

Sections you could have in your CV for teaching roles

Contact Details

- Include your relevant contact details with a suitable email address. Check that your phone message sounds professional too.
- No need for a title page. Do not include age/date of birth.
- Your name could be in a larger font and be the document "title".
- It is a personal choice whether to include a photo or not.

Teaching Philosophy/Personal Statement

A shortened version of your philosophy. Include the points that align with the school you are applying for. This could be a short paragraph or bullet points. Think of this as a brief introduction to give them the feeling of your approach to teaching (and to show your "fit" with the school).

Education

Name of institution, name of qualification you are studying, **dates** e.g. 2016-present

Include details of relevant papers, grades (optional).

High school details are not needed but can be included if you would like to show you grew up locally.

Practicum Experience (Very important to include details!)

School name, dates, length of practicum, year level, decile, what lessons you taught, wider school activities you were involved in, any special learning environments/approaches you experienced, use of technology etc...

Refer to the job advert/specific requirements of the school you are applying for to see what might be of particular interest for them to see in your CV.

Include at least a few bullet points for each practicum.

Work Experience

Organisation, position title, start and end dates

For example:

Murphy's Bookstore

Jan 2016 - present

Sales Assistant (part-time)

- Bullet point
- Bullet point

Work Experience (continued)

- Responsibilities. What transferable skills did you develop in each role? Focus on including proof of your transferable skills rather than job specific skills (unless the job specific skills relate directly to your new role too).
- Achievements (include employee awards, special projects, details of when you exceeded targets, new initiatives you put in place. Achievements are above and beyond your normal work duties/job description).

Examples of job specific skills: cooking hamburgers, knowledge of accounting practices, trimming hedges. These skills are useful in specific jobs but may not be readily transferable to a new situation.

Examples of transferable skills: use of technology, communication skills, organising, team work, awareness of health and safety practices etc. Remember it is not enough to just list the skills, you need to be more specific.

Here are examples of bullet points for someone who has worked outside of teaching, and is now writing a CV for their first teaching job:

- Worked collaboratively in a small team to brainstorm improvements and develop new efficient systems for the office
- Trained groups of colleagues how to use new software and provided one-to-one help as needed
- Created and updated content on company website resulting in an increase in website traffic and increased sales

As you read through these bullet points you will see that this person has experience that will help them in a teaching role (team work, training, use of technology, and they have awareness of how their efforts impact on the wider organisation).

Choose the order of your bullet points by considering how relevant each skill is to the job. As you refine your CV, you might then decide to remove the last few bullet points so the CV focuses on your higher level and transferable skills. For example, although you may have been responsible for keeping the store clean at your part time job, you might choose to not mention this in your CV. You might find it helpful to look at some adverts or job descriptions online to remind you of the skills you used in your previous work.

Hint: Lead each bullet point with a verb. Write in present tense for activities you are still involved in and past tense if you no longer work there.

Voluntary Work

Use the same layout as Work Experience. Include bullet points too. Your volunteer work can often tell employers a lot about your qualities and capabilities so you may even include this section before your work experience section in your CV. You can also combine them if you prefer.

Achievements/Awards (if applicable)

These may instead be included in the other sections. For example you might list any academic awards in your Education section.

Include dates, the title of the award/achievement and name of the organisation who generated the award. You could also include a short sentence explaining the criteria for receiving the award.

Interests (optional)

Keep these professional e.g. no need to mention "socialising" as one of your interests! Include recent activities/sports/voluntary work/interests. If you have gained a lot of experience through voluntary work you may want to create a "Voluntary work" section in your CV. Also if you have been a sports captain or led church/community groups and had additional responsibilities this could be counted as voluntary work.

Referees (last item in CV)

Referees' contact details listed or a statement saying *Referees available on request*. Look at the advert to see how many referees are needed.

Always ask someone first to see if they are happy to be a referee for you, and ask which ways they are happy to be contacted (e.g. mobile, landline, email). If you list their names in your CV, include their job title and organisation too.

Note: There is some flexibility about the order these sections go in your CV. Choose the order by looking at what is essential for the job and ensuring this information is on the first page (e.g. qualification).

Research the school, the team and the job before you write your CV and cover letter

Tailor your information in your CV and cover letter to show fit



Underpinned by Education Council:
Knowledge, Practice, Relationships, Values
Criteria for provisional
registration/certification

Employers perceive “fit” at **three** different levels

How can I **communicate** fit?

I can **demonstrate** fit by:

- What I say provide evidence!
- How I say it
- What I do
- How I behave
- How I present myself

RESEARCH: Do your homework!

Analysing the job advertisement

Edgewater College

01 May 2017 School profile

History and social studies teacher, full-time permanent position has arisen for 2017. Commencing as early as possible term 2. We seek an innovative and enthusiastic history and social studies teacher with the ability to teach to all levels. Applicants will be committed to the school's vision of making a positive difference for our students and are expected to play an active part in the co-curricular and professional life of the school.

Applications close 12 May. An application form (available from our website) should be sent with cover letter and CV to the Principal by email A.Vester@edgewater.school.nz or mail to 32 Edgewater Drive, Pakuranga, Auckland 2010.

Look at the job advert and analyse each word – both what is explicitly written and what is implied by the description. Here is an example for Edgewater College. Then brainstorm examples of how you are a match.

	Job ad requirements (specified and implied):	How you match: Think of specific examples ("proof")
Transferable skills	Innovative Teamwork	
Job specific / technical skills	History and social studies	
Personal qualities	Enthusiastic Committed to making a positive difference to students Gets involved	
Knowledge / qualifications	Teaching qualification	
Experience	Ability to teach all levels	
Other	Full-time permanent (commitment) Able to contribute to the co-curricular and professional life of the school (has something to contribute such as sports skills)	

Analysing the job advertisement (2)

Notice how each of the following adverts have differences. Adjust your CV for each job to show how you meet their specific requirements.

Tangaroa College

13 Feb 2017, 01 May 2017, 15 May 2017, 29 May 2017 School profile

Digital technologies teacher, full-time, fixed-term position starting at the latest beginning of term 2, ending 7 December. The digital technologies department is well-resourced and forward-thinking in which the successful applicant must be able to teach to NCEA Level 3 and have knowledge, as listed in terms of priority: relational databases (Microsoft Access); computer hardware and networking infrastructure; computer science and programming skills (Python) and web design (HTML and CSS).

Applications close 4pm, Friday 2 June. All applications are to be made in writing on the application form to the Principal. For an application pack, including application form please download from the school website www.tangaroa.school.nz. Applications to be posted to the Principal, Box 61-476, Otara; ph (09) 274 5764 or email hr@tangaroa.school.nz

Green Bay High School

27 Mar 2017 School profile

Technology – design and visual communication (DVC), full-time maternity leave position commencing early term 3, to the end of 2017. Potential ongoing employment. Seeking an enthusiastic and innovative DVC teacher to join a dedicated team. Successful applicant will be expected to teach DVC to all senior levels, be confident about teaching in a blended e-learning environment and contribute to the extracurricular life of the school.

Applications close Friday 5 May. Please email CV including the names of 3 contactable referees and cover letter to Marie Willison, Principal's PA; email marie.willison@greenbayhigh.school.nz

Macleans College

01 May 2017, 15 May 2017 School profile

Teacher of Mandarin, full-time. Commencement 18 May (preferably). Successful candidate will represent Macleans College through our Chinese Outreach Programme, visiting and delivering lessons to primary and intermediate schools within the community. Ability to teach pre-secondary school students would be an advantage. All staff are expected to participate in our extensive extracurricular activities.

For further information or enquiries contact the Head of Languages, C Rodriguez; Cristian.Rodriguez@macleans.school.nz. To apply, send your CV and 2 references to be@macleans.school.nz.

Resources

School website: What is the focus of the school? Motto? What do the images and information tell you about the school?

Talk to people who have worked there/are working there/have been on practicum/have children who go to that school. What can you find out about this school and the people that currently work there? Are you a fit?

ERO reports: Find out school demographics, strengths and areas for improvement (How could you align with the goals of the school?)

Drive by: Look at the physical appearance of school, facilities, location, and community around the school. Does this feel like a fit for you? How can you show that you can relate to this community?

Arrange a school visit: Chat to current staff, observe the school grounds and classrooms. Be prepared for an informal interview as you walk around and follow up with a thank you email.

Google: Read news items about the school or local community

Job advertisement: Analyse the job advertisement thoroughly word by word. For each job requirement, ensure you have included examples in your CV of how you meet each requirement. (*Template for analysing job advert* is available in the link)

Education Gazette: Read through many job advertisements. What attributes and skills seem to be desired by many schools? Also notice that each school advert has a slightly different approach and they are seeking someone who is a **fit** for their school.

Review your e-portfolio: Include brief suitable highlights in the Practicum section of your CV. Consider using QR-codes in your CV to provide links to your portfolio.

Review the Graduating Teacher Standards: what brief (2 line maximum) examples can you give in your CV to show you understand the importance of these standards and put them into practice? (This may help you populate the Practicum section of your CV).

CDES website: Find more hints online and tips for interview preparation too.

MyCDES: Login to MyCDES to book into workshops and one-to-one appointments. Also view a range of resources.