
How to write a winning education CV

Your CV should be considered your first interview and as such deserves the time and attention to get right.

Your CV should be individual to you. By all means use a template to support your design but remember that the finished article should reflect your character and personality and highlight your best skills, experience and achievements.

Your CV is about selecting your best traits and experience and as such you can be selective about what you include and what you take out (keeping in mind safer recruitment guidelines around career gaps).

Hints and tips

- Proof read your finished CV to avoid any spelling and grammatical mistakes
- Where possible keep your CV to 2 pages
- Too much colour, varying fonts, boxes and tables or images will very likely distract the reader from the key information in your CV
- Avoid writing long paragraphs or the appearance of too much text. Instead using bullet points to highlight relevant information
- Do not include personal information (DOB, NI number etc)
- Do include your name, address (or location), contact number and email address
- Include your teacher reference number if you have one
- Avoid unexplained gaps in your career history which might alarm schools
- Include all relevant teaching or school based experience but minimise experience outside of education
- Write a catchy and passionate personal statement which shows the reader your dedication to teaching and your enthusiasm for your subject or profession
- Always include 'references available on request' – it is best practice to ask or forewarn your referees before a request goes to them

Personal Profile

Your personal profile should be a balance of who you are now and who you want to become. It should include your current skills and experience as well as your ambitions and career aspirations. It should also give an idea of your teaching values and ethos and talk about your dedication to your profession and enthusiasm for your subject or chosen specialism. Good practice is 2 small paragraphs of 4 lines making it easy to read and follow.

Achievements

An achievement section towards the top of your CV is a powerful way of drawing the attention of your reader and ensuring that they are immediately seeing your greatest strengths.

Use bullet points to ensure this section stands out.

Consider including around 5 achievements focused as much as possible on your teaching practice.

You could use things like:

- Feedback from observations
- OFSTED reports
- Awards you (or your students) have won or been nominated for
- Pass rates at GCSE / A-Level
- Success against predicted grades
- Additional responsibilities you have been given or taken
- Extra curricular achievements
- Achievements from your training or outside of school

Qualifications & Training

Essential	Optional
QTS	A-Levels
PGCE / Schools Direct / Teach First	GCSE's
Degree	Masters
	CPD
	Unrelated Qualifications

Career History / Experience

In this section of your CV include all relevant or important roles but minimise other jobs (e.g. a previous career).

Make sure you include your role, correct dates (month and year) and the school or organisation. If you changed role whilst in post use your highest post and include in the detail information about your promotion.

NQTs or newer teachers should treat each teaching placement as a separate job.

Under each role include some details to describe the position. You should avoid the obvious, e.g. planned work, managed behaviour, and rather focus on facts and details like:

- Key stages or levels taught in each subject
- Exam boards and specifications taught
- Technology used
- Responsibilities above the norm in your role
- Extra-curricular activities
- Achievements in the role (see above)

If you have changed career into teaching you may need to reduce down that experience to make room for your teaching experience and to ensure that your CV does not go over 2 pages.

Hobbies & Interests

Avoid the obvious; socialising, spending time with friends and family, reading etc.

Instead be specific and interesting. Examples:

- Keeping fit – I attend my local gym 2-3 times a week.
- Reading – I read historical and science fiction. My favourite book is Lord of The Rings.
- I have been a scout leader for 8 years.
- I play rugby for my local rugby club in the county league.
- I am passionate about renovating classic cars; I have recently completed the renovation and sale of a e-type jaguar.

References

Simply write – references available on request. It is best practice in teaching to ask permission from or forewarn any potential referees.

How to use your CV

Your CV is a live document; it should be updated regularly and edited each time you use it.

Consider how you can tailor your personal profile to match the values and ethos of the school you are applying too. Can you reorganise your career history to ensure that the prospective employer sees the most relevant experience first? You may have achievements that are better suited to one application over another.

It is also good practice to send a covering letter or email with your CV. Make sure you tailor this to the school and job you are applying to by quoting from the advert or schools website.

Finally have your CV checked over, for free, by a Pearson Whiffin Education consultant!

Template CV

Name

F15 St Georges Business Park, Sittingbourne, Kent, ME10 3TB

Home: 01732 523518 Mobile: 07854 557662

daniel@pearsonwhiffin.co.uk / <https://www.linkedin.com/in/danielgoodwin84/>

PROFILE

I am a qualified teacher of Science (QTS) able to deliver both Chemistry and Biology to KS5 and GCSE / BTEC Science to KS4. I believe that the most important traits of a Teacher are personality and presence, both of which are traits that I possess. I encourage yet challenge every student in my care. I am the leader in my class but I ensure that my students are engaged and on the learning journey with me. I firmly believe that teaching positively influences the lives of children.

I am actively seeking a new role in a secondary school. With my teacher training now complete, I feel confident and capable of delivering an outstanding curriculum. I would like a school that values interactive teaching and learning, supports its staff with relevant CPD and encourages its staff to share and implement new and exciting ideas.

ACHIEVEMENTS

- Successfully changed sector from Finance to Education bringing my years of coaching and training experience to schools
 - Praised for the 'real-world' experience I bring to my Maths lessons (SLT comments June 2017)
 - Voted for and came 2nd in the teacher of year awards whilst working as a cover supervisor at PW Academy in 2016
-

EDUCATION AND QUALIFICATIONS

PGCE with QTS, Secondary Science, CCCU, July 2018

BA (Hons) Biochemistry, CCCU, July 2017

TRN Number: 144578

A-Level Chemistry and History, Fulston Manor School, 2016

CAREER HISTORY

Teacher of Science (PGCE Placement 2), Pearson School

Mar 17 – Jul 17

Second placement on the Schools Direct programme.

- Taught Science to KS3 and KS4 students
- Taught BTEC Science
- Form tutor

- Supported extra-curricular activities including Science homework club
- Observed as 'outstanding' by SLT
- Used Google classroom and Plickers app to deliver exciting and engaging lessons

Teacher of Science (PGCE Placement 1), Whiffin School

Sept 16 - Mar 17

First placement on the Schools Direct programme.

- Taught Biology at KS4 and KS5
- Taught dual award Science at KS3 and KS4
- Supported HOD to deliver a new curriculum of Psychology lessons
- Took part in a CPD session aimed at differentiation in the classroom
- Demonstrated good and outstanding lessons evidenced by SLT drop ins and a departmental review in October 2016
- Taught interactive lessons including outdoor learning and practical experiments

Cover Supervisor, PW School

Sep 10 – Jul 16

Cover Supervisor managing a range of classes in KS3, KS4 and KS5.

- Managed classes in the absence of a teacher particularly in Science and Maths
- Developed strategies for teaching and learning as well as behaviour management
- Operated successfully in an SEND unit and a behaviour exclusion unit
- Actively volunteered for career development with the goal of moving towards a QTS route

CPD & ADDITIONAL TRAINING

- Safeguarding
- Classroom Behaviour Management
- Using Games and Quizzes in the Classroom
- ILT for teaching – QR codes
- Moodle - Intermediate

REFERENCES

Available on request.