

# Example of a teaching CV

**Ben Jones**

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## University address

University of Dorset  
Department of Teacher Training  
Partington  
Dorset DO3 4XJ  
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## Personal statement

Include a brief personal statement outlining your strengths and align these with the requirements for the teaching post you're applying for.

I am a professional, committed, qualified teacher who hopes to build on the experience I have gained through my PGCE and work placements by gaining employment as a secondary school teacher. I am qualified to teach Key Stage 3 children and am keen to support the personal and academic development of children in secondary education.

## Education and qualifications

List your most recent qualifications first.

<b>2012 - 2013</b>	University of Dorset Department of Teacher Training Partington Dorset	Postgraduate Certificate in Education (PGCE) - English
<b>2009 - 2012</b>	Full-time student University of Central Herefordshire	BA Hons in English Literature (2:1)
<b>2007 - 2009</b>	Full-time student Fairfield College Manchester	GCE A levels in English Literature and Language (B) Religious Studies (B) and Psychology (C)
<b>2002 - 2007</b>	Hampton High School	GCSEs in 8 subjects including Maths, English Language and Spanish

## Teaching experience

### February 2013 - July 2013 Bede's High School placement

- Created programmes of work
- Planned and prepared lessons

Draw on the teaching experience you have gained which will support your application for the post you're applying for.

- Taught national curriculum English to Key Stage 3 students
- Used a range of interactive teaching methods to enhance learning
- Monitored learning through a range of assessment techniques

Include evidence of any relevant extra-curricular activities.

**Extra-curricular activities**

- Played an active role in the production of *Annie: the musical* with the drama club for the end of term performance

**September 2012 - February 2013  
Reed High School placement**

Give a concise yet comprehensive overview of duties and skills.

- Gained valuable experience teaching years 7, 8 and 9
- Developed skills in lesson planning and assessment
- Organised group work
- Developed strategies to deal with classroom behaviour
- Assisted the pastoral tutor to gain experience in a pastoral care role

Use action words e.g. planning, organising, management and assessment.

**2009 - 2010  
Teaching observations**

While studying for my degree, I spent one day a week in local schools, which gave me the opportunity to observe and support pupils on a one-to-one basis. This was invaluable experience and helped me gain confidence in communicating with 11-16 year olds. My ability to build a rapport and engage with young people confirmed that my decision to pursue a career in teaching was the right choice.

**General work experience**

**2008 - 2011  
Various employers**

Only include this section if the skills gained are directly relevant to teaching.

Skills gained in previous part-time roles in the hospitality industry:

- Dealing with difficult behaviours; dealing with a wide range of people in sometimes stressful situations
- Time management; by successfully juggling academic deadlines and the demands of my part-time jobs
- Training/mentoring; I was given increasing levels of responsibility including training new members of staff so that they became effective members of the team

Provide details of two referees. Your referees should be people who have had close contact with you during your teacher training and practice.

**References**

Charles Partington  
Head Teacher  
Bede's High School  
Martin Street  
Workington  
Herefordshire HA12 3QT  
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