

# Forum, jobs and exchanges

Lesson 32 · Classfern Pro and schools · Watch the video and take the quiz online:

[lessonplanner.info/training/32-forum-jobs-exchanges/](https://lessonplanner.info/training/32-forum-jobs-exchanges/)

Where to find it: Classfern Pro menu → Forum, Jobs, Exchanges

Part of Classfern Pro — find out more at [lessonplanner.info/pro/join/](https://lessonplanner.info/pro/join/)

## What you'll learn

- How to use the members' forum safely
- How the job board works, and the one rule about money
- How the Exchange Finder helps you find a partner teacher or school



## Step by step

- 1 Use the forum.** Open **Forum** (members only). Pick a forum by phase or subject, then ask a question or reply to one.
- 2 Follow the forum rules.** Read the forum rules first, and never post anything that could identify a pupil.
- 3 Find a job.** Open **Jobs**. Filter by type and phase, and apply on the school's own website.
- 4 Post a job.** Schools can press **Post a job** and manage **Your listings**. Every listing is checked before it goes live.
- 5 Find an exchange partner.** Open **Exchanges** (the Exchange Finder) to find a partner teacher or school for visits, job shadowing, virtual exchanges or class twinning. Press **Post an exchange listing** to add your own.

## Tips

- Schools never ask applicants for money. If a job does, don't pay, and tell us.
- In an exchange listing, give a city – never an address – and ask your head first.

## Try it

Read the forum rules, then search the job board by your phase.

## Check what you know

- 1. A job listing asks you to pay a fee. What should you do?**
  - A** Don't pay, and tell us
  - B** Pay it
  - C** Ignore it and apply
- 2. In an exchange listing, what location should you give?**
  - A** A city, never an address
  - B** Your home address
  - C** Your school's postcode and room
- 3. What must you never post in the forum?**
  - A** Anything that could identify a pupil
  - B** A question
  - C** A reply

Answers: 1 A · 2 A · 3 A (turn the page round to check)