it will be screened by one of our academic team members. You will then be advised of the outcome (via email) of the next steps in becoming one of our associates. The final strand of our recruitment process will be to meet with you in person. Our national meetings normally occur once every term or as business dictates.

### What's involved with being a trainer, or placed in a permanent or interim position?

We have prepared a short guide to the requirements we have of our trainers and interim managers. Please refer to these for a more detailed understanding of what is involved.

### What kind of experience do I need?

Again, if you refer to our brief job specifications this should give you more guidance. Our training is mainly with secondary and special school and FE colleges. Our permanent and interim appointments cover all key stages and Local Authorities nationwide.

### Do I need to give up my job?



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Most people will find it very challenging to combine a full time job with training, due to the ad-hoc occasional nature of the work. We would advise that only people who currently are, or are considering going, freelance or have a highly flexible job consider training.

One of the key questions we will ask you is how many days you have available to work freelance a week, how much flexibility you have to change existing arrangements, and how much notice do you require.

Obviously, you will not be able to combine an interim role with another full time job, however many of our clients can often negotiate part-time options as an alternative.

### What does going freelance entail?

The decision to go freelance is a big one for anybody, and depends in the main on your personal circumstances and whether you feel the risk is worth the potential reward. On a practical basis, consultants need to be in a position to make their own self employment arrangements including completing their own tax returns, raising invoices and chasing debts ? (not sure about this Tom).

### How often can you give me work?

Delivering our training courses and doing consultancy is a freelance occupation – you must be relatively free to work and flexible to travel. Because it is freelance and occasional, we advise you never to rely on Creative Education as your sole source of income. Indeed, we prefer our associates to have a wide range of experiences and this helps keep our associates be at the cutting edge of education.

For trainers, one key factor will be the range of courses you are able to deliver. A high proportion of applicants are usually able to teach a number of generic titles and topics, but we are always on the look out for subject specialists or those with another in demand specialism. To view what we are recruiting for at the moment, refer to our current vacancies page.

### How much will I get paid?

Our trainers are paid a day rate of £250 for open courses, or £300 for inschool training.



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This is exclusive of travel and accommodation costs which we arrange on your behalf and expenses (with receipts) are reimbursed via your invoice.

Our rates for permanent and interim appointments are more variable, and will depend on your qualifications, experience, remit of the post and the budget-holder. Creative Education works hard with every client and candidate to ensure both parties meet their optimum goals.

### **Will I have to travel?**

Most likely, yes. Our training sessions are run in open venues (hotels/conference facilities) across the country and the number of locations you are able to travel to will reflect on the amount of work you are likely to be offered from us.

Our current venues are in London, Southampton, Exeter, Cardiff, Birmingham, Cambridge, Liverpool, Leeds, Manchester, Newcastle, Edinburgh and Glasgow. We also deliver inhouse training across the country.

For our interim and permanent appointments there are no geographical restrictions. You may opt to apply for a post outside of a reasonable commuting distance from home, therefore accommodation near the school/Local Authority may be a necessity and will have to be factored into the overall budget.

### **What tools and materials will you provide me with on the training day?**

We make all the operational arrangements for your training day to make the whole process as smooth as possible.

We will book and pay for your travel and, where necessary, your overnight accommodation. Expenses can also be claimed for car travel and subsistence. In advance of the course date you will receive a full set of materials which will come from our central database. A full set of printed materials for you and your delegates are couriered to the course venue and will be waiting for you on arrival. Equipment such as flipcharts, LCD projectors, video recorders and any other supporting equipment will be provided. Laptops, however, are not provided and should be part of your staple kit as a self-employed individual.



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### **What else will I need to have or know to make me operational?**

A large proportion of communication from Creative Education is conducted via mobile and email. These are our two most-used and preferred methods to contact you, therefore, you must be available via both. Of course it goes without saying that you will need to be proficient with technology from sending back contracts of work, requesting travel arrangements and using our materials as a small example.

### **Can I shadow one of your courses before I deliver my first one?**

Absolutely, once you have been approved by our interview procedure we can make arrangements for you to spend a day shadowing one of our more experienced lecturers on their course.

### **I'm retired but would quite like to return to the education sector – am I eligible?**

Yes, provided you have kept up-to-date with the national curriculum.

### **I have a suggestion for a potential course that is not on your website – what do I do?**

We are always interested to hear new ideas for courses. Once you have been successfully interviewed you are free to suggest as many, or as few courses as you wish.

Firstly liaise with the marketing department to make sure that it is a course they are happy to proceed with. It is a major outlay adding a new course to our portfolio and they will need to be sure that there will be sufficient demand and that the course doesn't overlap too closely with other courses we already advertise.



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Once you've discussed it with the marketing department they will provide you with a course suggestion form. Fill that out and return it to the marketing department, who will in turn respond with marketing material for that course.

The course materials are then created once the course has received its first booking. We will let you know when this happens. There is a separate contract for the course materials and separate payment for their production.

Important: once a course has been suggested it becomes the property of Creative Education. So what's in it for you? Suggesting a course doesn't take long, and we will always view you as the first choice for delivering the course and writing the materials. New course leaders often find suggesting some popular courses an easy way to get them on the ladder.

### **I'm a teacher from outside the UK, do you help people find placements in the UK?**

Not at present, but it is something that may become available in the future.

### **I'm interested in working abroad, do you have any opportunities?**

Occasionally yes, but these are very much on an ad hoc basis. We are currently recruiting for Early Years / KS1 teachers for a primary school in Hanoi