**Schools have an important role in trainee recruitment**

Many trainee teachers are recruited by schools through their community network. This could be parents and family members, existing staff such as TAs, or other visitors to your school. You can play a key role in supporting applications and raising awareness of teacher training opportunities by communicating with your networks.

A simple way to support recruitment is **use your existing staff network** to raise awareness of initial teacher training opportunities.

**Example internal email to send to all school staff, to support general teacher training applications**

Did you know that at [school name] many of our teachers have worked in other careers before training to teach and joining the profession? Transferring your existing skills to teaching can be incredibly rewarding, and there are practical benefits:

* Qualified teachers get a minimum starting salary of £31k (or higher in London).
* Opportunities for progression.
* Holidays which can work well around family life.
* Good opportunities for part-time working and training.

The recruitment window for primary and secondary teacher teaching from September 2025 is now open. We want to make sure our community network knows about this opportunity.

If you are already teaching, please forward this email to any friends or family who may be considering their career options. If you work in a support staff role and are thinking of becoming a teacher here’s some information to help you get started:

* **Getintoteaching.education.gov.uk** is the best place to get advice on a route to teaching to suit you, and what is available locally.
* There is help to cover the costs of training fees with, loans, bursaries and salaried training routes available.

**Example email or newsletter content to your staff, for a school working with an ITT provider**

Here at [school name] we continue to be committed to training new teachers in partnership with [training provider name]. You may already know colleagues in this school and within the trust who have trained recently, who will tell you about the training and support we can offer.

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If you are already teaching, please forward this email to any friends or family who may be considering their career options. If you work in a support staff role and are thinking of becoming a teacher here’s some information to help you get started:

[provider specific content, such as website address for more information, upcoming events]