

**YOU HAVE
THE
POWER TO
TAKE CONTROL
OF ALL YOUR
SITUATIONS...**



**BUT
ONLY
IF YOU
CHOOSE TO
USE IT!**

**TA
INTERVIEW
SUCCESS
EXPERT TIPS &
TRICKS!**

WWW.TAINCONTROL.COM/JOIN

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

Are you a teaching assistant who is preparing for an interview? Congratulations on taking the first step towards securing your next role!

Now you've taken that step, it's important to take the time to prepare for your interview and showcase your skills, experience, and passion for the job.

In this TA IN CONTROL VALUABLE FREE RESOURCE, I will give you the expert tips and tricks you need to nail your teaching assistant interview!

One word of warning though...

No improvement in your interview skills will be made if you read this resource and then do nothing.

If you are ever to change your work situations, you've got to start taking control yourself rather than waiting for others to take control for you ♥

[WWW.TAINCONTROL.COM/JOIN](http://www.taincontrol.com/join)

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

1

READ THE JOB DESCRIPTION & PERSON SPECIFICATION CAREFULLY:

It is important to remember that familiarizing yourself with the job description and person specification will help you understand what is expected of you in the position and how to perform in your new role.

A job description is mostly a summary of tasks and responsibilities of the role, it is mainly focused on the role itself and its responsibilities. The Person specification is mostly focused on the qualifications, skills and experience of the person to be hire for that role, it's more about the ideal candidate for that role.

Both documents are used by employers to help determine which candidates are the best fit for the job. By reading the job description, candidates can get a sense of what the role entails, while a person specification helps them understand the specific qualifications, skills, and experiences that the employer is looking for in a candidate.

[WWW.TAINCONTROL.COM/JOIN](http://www.taincontrol.com/join)

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

2

MAKE A LIST OF YOUR RELEVANT SKILLS AND EXPERIENCES:

Reading the job description along with the person specification and making a list of your relevant skills and experiences is crucial in preparing for a job interview.

It will help you to understand what the employer is looking for, identify your strengths and areas of improvement, and prepare for the interview by providing specific examples of how you meet the qualifications and skills listed in the job description/person specification.

In addition, comparing your skills and experiences to the requirements and qualifications listed in the job description/person specification, you can identify areas where you may need to improve or gain additional experience in order to qualify for the role. This can help you make a plan to develop your skills and improve your chances of being successful.

[WWW.TAINCONTROL.COM/JOIN](http://www.TAINCONTROL.COM/JOIN)

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

3

USE POSITIVE BODY LANGUAGE:

Positive body language can make a big impact during an interview, as it can communicate confidence, enthusiasm, and professionalism. Here are a few tips on using positive body language during an interview:

Make eye contact: Maintaining eye contact with the interviewer shows that you are engaged and paying attention. Avoid looking down or averting your gaze.

Sit up straight: Sitting up straight can communicate confidence and professionalism. Avoid slouching or leaning back in your chair.

Use open body language: Use open body language by keeping your arms uncrossed and facing the interviewer. Crossing your arms can signal defensiveness or discomfort.

Nod and smile: Nodding and smiling can show that you are actively listening and engaged in the conversation. Avoid fidgeting or looking distracted.

www.TAINCONTROL.COM/JOIN

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

4

USE CLEAR, CONCISE LANGUAGE:

Using clear and concise language during an interview can help communicate your qualifications and experiences effectively and make a strong impression on the interviewer. Here are a few tips for using clear and concise language during an interview:

Speak clearly and at a moderate pace: Speak clearly and distinctly, and avoid speaking too quickly or too slowly. Try to use a moderate pace to keep the interviewer engaged and interested.

Stay on topic: Keep your answers focused and on topic, avoid going off on tangents or providing too much irrelevant information.

Use specific examples: Use specific examples to illustrate your qualifications and experiences. Provide concrete evidence of your abilities and achievements.

Use appropriate tone: Use a professional and confident tone during the interview.

[WWW.TAINCONTROL.COM/JOIN](http://www.TAINCONTROL.COM/JOIN)

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

5

BE PREPARED TO ASK QUESTIONS:

Being prepared to ask questions during an interview is important because it demonstrates your interest in the position and your willingness to learn. Here are a few tips for being prepared to ask questions during an interview:

Research the school and the role: Before the interview, take the time to research the school and the role you are applying for. This will give you a better understanding of the school's culture and priorities and can help you identify areas you would like to learn more about.

Prepare a list of questions: Come to the interview with a list of thoughtful questions about the school, the role, and the expectations for teaching assistants. This can help you to demonstrate your interest in the position and your willingness to learn.

Ask about specific concerns: If you have any concerns about the role or the school, take the opportunity to ask about them during the interview. This will demonstrate your commitment to finding the right fit for both you and the school.

[WWW.TAINCONTROL.COM/JOIN](http://www.TAINCONTROL.COM/JOIN)

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!



PRACTICE ACTIVE LISTENING:

Active listening is a technique used to fully understand and engage with what the speaker is saying. It's an important skill in an interview because it demonstrates your interest and engagement in the conversation, and it helps you understand the interviewer's needs and concerns. Here are a few tips for practicing active listening during an interview:

Pay attention: Give the interviewer your full attention and avoid distractions. Avoid looking around the room while the interviewer is speaking.

Ask clarifying questions: If you don't understand something the interviewer says, ask for clarification. This shows that you are actively engaged in the conversation and willing to learn.

Avoid interrupting: Allow the interviewer to finish their thoughts and questions before responding. Interrupting can come across as impolite or dismissive.

www.TAINCONTROL.COM/JOIN

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

7

TALK TO STAFF WORKING AT THE SCHOOL:

During an interview, you may have the opportunity to speak with other members of staff at the school. This can be a valuable opportunity to learn more about the school and the role you are applying for. Here are a few things you can learn by talking to other members of staff at a school interview:

School culture: You can learn more about the school's culture, values, and priorities by talking to other members of staff. This can give you a sense of what the school is like to work for and help you understand how you might fit into the team.

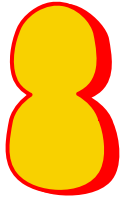
Role specific information: Talking to other members of staff who have similar roles to the one you are applying for can give you insight into the specific responsibilities, expectations and challenges of the role.

Team dynamics: You can learn more about the dynamics of the team you would be working with by talking to other members of staff. This can help you to understand how you might work together and if the team is a good fit for you.

www.taincontrol.com/join

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!



LOOK FOR INFORMATION ABOUT THE SCHOOL:

Researching the school before an interview can give you a better understanding of the school's priorities and how you might fit into the school's culture. Here are a few things you can learn by researching the school:

Curriculum goals and objectives: Researching the school's curriculum goals and objectives will help you understand what the school aims to achieve academically and how they measure success. This will help you understand what the school values and how you can align your teaching goals with the school's objectives.

Professional Development and training: You can learn about what kind of professional development and training opportunities the school provides for its staff, this can give you an idea of how much support the school offers for the professional growth of its staff members.

WWW.TAINCONTROL.COM/JOIN

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!



CONSIDER THE SCHOOL'S NEEDS AND CHALLENGES:

By researching the school's needs and challenges, you can gain a better understanding of the school's priorities and how you might be able to contribute to the school. This knowledge can help you tailor your responses during the interview and demonstrate how your skills and experiences can benefit the school. Here are two things you can learn by considering the school's needs and challenges:

Demographics: Researching the school's demographics can give you an understanding of the student population, their backgrounds, and any specific needs they might have. This can help you understand how you might be able to support the students and how your skills and experiences can be beneficial to the school.

Performance data: Researching the school's performance data can give you an understanding of how the school is currently performing academically. This can help you understand the school's challenges and needs, such as areas where the school needs improvement and how you might be able to contribute to the school's success

www.taincontrol.com/join

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

10

REVIEW THE PERSON SPECIFICATION:

By reviewing the person specification before the interview, you can ensure that you are prepared to demonstrate how your qualifications, skills, and experiences align with the school's needs. This can help you answer the interviewer's questions more effectively and increase your chances of getting the job. Here are a few things you can learn:

Qualifications: Reviewing the person specification can give you an understanding of the qualifications that the school is looking for in a teaching assistant. This may include educational qualifications or certifications specific to teaching.

Skills: Reviewing the person specification can give you an understanding of the specific skills that the school is looking for in a teaching assistant. This may include skills such as classroom management, lesson planning, or communication.

Experiences: Reviewing the person specification can give you an understanding of the specific experiences that the school is looking for in a teaching assistant. This may include experience working in a classroom or specific experience working with children.

www.taincontrol.com/join

TA INTERVIEW SUCCESS EXPERT TIPS AND TRICKS!

YOUR *NOTES* INSPIRED BY WHAT YOU'VE READ
IN THIS VALUABLE FREE RESOURCE

www.TAINCONTROL.COM/JOIN

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

YOUR ^{TO} DO'S INSPIRED BY WHAT YOU'VE READ
IN THIS VALUABLE FREE RESOURCE

1

2

3

4

5

www.TAINCONTROL.COM/JOIN

10 WAYS TO MAKE WORKING WITH CHILDREN WITH ADHD LESS TRICKY!

YOUR ^{TO} DO'S INSPIRED BY WHAT YOU'VE READ
IN THIS VALUABLE FREE RESOURCE

6

7

8

9

10

www.TAINCONTROL.COM/JOIN

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

Finally...

Practice: Practice your responses to common interview questions before the interview. This will help you to feel more confident and prepared during the interview.

Dress professionally: Dress professionally for the interview to make a good first impression. Wear clothing that is appropriate for the school's culture and is comfortable for you.

Be punctual: Arrive on time for the interview to show that you are reliable and professional. If you arrive early, you can use the extra time to review your notes and prepare for the interview.

Follow up: After the interview, consider sending a follow-up email or thank-you note to the interviewer. This is an opportunity to thank them for their time and to reiterate your interest in the position.

WWW.TAINCONTROL.COM/JOIN

TA INTERVIEW SUCCESS

EXPERT TIPS AND TRICKS!

I HOPE YOU HAVE FOUND THIS RESOURCE USEFUL. USE IT AS A WAY OF PLANNING THOROUGHLY FOR YOUR FORMAL INTERVIEW.

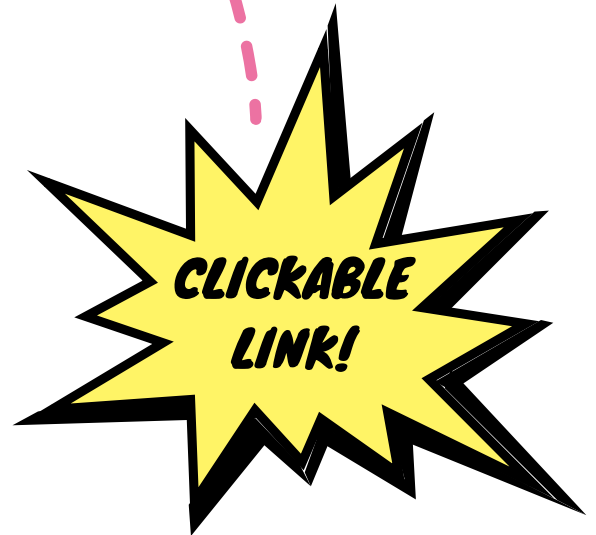
IF YOU WOULD LIKE MORE HELP WITH INTERVIEWS, I HAVE A BOOK, **'SMASHING INTERVIEWS'**, THAT WILL SUPPORT YOU ALL THE WAY FROM FILLING IN THE APPLICATION FORM, THE VARIOUS TASKS AND THE INTERVIEW TEACHING ACTIVITY AND THE FORMAL INTERVIEW.

THERE'S A LINK AND QR CODE TO ALL MY BOOKS ON THE FINAL PAGE OF THIS RESOURCE.

PRINT THIS RESOURCE OUT AS MANY TIMES AS YOU NEED (CHOOSE GREYSCALE TO SAVE YOUR INK) AND SHARE IT WITH YOUR TA COLLEAGUES!

THANK YOU!

Lauren Riesner



www.taincontrol.com/join

TA INTERVIEW SUCCESS EXPERT TIPS AND TRICKS!

TA IN CONTROL RESOURCES

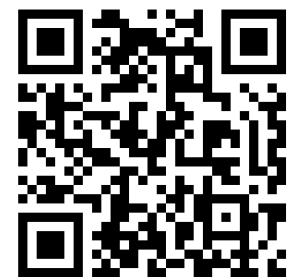
SUBSCRIBE TO MY TA IN CONTROL YOUTUBE CHANNEL WHERE YOU'LL FIND LOTS OF INFORMATIVE VIDEOS ON MANY ISSUES FOR TAs INCLUDING EAL, BEHAVIOUR, INTERVIEWS AND SO MUCH MORE! CLICK THIS LINK: WWW.TAINCONTROL.TUBE OR SCAN THIS QR CODE:



TO FIND OUT MORE ABOUT TA IN CONTROL CLICK: WWW.TAINCONTROL.COM/JOIN OR OR SCAN THIS QR CODE:



TO FIND **SMASHING INTERVIEWS** ALONG WITH ALL MY OTHER TA IN CONTROL BOOKS CLICK: www.taincontrol.shop OR SCAN THIS QR CODE:



WHEN YOU'RE A TA IN CONTROL, YOU'RE A TA WORKING AT YOUR MOST CONFIDENT BEST!

WWW.TAINCONTROL.COM/JOIN