

CV and Interview Skills



Bay of Plenty New Educators Network

Introduction

Who is the New Educators Network and how can you help me?



Overview

- C.V Tips
- Applications and Covering Letters
- Sharing and Discussion
- Interview skills and tips
- Sharing and Discussion
- Closing

What should my C.V look like?

Everyone has different opinions on what a C.V should look like. This is one of the most difficult things as a beginning teacher, where is the middle line? Here are some baseline tips for making a teaching C.V...

Keep it simple...

Include information that is relevant to teaching. Keep it short, three pages is plenty.

Possible headings:

- Personal Information
- Education
- Teaching Experience (teaching placements)
- Interests and Strengths
- Teaching Philosophy

How will you make your CV STAND OUT?

- Does your CV show your personality?
- Are there areas where you could incorporate your Computer / Art / Design skills?
- Look at the school Website and Design, how could you incorporate this into your CV?
- Include photos of you in practice
(Try not to use pictures with students faces)
- Remember to keep it professional

Personal Information

- Full name
- Photo
- Age (if you think this is relevant)
- Ethnicity
- Phone number
- Email address
- Address
- Teacher registration number and expiry

Education

- List your qualifications in order of completion
- You might want to add your highest secondary qualification (e.g. NCEA Level 3)
- Include any other qualifications you have acquired e.g. certificate in computing.
- Be sure to include the institution you got the qualification from.

Teaching Experience

- If you're a new teacher, list the practicums you have had
- Be brief, school name and your key responsibilities bullet pointed
- What other areas could show your teaching ability?
 - Coaching
 - After school care programmes
 - Any work with children etc.
- How will this show your growth as a teacher?

Interests and Strengths

- What activities are you involved in outside school
- Area to show your life beyond teaching
- What more could you contribute to the wider community of your school
- What areas in teaching do you excel at?
- What could you bring to this school as a teacher

Teaching Philosophy

- What are the main areas of your teaching practice?
 - Eg. Life Long Learning
 - Real Context to Learning
 - Inquiry Approach
 - Classroom Culture
 - Humour and Ethics
- What makes you, YOU in the classroom
- What are the areas in your practice that make you stand out from the rest?

Application Packs

When you apply for a job, most schools ask you to fill out an application. This is a really important part of the application process.

- Be sure to fill in the application fully.
- Read it carefully as it can give you tips and pointers for writing your cover letter.
- Sometimes application packs can be repetitive and quite thorough but you need to fill them in completely. Try to avoid saying “see C.V”

Covering Letter

- As important as your CV
- Needs to be written specifically to the job you're applying for
- Do your homework!
 - Get to know the school
 - What makes this school different from others?
 - Speak to the school and their vision specifically
 - Read the job description and write to this
- Read the school ERO report
 - What could you add to this school?

Resources

- Joel's online CV
- CV Examples
- Handouts

Interview Skills

So you've been lucky enough to score an interview, but now the panic sets in. Here are some basic tips for how to handle an interview like a pro!

Hear from [Deb Barclay](#) (Inspire Success)

Before the Interview

- Before an interview, ask if you can have the questions. Some schools do this, others don't. It's doesn't hurt to ask.
- Study up on the school. Go over their website, recent ERO report and go for a look around the school on the weekend.
- You can take a notepad to an interview.
- Top tip: Take something along to the interview to show.

First impressions count

- Dress professionally
- Introduce yourself
- Smile!
- On your notepad, jot down the names of the interview panel so that you can address them correctly.
- BE YOURSELF

Answering Questions

- Be clear and concise with your answers.
- Try to keep to the point. If you think you're babbling then you probably are.
- Be conscious of using words such as “like” and “um” too often
- If you're unsure of the questions, it's okay to ask the panel to repeat it or elaborate

After the Interview

- Take a breath.
- Reflect on how you went, you might like to note down anything you found tricky for future reference.
- Wait patiently!

Resources

- Presenting like a pro handout
- [Teach NZ site](#)
- Interview Question Examples

Closing

Thank you for your participation in today's workshop.

Are you an NZEI member? It's free for students. If you have any ideas for future workshops talk to Joel or Caitlin.