

# 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

Name: Ms A. Teacher

## Opening Statement

I have spent 8 years teaching KS3 and KS4 science in both suburban and inner-city settings. Prior to entering the teaching profession I spent 5 years in environmental management; I use this experience to ensure that my students can relate the science they learn in the classroom to life. Since qualifying as a teacher I have taken care to continue to develop as a professional, consequently I have studied for a MA in science education. In my previous schools I have been responsible for setting up placements in industry for A level students, which forged productive links with local businesses and had a positive impact on results. I have also implemented a whole school focus on environmental issues launched by a successful environment week.

## Qualifications

- MA Science Education, Institute of Education, University of London, 2005 - 2006
- Postgraduate Certificate in Teacher Development, Kings College London, University of London, 2002
- Bachelor of Education (secondary science), University of Birmingham, 1995 – 1999

## Teaching Experience

### **Sept 2007—present**

#### **Step Teachers Ltd, Supply Teaching Agency**

- Currently on a long-term placement teaching KS4 chemistry and environmental science in a selective boys' school in Bournemouth.
- Various day-to-day placements teaching KS3 and KS4 science in Dorset schools.

### **Sept 2004 – July 2007**

#### **Clearview High School, Islington, London**

- Inner-city, co-educational school of 1200 students
- Full time teacher of science to GCSE and Chemistry to A level.
- Taught Year 10 class where several of the students had MLD including autism and dyslexia. Worked with LSA and SENCO to design suitable lessons, objectives and assessments.
- Teacher in Charge of science trips and organising placements in industry for A level science students.
- Managed greater integration of ICT into classroom science lessons.

### **Sept 1999 – July 2004**

#### **Elaine County Girls' School, Chislehurst, Bromley**

- A selective girls' school of 800 pupils.
- Taught years 7-10 general science and A Level environmental science, a course new to the school.
- Responsible for ICT across the department.
- Ran popular gardening club for year 7 pupils.
- Introduced increased focus on environmental education into the school ethos, drawing on our local natural resources.

## 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.

## Related Experience

### **1990-1995**

#### **Assistant Warden, National Trust, Gower, Wales.**

Responsibilities included practical conservation and access management tasks with particular regard to coastal paths. Assisted head warden with the organisation and running of beach walks and rock pool identification trips for local school groups. The skills I used in the delivery of the school visits have direct relevance to teaching. I gained experience in adapting the examination of the physical environment for a wide range of ages and abilities from Reception classes to A level groups and adult learners.

### **July 2004-Sept 2004**

#### **Centre for Alternative Technology, Machynlleth, Wales**

Voluntary work undertaken to produce educational materials for use at the Centre for Alternative Technology with particular reference to teacher education.

## Professional Development

- Decision-making activities in science, Science Learning Centre, September 2007
- Correcting science misconceptions, Association of Science Education, June 2006
- Certificate in offsite safety management, Field Studies Council, March 2004

## Interests, Skills and Personal Achievements

- I am a keen wildlife photographer.
- I enjoy many outdoor activities including canoeing, rock climbing and abseiling; skills which have proved to be useful on school trips.
- I have an up-to-date First Aid certificate.
- I hold a clean UK driving licence and I have driven school minibuses for educational visits.

## 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](mailto:cvs@stepteachers.co.uk). Any questions you have concerning CV writing can be addressed to [janeg@stepteachers.co.uk](mailto:janeg@stepteachers.co.uk).