

September 2023

Ref: VC/CJ

**Year 11 Life After Thomas Keble Day – Tuesday 26<sup>th</sup> September 2023**

Dear Parents/Carers,

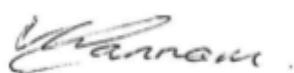
Now that your child has entered Year 11, it is time to start thinking of their next step after Thomas Keble, with college and sixth form applications opening from mid-October. To support our students through this transitional stage we are holding an employability morning entitled **'Life after TK' on Tuesday 26<sup>th</sup> September.** This will include a range of sessions from external providers on topics such as; apprenticeships, CV writing, cover letter writing, post-16 application guidance, university myth-busting and gap years. Students will be off timetable until lunchtime participating in the workshops and interviews.

Throughout the morning, all students will be given a mock interview with a local employer. This will last approximately 20 minutes, including immediate verbal feedback, and written feedback to follow. The employers have volunteered their time to support our students and we hope that they will make the most of this opportunity to prepare them for real interviews they may have for their post-16 courses, apprenticeships or future jobs. If possible, it would be very helpful if you could speak with your child about interviews you have had, practice their responses to common interview questions and encourage them to think about their body language, volume/tone and posture at home, to help them to feel confident about the interview on the day. A list of suggested interview questions is attached.

To make the interview process as realistic as possible, we are encouraging students to arrive in school on Tuesday 26<sup>th</sup> September dressed in suitable clothes for interview, such as a suit, smart shirt/blouse and trousers/skirt, or a formal dress. They will remain in their 'interview clothes' for the day. Students will receive guidance about appropriate clothing in their tutorial sessions, such as avoiding stiletto heels, heavy make-up, short skirts and trainers. I would like to stress that clothes do not have to be bought purely for this purpose, however you may wish to consider supporting the national 'Second Hand September' initiative by purchasing from a charity shop or purchase clothing which could be reused for other formal purposes such as future interviews or the Year 11 dinner dance to maximise cost per wear. We understand that, especially in the current economic climate, students may not have smart or appropriate clothes available, in which case please either contact me confidentially in advance and we may be able to loan appropriate clothing, or send your son/daughter in smart school uniform.

I very much hope that this day will be of great benefit to our students as they start to plan their future after Thomas Keble, and thank you for your support with this event.

Yours sincerely,



Miss V Cannam  
Careers Lead.

## **Mock Interview Suggested Questions**

Questions should start as very open questions (i.e. “Tell me about /give me an example of” and not a question that can be answered with a “yes or no” answer. Please then probe the answer given with further questions, to understand what the individual has either done or said in a certain situation, to help you establish their contribution or strength in a certain subject, such as using questions like “what did you do or say? How did you do it? Why?”. Below are some suggested initial questions, with some follow up probing questions – you may use a mix of these / along with your own questions if you feel relevant, as long as the same questions are asked consistently across all candidates to ensure a fair comparison.

- Tell me a bit about yourself
- What do you do in your spare time?
- What kind of apprenticeship/job would you like to do in the future?
- Why do you want to do that apprenticeship or job?
- What strengths would you bring to this type of role?
- What sort things do you find challenging?
- How do you manage this?
- Tell me about what you did for your in-school work experience during year 10?
- What did you learn during this work experience?
- Did you learn anything about yourself?
- What is the most useful thing you’ve learnt in school/college?
- Give me an example of when you worked well in a team.
- What value did you bring to the team?
- Describe an incident when you have had to take responsibility.
- Describe a time when you had to prioritise.
- Describe a problem you have solved successfully.
- Describe an instance when you have worked under pressure.
- What will motivate you to do well at this job/on this course?
- Do you prefer to work on your own or with others and why?
- Tell me about something you have achieved or are proud of.
- Why are you proud of this achievement?
- Who inspires you? And why?
- What would your friends say about you?
- How would your teachers describe you?
- What would you like to be doing in 5 years?
- Do you have any concerns about this job?
- What questions would you have for me if this was a real interview?