

## Notes for schools for using [Teach in Cambs website](https://www.teachincambs.org.uk)

Open the Teach in Cambs website here: <https://www.teachincambs.org.uk>

Click `Login` (top, right of screen) and log in using the username and password that the CCC Schools Recruitment Team have provided you with:

The screenshot shows the Teach in Cambs website interface. At the top, there is a navigation menu with links for **Vacancies**, **Career Development**, **Fenland and East Cambs**, **Train to Teach**, **About Us**, and **Blags & Events**. Below the menu are three buttons: **Contact us**, **Sign up to apply**, and **Login**. The main header features the **TEACH IN CAMBS** logo and a large banner image of children in a classroom. The banner text reads: **Recruiting the best teachers for Cambridgeshire's schools**. Below the banner is a search filter section with three input fields: **Search Keywords** (containing "Job title"), **Location** (containing "Location"), and **School Type** (containing "All"). A green **Search vacancies** button is positioned to the right of these fields. Below the search section is a horizontal navigation bar with four colored buttons: **Vacancies** (dark blue), **Train to Teach** (yellow), **Fenland & East Cambs** (purple), and **Career Development** (light blue). The main content area has a heading **School Teaching Jobs in Cambridgeshire** and a paragraph: "Teach in Cambs is a cross phase group of headteachers and local authority advisers who aim to recruit and develop high quality teachers. We are not an agency. This website provides you with a comprehensive list of current vacancies for teaching jobs in and around the county, alongside key information about continued professional development opportunities and getting into teaching." To the right of this text is a green box with the number **25** and the text **Current vacancies**. At the bottom left, a browser address bar shows the URL <https://www.teachincambs.org.uk/login/>.

# 1. Updating your School Profile

Once you have logged in, click the drop-down arrow next to the person symbol in the top, right corner and select 'My Account':

The screenshot shows the TeachinCambs website interface. At the top, there is a navigation bar with the logo on the left and menu items: Vacancies, Career Development, Fenland and East Cambs, Train to Teach, About Us, and Blogs & Events. A 'Contact us' button and a user profile icon are on the right. The profile icon has a dropdown menu open with options: My Account, My Vacancies, and Log out. Below the navigation is a large banner image of a teacher and students. A white box with a green header contains the 'Login' section, which states 'You are logged in as testschool' and includes a 'Click to log out' link. On the left side of this box is a vertical menu with links: Home, Recruit with Us, Login, Register, and Forgot Password. The footer contains 'Latest News' with a link to 'How to maximise your chance of being accepted for a teacher training place', a 'Twitter' section with a link to '#cambridgeshire Paid #TEACHERs', and the TeachinCambs logo.

Select 'Update School Info' from the list of options on the left, then you will see the following:

The screenshot shows a web browser window with the URL [teachincams.org.uk/account/update-school-info/](https://teachincams.org.uk/account/update-school-info/). The page has a header with 'Update School Info' and a breadcrumb trail 'Home / My Account / Update School Info'. On the left is a 'My Account' sidebar menu with options: My Account, Matched Vacancies, Saved Searches, Update My Profile, My Vacancies, Online Application Form, Update School Info (highlighted), and My course Bookings. The main content area is titled 'Update School Info' and contains the following sections:

- School Name \***: A text input field containing 'Test School'.
- School Information**: A rich text editor with a toolbar (Bold, Italic, Underline, Quote, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink) and a text area containing the placeholder text 'Type school information here' followed by several lines of 'A's.
- Logo**: A file upload section with a 'Choose File' button and the text 'No file chosen'.
- Stats**: A section with three input fields: 'School Age Range', 'Open Date', and 'No of Pupils'.

Write your school information in the text box provided, as well as the other details requested on that page:

**For the logo:** Select 'Choose File', browse to your saved logo, double click it and its title will appear on the page.

**Click 'Save Changes':**

teachincambs.org.uk/account/update-school-info/

Apps Gmail YouTube Maps Learn Together Ca... Search - Cambridge... New Tab https://cms-cambsc... History - Comberto... Dashboard - GovDe... Live ONE Online Home - Report Ma... Login - Teach in Ca...

### Slideshow Images

Add to gallery

Bulk actions

### Downloads

Name	File

Add File

Save Changes

**Latest News**  
How to maximise your chance of being accepted for a teacher training place  
13th November 2019  
When thinking of applying for a teaching job – visit the school

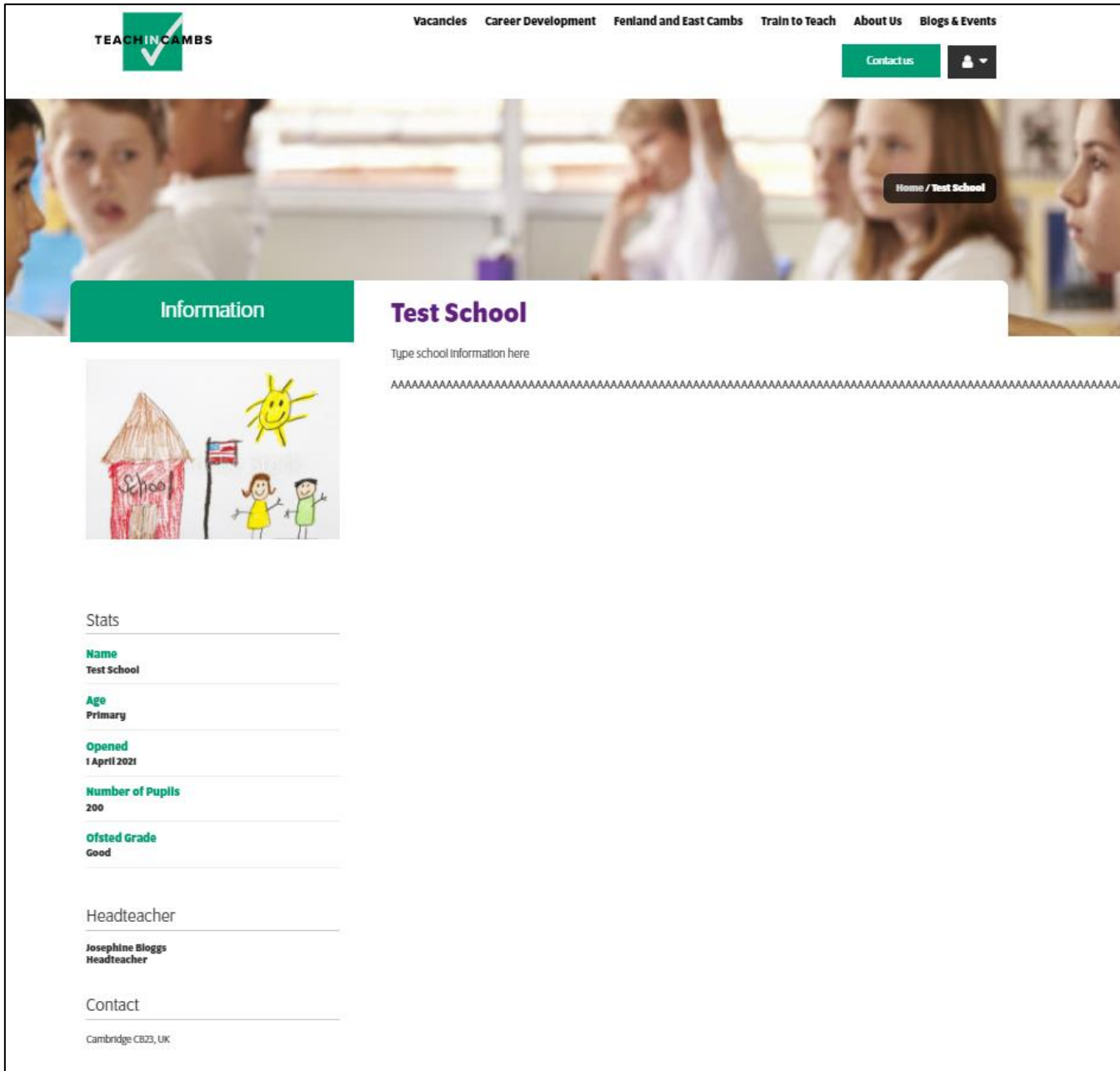
**Twitter**  
To search for #TEACHERS CPD go to  
<https://t.co/177Vu4WQzb> An easy way to see what's on offer in one place.  
<https://t.co/Ye2wzcc3gp>

TEACHINCAMBS

You also have the option on the 'Update School Info' page to add 'Slideshow Images' which will then display and to add files (although these are not necessary).

**Save Changes**

When somebody clicks on your school on the live [TeachinCambs site](#), they will now see your school displayed, including the logo and the information you've provided. See below:



The screenshot shows the TeachinCambs website interface. At the top left is the TeachinCambs logo, a green square with a white checkmark. To its right is a navigation menu with links for 'Vacancies', 'Career Development', 'Fenland and East Cambs', 'Train to Teach', 'About Us', and 'Blog & Events'. Below the navigation is a 'Contact us' button and a user profile icon. The main header features a blurred image of students in a classroom with a 'Home / Test School' breadcrumb. A green 'Information' button is on the left. The main content area is titled 'Test School' and contains a text input field with the placeholder 'Type school information here' and a dashed line below it. On the left side, there is a child's drawing of a school building with a flag and two children. Below the drawing are several data fields:

- Stats
- Name: Test School
- Age: Primary
- Opened: 1 April 2021
- Number of Pupils: 200
- Ofsted Grade: Good

Below these fields are sections for 'Headteacher' (Josephine Bloggs, Headteacher) and 'Contact'. At the bottom left, the location is listed as 'Cambridge CB23, UK'.



## 2. Adding a school vacancy to the [Teach in Cambs](https://www.teachincambs.org.uk) website:

Click the drop-down arrow next to the person symbol in the top, right corner and select 'My Vacancies':

The screenshot shows the Teach in Cambs website interface. The browser address bar displays <https://www.teachincambs.org.uk/account/update-school-info/>. The website header includes the logo and navigation links: Vacancies, Career Development, Fenland and East Cambs, Train to Teach, About Us, and Blogs & Events. A user profile menu is open, showing options: My Account, My Vacancies, and Log out. The main content area is titled 'Update School Info' and features a sidebar with 'My Account' options: My Account, Matched Vacancies, Saved Searches, Update My Profile, My Vacancies, Online Application Form, Update School Info (highlighted), and My course Bookings. The main form area contains the following fields:

- School Name \***: Text input field containing 'Test School'.
- School Information**: Rich text editor with a toolbar and a text area containing 'Type school information here' and several lines of 'A' characters.
- Logo**: Image upload area showing a preview of a logo with a sun and a person.
- Stats**: A section with the following fields:
  - School Age Range**: Text input field containing 'Primary'.
  - Open Date**: Text input field containing '1 April 2021'.
  - No of Pupils**: Text input field containing '200'.
  - Ofsted Grade**: Text input field containing 'Good'.

Under 'Manage Vacancies', click 'Add New':

teachincambs.org.uk/account/vacancies/

Vacancies Career Development Fenland and East Cambs Train to Teach About Us Blogs & Events

TEACHINCAMBS

Contact us

My Vacancies

Home / My Account / My Vacancies

My Account

Manage Vacancies

Add New

My Account

Matched Vacancies

Saved Searches

Update My Profile

My Vacancies

Online Application Form

Update School Info

My course Bookings

Latest News

How to maximise your chance of being accepted for a teacher training place  
03th November 2019

When thinking of applying for a teaching job – visit the school  
24th May 2019

Teaching in Cambridgeshire: Career Progression  
20th March 2019

Twitter

What is the #Cambridgeshire Paid #TEACHERS internship? It's a two-year programme. It offers an employment based c...  
<https://t.co/vg7Wj3r2>  
5 months ago

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Teach

Cambridgeshire County Council

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<https://www.teachincambs.org.uk/account/vacancies/add-vacancy/>

Fill in the details requested on this page (\* indicates mandatory fields):

The screenshot shows a web browser window with the URL `teachincams.org.uk/account/vacancies/add-vacancy/`. The browser's address bar and tabs are visible at the top. On the left side of the page, there is a navigation menu with the following items: My Account, Matched Vacancies, Saved Searches, Update My Profile, My Vacancies, Online Application Form, Update School Info, and My course Bookings. The main content area contains a form for adding a vacancy, organized into several sections:

- Job Title \***: A text input field containing the value "Headteacher".
- Job Description**: A rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a text area containing the placeholder text "Type job description here" followed by several lines of "A" characters.
- Job Information**: A section containing three input fields:
  - Expiry Date \***: A date input field containing "22/04/2021".
  - Reference**: An empty text input field.
  - Salary**: A text input field containing "L12 - L18".
- Job Categories**: A section containing three input fields:
  - Category \***: A radio button selection list with options: Administration, Governing, Governors, Leadership (selected), Maintenance, Support Staff, and Teaching.
  - Type \***: A dropdown menu with "Fulltime - Fixed Term" selected.
  - Subject \***: A dropdown menu with "Voluntary" selected.
- Application Form**: A section containing two file upload fields:
  - Offline Application**: A "Choose File" button next to the text "No file chosen".
  - Job Specification**: A "Choose File" button next to the text "No file chosen".

At the bottom of the form, there are two buttons: a grey "Cancel" button on the left and a purple "Publish Vacancy" button on the right.



**Job Title**

**Job Description** (Copy and paste text into the text box)

**Expiry Date**

**Reference** (your own job reference)

**Salary** (for example, L12 – L18)

**Category** (for example, Support Staff, Leadership, Teaching etc)

**Type** (for example, Fulltime – Permanent, Part-time – Fixed Term etc)

**Offline Application** (Upload the application form you wish to use here, **if you don't want candidates to apply directly through this website**)

**Job Specification** (Upload the Job Specification document here)

**Select 'Publish Vacancy' when you have finished filling in all of the job information.**

Once you have published the vacancy you will be able to see it listed under 'Manage Vacancies':

teachincambs.org.uk/account/vacancies/

Vacancies Career Development Fenland and East Cambs Train to Teach About Us Blogs & Events

TEACHIN CAMBS

Contacts

My Vacancies

Home / My Account / My Vacancies

My Account

My Account

Matched Vacancies

Saved Searches

Update My Profile

My Vacancies

Online Application Form

Update School Info

My course Bookings

Manage Vacancies

Add New

Expires	Job Title				Type	Subject
22/04/2021	Headteacher (TEST ONLY)	0	0	0	Voluntary	Headteacher

Latest News

How to maximise your chance of being accepted for a teacher training place  
23th November 2019

When thinking of applying for a teaching job – visit the school  
26th May 2019

Teaching in Cambridgeshire: Career Progression  
28th March 2019

Twitter

What is the #Cambridgeshire Paid #TEACHERs Internship? It's a two-year programme. It offers an employment based C...  
<https://t.co/vg9mJ3rZ>  
5 months ago

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Teach  
National & Local Careers Programme

Cambridgeshire  
County Council

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When somebody goes to the Teach in Cambs website and searches for 'leadership' vacancies they will then see the following vacancy details:

The screenshot shows the Teach in Cambs website interface. At the top, there is a navigation menu with links for 'Vacancies', 'Career Development', 'Fenland and East Cambs', 'Train to Teach', 'About Us', and 'Blogs & Events'. The 'TEACH IN CAMBS' logo is on the left, and a 'Contact us' button and a user profile icon are on the right. Below the navigation is a large image of a teacher and students, with a 'Home / All Vacancies' breadcrumb link overlaid.

The main content area is titled 'Filter Results' and 'All vacancies'. It shows 'showing: 1 - 3 of 3' results, ordered by 'Date Posted (Newest)' with 10 items per page.

The filter sidebar on the left includes the following sections:

- Category:** All, Administration, Governors, Leadership (selected), Maintenance, Support Staff, Teaching, Teaching Assistant.
- By Keywords:** A text input field.
- By Location:** A text input field.
- By School Name:** A text input field.
- Job Type:** A text input field with 'All Job Types' selected.
- School Type:** All (selected), Primary, Secondary, Special, Trust.
- Subject:** A text input field with 'All Subjects' selected.
- Key Stage:** A text input field with 'All Key stages' selected.

The search results are displayed in a grid:

- Headteacher (TEST ONLY):** Includes a 'VOLUNTARY' and 'HEADTEACHER' tag. Subject: Headteacher, School: Test School, Expires: 22nd April 2021.
- Teaching School Hub Lead:** Includes a 'FULLTIME - PERMANENT' and 'NO SUBJECT' tag. Subject: No Subject, School: Cambridge Primary Education Trust, Expires: 30th April 2021.
- Headteacher:** Includes a 'PART-TIME - PERMANENT' and 'HEADTEACHER' tag. Subject: Headteacher, School: Petersfield CofE Aided Primary School, Expires: 7th May 2021.

If they then click on the heading `Headteacher (TEST ONLY)`, the following details will be extracted:

The screenshot shows a job vacancy page for a Headteacher (TEST ONLY) position. The page is divided into several sections:

- Job Vacancy:** A dark blue button in the top left corner.
- Home / Vacancies / Headteacher (TEST ONLY):** A breadcrumb trail in the top right corner.
- School Information:** A dark blue header for the left sidebar.
- Headteacher (TEST ONLY):** The main title of the job listing.
- Voluntary:** A dark blue button in the top right corner of the main content area.
- Stats:** A section on the left sidebar listing key details:
  - Name:** Test School
  - Age:** Primary
  - Opened:** 1 April 2021
  - Number of Pupils:** 200
  - Ofsted Grade:** Good
- Headteacher:** A section on the left sidebar listing the headteacher's name:
  - Josephine Bloggs**  
Headteacher
- Contact:** A section on the left sidebar.
- View School Profile:** A dark blue button at the bottom of the left sidebar.
- Job Details:** A table of key information:
  - Date Posted:** 21/04/2021
  - Category:** Leadership
  - Salary:** L12 - L18
  - Expires:** 22/04/2021
- Job Description:** A section with the text "Type job description here" followed by a line of asterisks.
- Social Media:** Three circular icons for Facebook, Twitter, and LinkedIn.
- APPLY FOR THIS JOB:** A section with a checkbox and text: "By submitting this application you are agreeing to share your application and personal information with the school that posted the job vacancy and allowing them to contact you in relation to their vacancies. Please click here to continue."
- Apply With Profile Information:** A large purple button at the bottom of the main content area.

Prospective candidates are then able to apply directly by clicking `Apply With Profile Information`.

### 3. Amending a school vacancy

Log in and select 'My Vacancies' as above. Click on the 'Job Title' of the vacancy you want to amend and from there you will open the advert and can amend the vacancy details:

The screenshot shows a web browser window at the URL `teachincams.org.uk/account/vacancies/edit-vacancy/?id=11160`. The page features a header with a large 'Edit Vacancy' button and a breadcrumb trail: 'Home / My Account / My Vacancies / Edit Vacancy'. On the left, a green sidebar highlights 'My Vacancies' among other account options. The main content area is a form for editing a vacancy. It includes a 'Job Title' field containing 'Deputy Headteacher (TEST ONLY)' and a 'Job Description' field with a rich text editor toolbar and the placeholder text 'Copy and paste Job Description into here.'. At the bottom of the form are 'Cancel' and 'Save Changes' buttons.

### 4. Monitoring your school's vacancies



Log in to your account (as described above) and select 'My Vacancies'. You will then see the following:



**TEACH IN CAMBS**

Vacancies Career Development Fenland and East Cambs Train to Teach About Us Blogs & Events

Contact us

**My Vacancies**

Home / My Account / My Vacancies

**My Account**

- My Account
- Matched Vacancies
- Saved Searches
- Update My Profile
- My Vacancies**
- Online Application Form
- Update School Info
- My course Bookings

## Manage Vacancies

[Add New](#)

Expires	Job Title	👁	👤	📄	Type	Subject
22/04/2021	Headteacher (TEST ONLY)	2	0	0	<b>Voluntary</b>	Headteacher

The eye symbol will show you how many views your vacancy has had.

Applications can be submitted by completing the form built into the website and the **page symbol** shows you the number of applications that have been submitted through the online form:

Expires	Job Title				Type	Subject
22/04/2021	Headteacher (TEST ONLY)	2	0	0	<b>Voluntary</b>	Headteacher

Click the number of applications to view and download them.