

# teacher

## cv notes.

Specifically for the QTS application include the following:

- Clear details of current and second school experience
- Length of time employment
- Classes taught – independent planning, teaching and assessment
- % of timetable taught
- School address and contact person

### employment history

This is your opportunity to really highlight your tasks, achievements and responsibilities. Be sure to mention any times you went above and beyond the call of duty. For example, you may have helped organise an extracurricular society, you may have been head of subject or Key Stage, or you may have helped with university applications. Also, if your class met or exceeded their predicted exam results, or were above the national average, then be sure to give it a mention.

Your work history should be ordered in reverse chronological order with your most recent position first and then working backwards. Ofsted reports from your previous roles can be a great way of showing off your achievements – don't be afraid to include positive quotes or some facts and figures.

### education

There are a variety of routes into teaching, so make sure that you make it clear when you qualified to be a teacher and how – was it a degree in Education or a PGCE, for example? Also, be clear what area of teaching you specialise in. If you have acquired any other professional qualifications then be sure to list these as well. Useful courses could include incorporating more IT in the classroom, first aid training, or how to work more effectively with teaching assistants. Whichever course you choose to focus on, it demonstrates to recruiters that you are committed to Continuing Professional Development (CPD).

### core skills

When selecting core skills, look at your previous roles for transferable and/or job-related skills. Transferable skills such as time or people management are sought after at any job level. Teachers of all subjects are expected to be proficient at using types of IT software, so if you have used teaching programs or interactive white boards, it is a good idea to mention these. Language and organisational skills are also important, providing you reinforce them with concrete examples.



## references

Regarding your references, you don't have to include these on your CV, if you'd like to add a section at the bottom of your CV that says, 'references available upon request'. It's a good idea however to make sure your CV is no longer than two A4 sides.

## contact details

Email Address:

Keep your email address simple and professional, preferably just your first and last name. Avoid nicknames or random words and numbers as it looks unprofessional.

Telephone Number:

Make sure this is an up-to-date number, preferably your mobile number rather than your house number.

Full Address and Post Code