**ALWAYS ON HEADED PAPER**

**NAME OF SCHOOL**

FULL ADDRESS

Phone: OF THE CONTACT Website: OF THE SCHOOL

University of Derby

Kedleston Rd,

Derby

DE22 1GB

DATE

Dear Derby Admissions Department,

This letter confirms that YOUR NAME works at our school, NAME OF SCHOOL. S/He is a full-time teacher in a classroom setting responsible for planning, teaching, and learning assessment. Her/His work experience includes teaching children in different capacities from age three up to university students. S/He works more than 18 hours a week here on campus in planning, delivering and marking students’ work.

Though Ms/Mr NAME is new to our educational community, s/he comes very highly recommended and, to date, provides excellent evidence of rapport with people of all ages, especially children.

Ms/Mr NAME’s ability to connect with students and her/his talent at teaching simple concepts and more advanced topics are excellent. Her/His range of experience in education has included teaching give a list of examples here.

Ms/Mr NAME has also provided ample evidence of excellent written and verbal communication skills, a charming personality, and a positive attitude.

Without reservation, I recommend you enrol YOUR NAME for your International Postgraduate Certificate in Education program for DATE.

If you have any further questions concerning Ms/Mr NAME’s background or qualifications, please do not hesitate to contact me.

Yours sincerely,



signature here

Principal or HR and DATE

EMAIL OF THE PRINCIPAL or HR

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**Personal Statement For the Derby Application**

My goal is to take an iPGCE at the University of Derby to develop a solid professional understanding of teaching and learning. It will allow me to deliver a better classroom experience and prepare me for a ---- next year.

My ambition to become a ---- school teacher began when… (talk about why you want to be a teacher and relate this to any experiences working with children). I have had many great experiences and opportunities to develop as a teacher thus far during my career, which has fueled my passion for teaching and taking responsibility for my class.

Throughout my teacher training thus far, I have gained experience working with children within… (talk about the age ranges and key stages you have taught during your career and any opportunities you are grateful for & experiences that have enabled you to develop as a teacher, i.e. implementing assessments and using data to inform planning, teaching phonics, developing behaviour management techniques etc.).

At this point in my training, I am experienced in planning and delivering lessons that… (well planned? Well structured? Practical? Engaging? Fun? Creative? Give an example of a successful class but keep it brief and straight to the point).

My ethos as a teacher has further developed during my teacher training. I place tremendous value on… (talk about what you value the most in your practice. What do you want to achieve as a teacher? Creating a safe learning environment for all? Inclusion? Ensuring they feel safe? Feel respected? Creating mutually respectful relationships? Etc.).

I believe it is also essential to work closely with the parents and carers of each child to tailor their learning experiences and support their wellbeing where necessary and where possible. (Expand on this by encompassing your core values and how meaningful parent/carer-teacher relationships are to a child’s development and progress. Mention different forms of communication that you have experienced or been a part of, i.e. apps, newsletters, face-to-face, consultation evening’s, and so on).

As a teacher, I have developed and further strengthened my ability to… (talk about your strengths and how they will benefit Derby. Discuss aspects of the course you are looking forward to studying.)

I have many interests outside of school life – some of which include… (mention any hobbies or interests here and how you have/plan on integrating these into your teaching. How this will be enhanced when studying at Derby?).

I take an immense amount of pride in supporting children to become the best version of themselves and seeing how much I have influenced their learning… (go into more detail about what makes you a good teacher/student and why you want to be one. Why should they give you a place on the course? What makes you stand out? How can you enhance their course?)

I am currently working as a teacher of ----to high school age students. I am now focusing on education for --- school students between the ages between x and x. Education in ---- is a vehicle by which young people can create opportunities for themselves. I hope to give my students the best chance to take those opportunities.

**Personal statement One side of A4 MAX:**

* 1. Introductory paragraph – why you and why teaching?
	2. Relevance of your work experience – including your reflections, opinions, self-development, observations
	3. Why this age group/key stage?
	4. Additional factors
	5. Concluding paragraph

**Remember if you write an excellent one here you can reuse it when you apply for a job!**

**Why you and why teaching?**

**Think about your opening sentence – avoid:**

‘I have always wanted to teach’ or ‘I believe teaching is very worthwhile.’

Concentrate on what has influenced your decision to teach, how the idea has developed, what you have to offer in terms of personal skills and attributes

***Stress what you can give to, rather than take from, teaching***

**Why you?**

Try taking a couple of minutes to write a list of the skills and personal qualities (and can demonstrate) that illustrate you have the potential to be a good teacher.

**Why teaching?**

* What was the trigger point?
* How did the idea develop?
* What has shaped your thinking?
* What did you do to find out more/develop appropriate skills?
* Have certain people influenced you?
* Communicate your enthusiasm
* Convey your desire to work with young people (backed with evidence)

**School-based experience:**

* what did you do?
* What did you learn about yourself?
* How did the experience develop/influence you?
* What did you achieve?
* What key stages did you experience?
* What techniques did you observe – effective and not so effective, and why?

**It**’**s not just the what but the how!**

“I enjoyed helping the children with their reading …” –

✘ only gives information “Taking a reading lesson showed me how/that …” –

✔ demonstrates the development

and reflection

**Other work with young people (paid or unpaid):**

* youth groups
* after school clubs
* mentoring
* summer camps

**Other types of work experience:**

* can still provide some evidence of skills that you have acquired and developed
* Draw on relevant work experience, what you have observed and again match with your skills and preferences
* Refer to any research you have done into the various key stages
* Why you have targeted a particular type of PGCE course, e.g. for flexibility, reputation, key stage
* Additional skills/factors which have influenced your choice

**Additional Factors**

* National curriculum ‘A’ level subjects
* Additional courses you have done, e.g. IT, languages
* ‘Value added’ skills: sport, music, art, drama
* Further experiences planned
* Commitment to the system acknowledges its requirement for dedication, stamina, time management, initiative etc.
* Reinforcement (but not repetition) of your commitment to teaching
* Your awareness of physical and mental challenges that lie ahead
* Sense of humour!

**Your statement should:**

* Be persuasive, engaging, enthusiastic
* Be fluent, relevant, realistic, specific
* Include some humour
* Mention young people – it is as much about enabling them to learn as it is about you wanting to teach
* Be honest - if you’re ambitious, say so!

**Avoid:**

* Overuse of short sentences, all beginning with ‘I.’
* General statements and narrative
* I feel I think, I believe – try to use a range of positive action words, e.g. planned, managed, implemented, organised
* Making a statement, e.g. ‘it was rewarding’ without qualifying it with evidence of how it affected you
* Using examples like babysitting or helping younger brother with reading as relevant experience

**Your teacher’s checklist:**

energy

dedication

patience

enthusiasm

control

interpersonal skills

ability to think on their feet

stamina

creativity

good time-management

self-discipline

organisational skills

supervisory skills

administrative skills

communication skills

leadership skills

analytical mind

good judgement

a sense of humour

————-

**CV / RESUME**

**Name Surname Address, contact details.**

Keep the factual details at the top of your CV crisp and clear. Include personal details, contact information and current job title and responsibilities.

Short Paragraph introducing yourself and why you are the right fit for this position you are applying for. **Max 3 sentences**

**Qualifications**:

Broaden out your qualifications. List the institutions you studied at, the start and finish date, subject, type of qualification and the grade/s you achieved.

**Employment history:**

**Job title, institution, date – date**

Write a description of your role and responsibilities here.

Detail your complete employment history, with no gaps, all dated. Put the most recent events first in all of these. Set these out clearly on the page, in a detailed list or table form.

**Achievements**:

If you have received any awards, accreditations or been a member of influential groups, include those here in a list-style format.

**Interest and hobbies:**

List your interests and hobbies here. Be mindful that it’s not just what you did but how you did it that will impress a prospective employer. Consider the interchange between life and work skills.

**Documents you must submit**

**Passport Photo Page**

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**Degree Certificates**

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Additional Documents can include:

TEFL / CELTA / TESOL / SHORT COURSES ONLINE / COACHING