

Writing your CV for Step Teachers

Use this example CV and guidelines to help you to write your own CV.

Please make sure that your CV is accurate, concise and without gaps.

Head teachers, governors, and senior management teams will be reading your CV so think carefully about what qualities, qualifications and experience they will be looking for.

Personal Information

Your name is all the information we need here as schools will be contacting Step Teachers rather than yourself directly.

Opening Statement

Begin your CV with a **brief** personal statement of your strengths that are relevant to teaching. Try to avoid impersonal, sweeping statements; this is about you. Step Teachers often fax short CVs to schools and this statement is key to the short CV. What impression will you make if this is the only information a school receives about you? Remember, this is not the time to be humble!

Qualifications

Teaching qualifications

Outline your teaching qualification, the awarding institution and the year you qualified.

If you are applying for your first position, provide a course outline of your teaching qualification.

Other relevant qualifications

The key word here is **relevant**.

Enter the details of your degree, higher degrees and any other qualifications that are relevant to teaching, starting with the most recent.

You can briefly list A level subjects but dates and examination boards are not required.

There is no need to list GCSEs, GNVQs, etc, here.

Other courses that you may have attended, whether they led to a qualification or not, can be listed in the Professional Development section below.

Teaching Experience

(or school placements for NQTs)

This is an important part of your CV, schools will want to know where, who and what you have taught. More importantly they will look for the key skills and achievements you brought to your previous schools. Begin by stating your most recent position and then work backwards. Newly qualified teachers should enter the details of their school placements in this section. Describe the school's size and setting and go on to list your responsibilities and contributions.

Related Experience

If you have worked in another profession prior to entering teaching then you can use this section to briefly state how the skills you used can relate to teaching. Also use this section to enter information concerning relevant voluntary or holiday work. Do not provide lists of temporary or holiday work unless it is directly relevant to teaching.

Potential employers will look for gaps in your CV. Try to make sure that no gaps appear in your CV and check dates carefully. If there are gaps, be prepared to explain why at interview.

Professional Development

Demonstrate your commitment to developing as a professional by outlining the courses you have attended relating to education.

Interests, Skills and Personal Achievements

Remember that you are presenting yourself primarily as a teaching professional so this section must be kept relevant. Include activities such as sports coaching, tutoring, First Aid, drama, music, language, IT skills. Anything apart from your qualifications and experience that makes you stand out as a candidate for a teaching job.

Final Points

Your CV should be:

- Up-to-date
- Clearly divided using headings
- No more than 2 pages long unless you have more than 15 years of relevant employment history.
- Printed on plain white paper as this will fax better
- Not bound or stapled
- Without photos
- Written in a clear font such as Arial or Times New Roman

Remember that prospective employers may interview you from your CV. Be prepared to answer any questions about what you have written in this document.

Check it again and again for correct spelling and grammar and obviously for correct information. Get someone else to read through your CV to help to identify any mistakes – would they give you a job based on your CV?

If you can, please email your CV to cvs@stepteachers.co.uk. Any questions you have concerning CV writing can be addressed to janeg@stepteachers.co.uk.