



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson

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Dear Parent/Guardian

### **Year 11 – Mock Interviews – Tuesday 12 December 2023**

We are pleased to inform you about an exciting opportunity for our students to participate in a 20-minute, in-person, employer-led mock interview on Tuesday 12 December 2023, during the school day. This initiative is an integral component of our Careers Strategy, designed to equip our students with the skills and readiness necessary for the workplace.

The interviews will be scheduled at various time slots throughout the school day. Students will be asked to apply for one of several example job roles, which can be found using the link below. Additionally, students will undergo preparatory work in tutor and personal development sessions in the run up to the interviews, to include completing an application form in advance. Following the interview, all students will receive feedback on their performance, highlighting what went well and areas for improvement for the future.

To assist students in their preparation, we have made resources available on our website at: [Year 11 - Mock Interviews - December 2023](#). These resources include:

- Descriptions of example job roles, along with the required skills
- A digital copy of the application form
- A series of podcasts produced by the Trust Careers Advisor, Anna Finlason (please note that these were originally created for a previous year's event)
- A 'get ready pack'
- An interview preparation support sheet
- Some sample interview questions

We encourage students to make full use of these resources to maximise the benefits of this opportunity.

This event has been organised in collaboration with our partners at Education Business Partnership (EBP) and will receive support from employers across the region.

We believe that this experience will be highly beneficial for our students as they begin to explore potential careers and destinations while understanding the importance of being prepared for the workplace. If you have any questions, please do not hesitate to contact me via [mescareersdept@maidenerleghtrust.org](mailto:mescareersdept@maidenerleghtrust.org).

Yours sincerely

Mr D Bell  
Assistant Headteacher