

What makes a great CV?

By preparing a concise and effective curriculum vitae you can secure an interview for your ideal job.

Curriculum Vitae

A professional CV should be a maximum of two to three pages and will follow a standard format. Binding CV's is not necessary as they will be faxed to schools. We also recommend using white A4 paper to ensure clarity remains once the CV is faxed. Use the following headlines as a guide to best present your unique talents to UK schools.

Personal information

- Name
- Contact details in UK (if known)
- E-mail address
- Date of birth (optional)
- Nationality

Qualifications

- Outline your teaching qualifications first, followed by other relevant credentials
- Include the name of the awarding institute and year qualified
- Clearly outline whether you are qualified to teach early childhood, primary, secondary or special needs students

Teaching experience

- State your most recent position first, indicating dates of service
- Include a summary statement describing the ethos of the school and its students
- If you are a newly qualified teacher please include details of all of your teaching practicum
- Provide a summary of responsibilities held during each placement
- Outline year levels and subject areas taught (include student age ranges)

Curriculum strengths (optional)

- Identify your curriculum strengths and preferences for teaching
- Outline any curriculum responsibilities held

Professional development (optional)

- List educational courses/seminars you have attended during the last two years

Extra curricular activities (optional)

- List education related activities (sports coaching, tutoring, etc)

Interests and achievements

- Include, hobbies, sports, volunteer work, travelling

Referees

- Indicate that your teaching referees can be contacted upon request (it has been known for referees to be contacted at two in the morning by enthusiastic UK Headteachers!)
- Include any open testimonials that refer to your teaching expertise

Following the guidelines above will ensure schools have an accurate impression of your abilities as a classroom practitioner and potential staff member. For more information about preparing your CV contact your Protocol Education consultant.

Supporting statement

In addition to your CV, you may wish to write a supporting statement. It will provide the Headteacher with more detail about your teaching philosophy and methods. A supporting statement should be no more than one A4 page and can be organised under bullet points or headings for clarity. We recommend all teachers seeking sponsorship to submit a supporting statement. Below are some examples of details to consider.

Detail your reasons for seeking a UK teaching appointment, in particular:

- Your flexibility, motivation, interests and sports. What makes you a good teacher and how would you make a positive contribution to the school?

Describe the teaching strategies you use in the classroom:

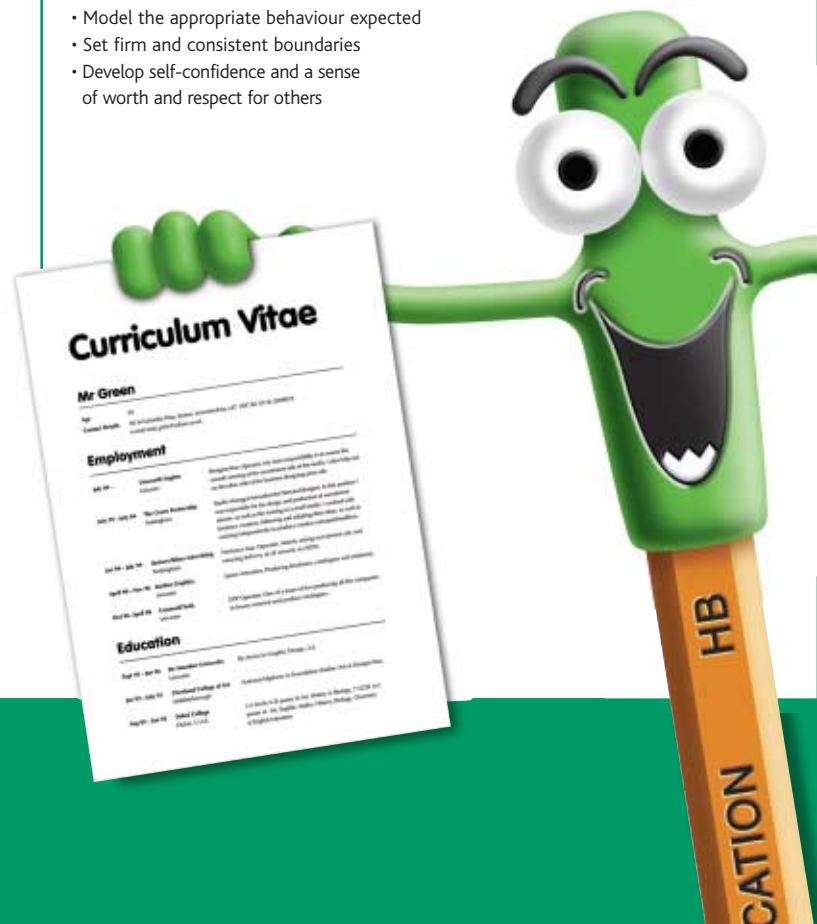
- The methodologies used for effective teaching
- The learning strategies you implement
- Your lesson preparation and presentation

Describe your ability to prepare and implement appropriate learning programmes, which cater for the needs of all students:

- How you treat each student as an individual
- The effective strategies you use to cater for all abilities and learning styles
- How you cater for different experiences
- The setting of realistic goals for all students
- How you use evaluation and assessment in your teaching

Outline the behaviour management strategies you use in your classroom, demonstrating how you:

- Use positive reinforcement and feedback
- Develop a positive learning environment
- Set realistic expectations
- Encourage students to accept responsibility for their own actions
- Model the appropriate behaviour expected
- Set firm and consistent boundaries
- Develop self-confidence and a sense of worth and respect for others



UK interviews...

What to expect

Applying for teaching jobs in the UK can sometimes be bewildering.

Will the telephone interview be formal?
What questions will I be asked? What is the school really like?
Will I be offered a job over the phone? What is the local area like?
These are all common questions that teachers ask Protocol Education consultants when an interview has been scheduled.

Many Protocol consultants have experience teaching in UK schools. Using their personal experience and expertise, your consultant will give you a frank and fair appraisal on the position, school and area.

The following information outlines what may be expected during a telephone interview and highlights some points you may wish to consider.

The interview

Expect to be interviewed by the Headteacher (Principal) or Head of Department. Speaking with an interview panel of more than one senior member of staff is less likely during a telephone interview. You will be provided with a background on the school, staff and students and asked about your experience to date. Information about the available position will be detailed and classroom scenarios may be presented for you to address.

In most cases, schools have access to the equivalent amount of information about you, as you do about them. They will have read your CV and been briefed about your experience and job requirements from one of our consultants.

Likewise, you will also be briefed about the school and directed to relevant inspection reports. A telephone interview may be less formal than a face-to-face interview (though pre-prepared lesson plans have been required on some occasions). It is not uncommon for schools and teachers to discuss en route travel plans as well as teaching experience during the interview.

On average, interviews last about 20 minutes. If both parties are happy with initial discussions, we recommend that contact details be exchanged (email, website, phone, fax etc.) and further contact be made in the coming days. This will give both parties a chance to discuss their thoughts with a Protocol Education consultant before offering or accepting the post.

Once appointed, schools will be happy to provide you with as much detail as possible before you arrive. Some have websites that provide a great source of information. It is not uncommon for teachers to receive an email or letter outlining their timetables, units of work and teaching commitments before they depart.

What to ask

Teaching

- How would you describe the academic standard of students at your school?
- What teaching resources are available and what would I need to supply?
- How many staff work in the department/year group/school?
- Are any programmes of study pre-planned?
- Do teachers usually plan units of work individually or as a team?
- How many contact hours make up a typical teaching week?
- What is the possibility of the position lasting beyond the initial vacancy?
- What subjects would make up my teaching timetable?
- Could this timetable change once the school term begins?
- What schemes of work should be prepared before taking up this position?
- What extra curricular responsibilities do you expect from your staff?
- How many after hour school events are teachers required to attend?

Classroom Support

- What support is available for new teachers at your school?
- Are there Special Needs students in mainstream classes?
- If so, what support is available to teachers?
- How well resourced is the classrooms/department/school?
- How would you describe the behaviour of students at your school?
- Should I expect to teach students with behavioural difficulties?
- How severe?
- What behaviour management policy is in place?
- What strategies (behaviour management) work best in your school?
- What is parental/administrative support like?
- What facilities are available for the students/teachers (playgrounds, gym etc)?

School

- Why has the position become available?
- Do you employ many overseas teachers at your school?
- How did your school rate in the latest OFSTED report.
- Is there an OFSTED inspection coming up?
- Has your school ever been deemed 'on special measures'?
- Does your school often employ supply teachers?
- Does your school have a high staff turnover?
- What is your student/staff population?
- What is your student to staff ratio?
- Is your school's student population stable or transient?
- What is the multicultural/socio-economic makeup of your school?
- How many ESL students at your school (English as a Second Language)?
- Describe the staff morale in your school's staffroom?
- Is the school easily accessible by public/private transport?
- How many classes are timetabled per year group/subject area?
- If offered the position, who would be the contact person to liaise with for further information?

