North London Collegiate School Jeju

NLCS Jeju Application Process Instructions

HOW TO APPLY

1. All applications must be submitted via the School's recruitment portal.
2. Complete the online application form in full. The form includes:
    a. a free-form personal statement; and
    b. a safeguarding declaration, which is a required component of every application.
3. Provide a brief cover letter of no more than one side of A4.
4. Provide a CV of no more than one side of A4, of similar length to the cover letter.

Applications that are incomplete, or that omit the safeguarding declaration, may not be considered.

THE SELECTION PROCESS

Selection takes place in three stages. Not every candidate will progress through every stage, and the requirements of each stage may vary according to the role and its level of seniority.

Stage One: Recorded Video Interview

Long-listed candidates will be invited to complete a brief recorded video interview via the Hireflix platform.

- The interview may be completed at a time of the candidate's convenience.
- Candidates will respond to a number of pre-set questions.

Stage Two: Live Video Interview

Short-listed candidates will be invited to a live video interview via Google Meet, the School's preferred video conferencing platform, with members of the leadership team.

- Candidates will usually be asked to provide evidence of teaching, most commonly a recorded lesson or an excerpt of equivalent material.
- Depending on the role and its level of seniority, candidates may also be asked to complete a set task or to prepare and deliver a short presentation.

Stage Three: Final Interview

Final-round candidates will be interviewed by the Principal and another member of the Senior Team.

- For more senior positions, a confirmatory interview may also be held with a representative of NLCS International's leadership team in London.

ROLLING RECRUITMENT

The School operates a rolling recruitment process and reserves the right to make an appointment before any advertised deadline date if a suitable candidate is found. Candidates are therefore encouraged to submit their applications at the earliest opportunity.

NLCS Jeju is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. We believe that a child who does not feel safe cannot learn to their full potential, and that the most effective protection for our students begins before any adult is appointed to work with them. We therefore apply rigorous safer recruitment standards to every appointment, at every level, without exception.

We actively encourage applications from individuals of all backgrounds, particularly those from under-represented groups, including those defined by ethnicity, gender, gender identity, age, disability, sexual orientation, or religion.