

### 3) Application Management

Applying for a job can sometimes feel overwhelming, but rest assured help is at hand. Before you begin, print off and annotate the job specification with specific examples from your previous teaching, your time out of the classroom, and your recent school volunteering and professional development. Aim to identify concrete examples of your experience, and the impact that your actions had on measurable outcomes.

#### On your application form

##### Do:

- Communicate your enthusiasm for teaching, your subject and the students with whom you hope to work
- Include the best examples from the annotations of your job specification
- Tell a strategic story that includes your time out of the classroom
- Ensure you address any points raised in the advert – schools will be looking for you to tick these boxes
- Show that you are committed to wider school community – tutor group, trips, extra curricular clubs
- Proof read – you don't want any spelling or grammatical errors... get someone else to read through if you can

##### Don't:

- Write a robotic list-like series of examples
- Claim to be the finished article – all teachers are a work in progress!
- Send a CV unless it is asked for
- Follow the word limits – if it says two sides, don't write four.
- Hide your time out of the classroom – instead, turn it into an advantage for the school

Below are links to articles, blogs and helpful hints as examples of different approaches:

- [How to write a great covering letter](#)
- [How to write a great personal statement](#)
- [Applying for leadership roles with confidence](#)
- [Getting shortlisted for a leadership role](#)
- [Helping you have interview success](#)
- [An interview into school leadership](#)
- Pivotal Education have put a great pack together: “*How to be amazing at interview*”. It is made up of:-
  - [A podcast](#) – free
  - [A 17-page pocket guide](#) – good value at 99p