John Spence
COMMUNITY HIGH SCHOOL

02 November 2026

Mock Job Interviews - Friday 13th November

Dear Parent/Carer,

At John Spence we are committed to ensuring our pupils have the best possible chance of success when they leave us. As part of the Careers Education Information and Guidance work we are doing with Year 11 pupils, I have arranged for the entire year group to take part in a mock job interview on **Friday 13th November**. This interview will be around 15 minutes long and will take place in school.

Next week, pupils will prepare an application form in response to a fictional job advert. They will then take this form to the main hall on Friday morning and be asked a series of interview questions in order to develop their communication skills, resilience and confidence. The interviewers are all local employers who have experience recruiting new staff members, and have given up their time to support our students.

After their interviews the pupils will get immediate feedback from their interviewer on the quality of their application form, body language, manners and verbal answers. It is an excellent opportunity for pupils to practice their skills before attending real interviews in the spring, and has been extremely effective in the past. We hope the students find going through an interview process really useful, and great practice for any college/apprenticeship applications.

Please encourage your child to dress smartly, in their full school uniform, and consider hair, make-up and footwear. First impressions are key!

I hope you can support this type of event by practicing questions and discussing any interviews you yourselves may have been in. If you have any queries please do not hesitate to get in touch.

Kate Winder

Assistant Headteacher

kate.winder@johnspence.org.uk