



Writing a Personal Statement



What is a teaching personal statement?

Your personal statement is used to explain why you want to become a teacher and your suitability for the role. While your application form briefly outlines your qualifications, skills and work experience, your teaching personal statement is where your personality shines through.

Why is the personal statement important?



- The personal statement is probably going to be the **first impression** that you will make. This is the opportunity to **promote yourself** to a school and hiring manager or head teacher. So it's important that your writing is coherent, focused and clearly explains your reasoning behind why you want to be a teacher.

Why is the personal statement important?



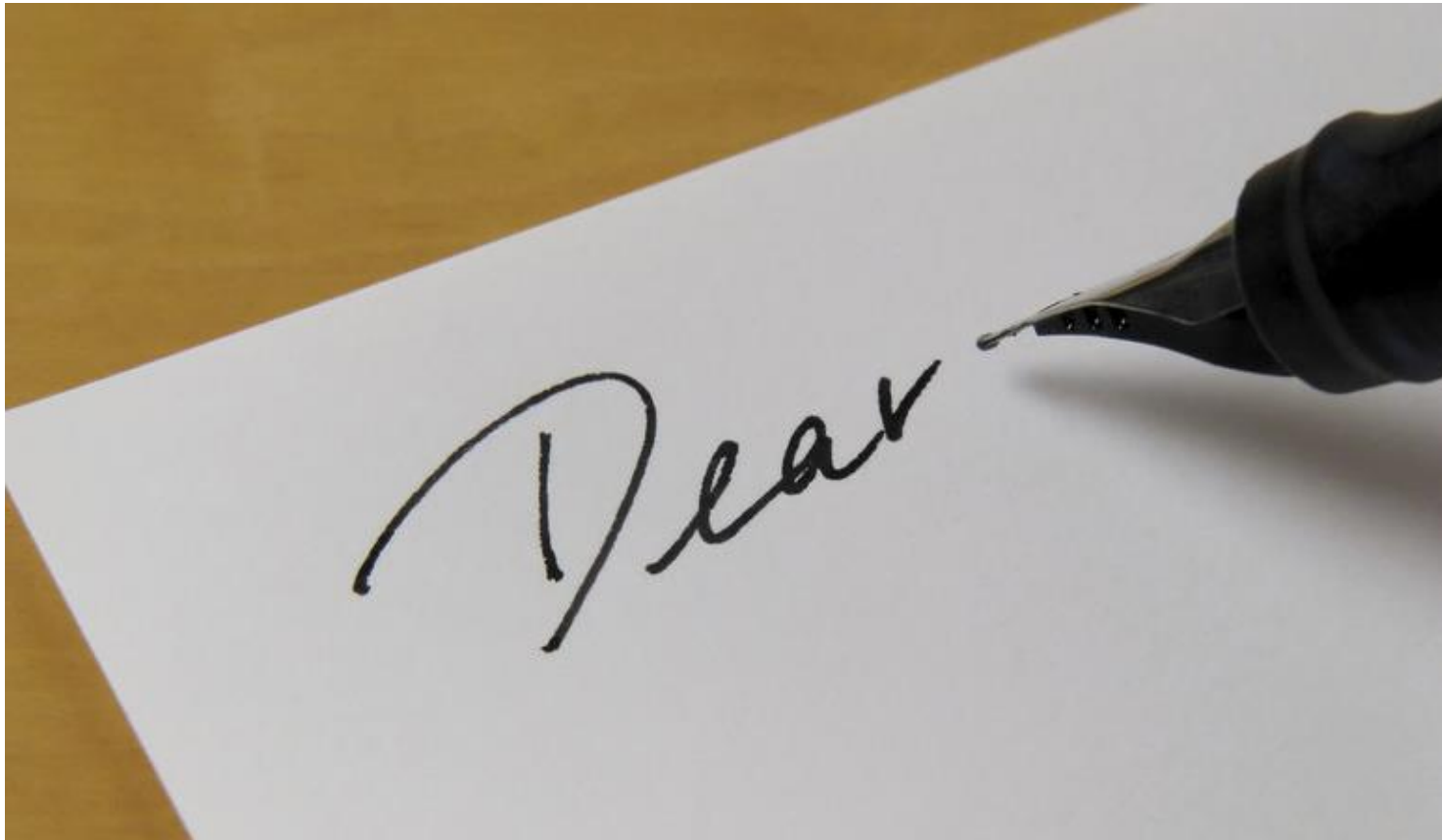
- A good personal statement **will set you apart** from other candidates in a competitive landscape. Furthermore, it could help you realise more interviews than others too, giving you a wider chance of schools when you come to the job offer stage.

What is the difference between a personal statement and a letter of application?



- Some schools request that applicants write a supporting letter of application; others request a personal statement. So what is the difference?

Letter of application

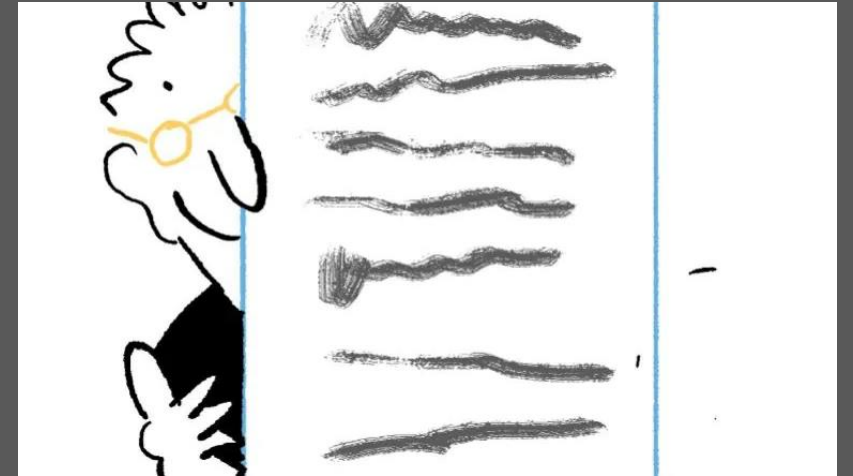


- A supporting letter of application must be written as a formal letter following standard letter writing rules.

- Your first sentence needs to state which post you are applying for and where you saw it advertised: for example: I wish to apply for the post of Main Scale 1 Teacher as advertised in on...(date). Your letter will need to conclude formally e.g. Yours sincerely... The main body of your letter will then be the same as a personal statement.

Personal statement

- A personal statement should be written in the first person and needs to convince the employer that you would be suitable for the job. Your introductory paragraph must grab the reader's attention, and your conclusion should end with a strong summary of why you are suitable for the advertised post.
- You maybe asked to write a statement as part of the application form, or enclose it separately.





What do I need to cover in a personal statement or letter of application?

- You need to demonstrate very clearly how you meet the **essential and desirable criteria listed in the job description and person specification.**
- You will only be shortlisted for an interview if you can prove you meet all of the essential criteria!
- Why you are suitable for the advertised post. This means showing that you have researched everything about the school and post and you can show how your strengths, values, interests will be a perfect fit.
- Write a different letter/statement for each job.

Providing
evidence to
support your
claims is
vitaly
important.



- Wherever possible include examples to prove you can do something; or demonstrate what impact an experience either had on your personal development as a teacher, or the impact for the children.
- Use the STAR framework (situation, task, action and result) when you describe your examples.

1. How long should it be?

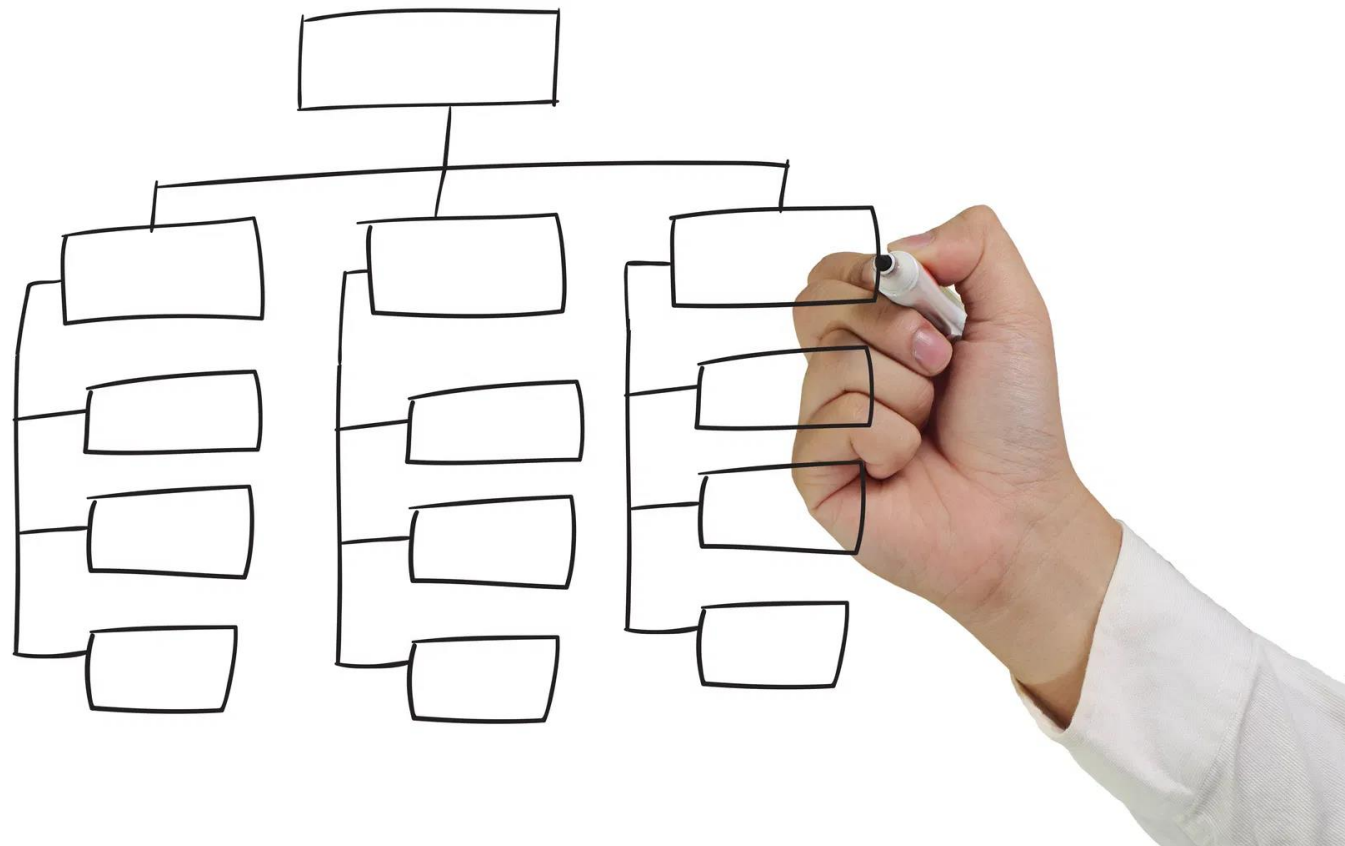
The first thing you need to know about personal statements is that you don't need to drag it on forever. This isn't a university essay, it's a summary of you. **Two pages of A4** is quite enough to get your message across.





How can I tailor my application/letter to fit the advertised vacancy?

Start with a strong introductory paragraph that captures the employer's attention and explains why the post and teaching in general interests you.



How should I structure my personal statement?

- Use the person specification for the vacancy as a structure for your statement or consider using the government's Teachers' Standards if no person specification is provided.
- Always read any guidance provided – many schools and LAs will tell you how they want this section set out.



What should I include?

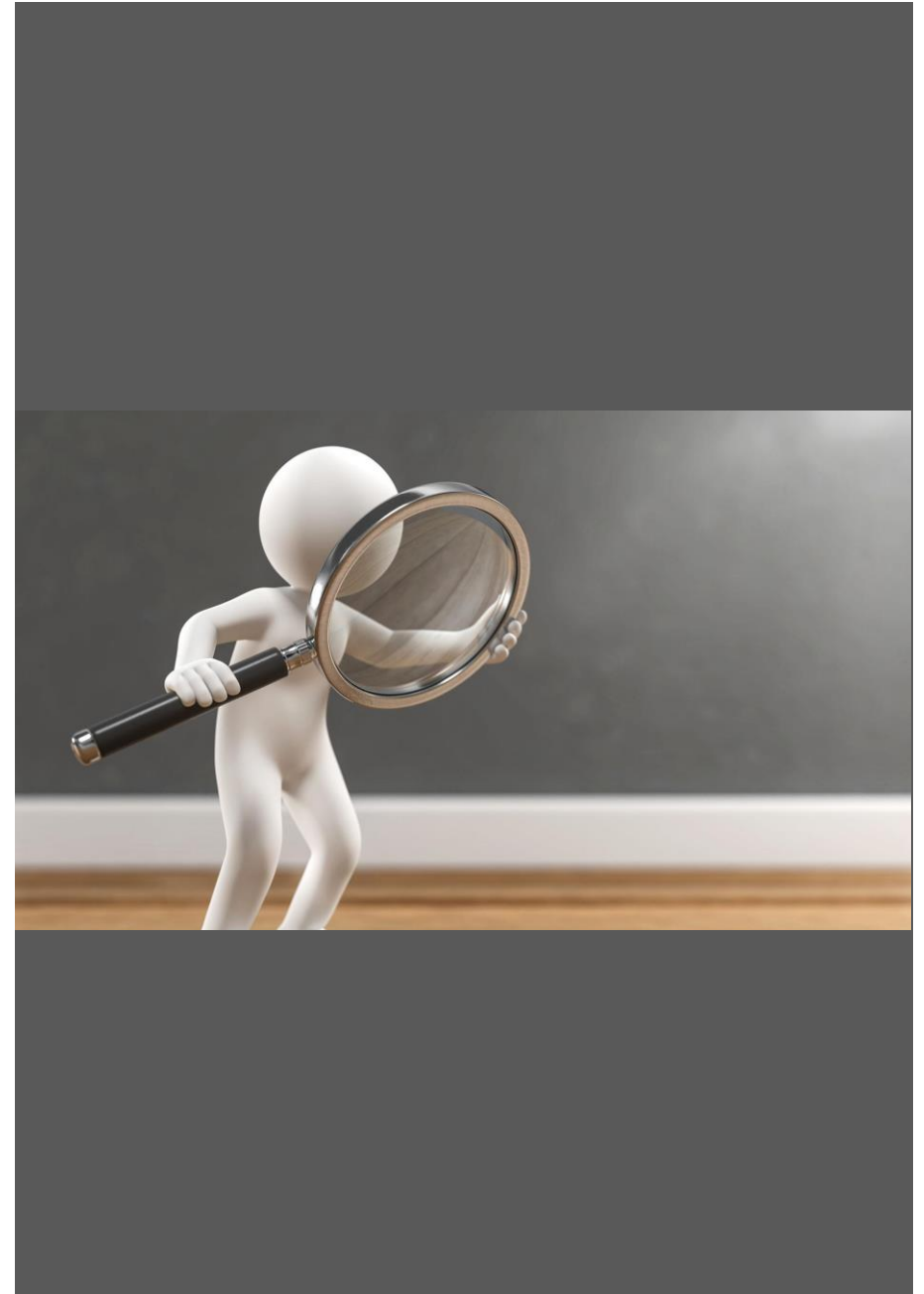


Opening lines...

Your opening sentence should be memorable, but without being overly dramatic or unoriginal - a good way to start your statement is by explaining what inspired you to get into teaching.

Do your research

- Refer to any links or knowledge you have of the school or LEA.
- Mention any visits you have made to the school and comment on aspects that particularly impressed you. If you haven't been able to visit, then find out as much as you can about them from the school website and Ofsted reports. Mention any special circumstances you think are important to your application (e.g. religion).
- Throughout your letter/statement show how your strengths and skills as a teacher would benefit the school.



The steps
that you
have taken
to lead you
to the
decision to
be a teacher.



Do I need to say anything about my teacher training or degree course?



It's a good idea to explain how your teacher training has prepared you for the role and mention your professional interests and strengths. These need to be relevant to the job vacancy.

Course details



- Give an overview of your training course, including the age range and subjects covered, and any special features.

For example:

Giving a brief account of any classroom based research projects or written assignments will demonstrate your knowledge and understanding of pedagogy and show that your continuing professional development is important to you.



Visions and beliefs about primary/secondary education



- What are your beliefs about learning and your visions for the future? You could touch on areas such as learning and teaching styles and strategies.
- Reflect on key policies relevant to the age range you want to teach.

Key traits



Include what you think your key traits are that make you a great teacher and use a couple of examples of where you may have used these in your experience.

Teaching experience



- What year groups you have taught.
- What subjects you have covered.
- Your use and understanding of formative and summative assessment practices.



The future me...

- You could also describe the kind of a teacher you hope to be. For example, build upon some of your current values and beliefs about primary/secondary education and how these might inform your practice.
- Give specific examples of how your beliefs have developed. You could touch on areas like how children learn, classroom management, teaching styles and strategies.

Classroom management strategies



- Give examples of how you planned and delivered lessons and monitored and evaluated learning outcomes, including differentiation.
- Explain how you have managed classrooms and behaviour.
- Detail your experience of working with assistants or parents in your class.

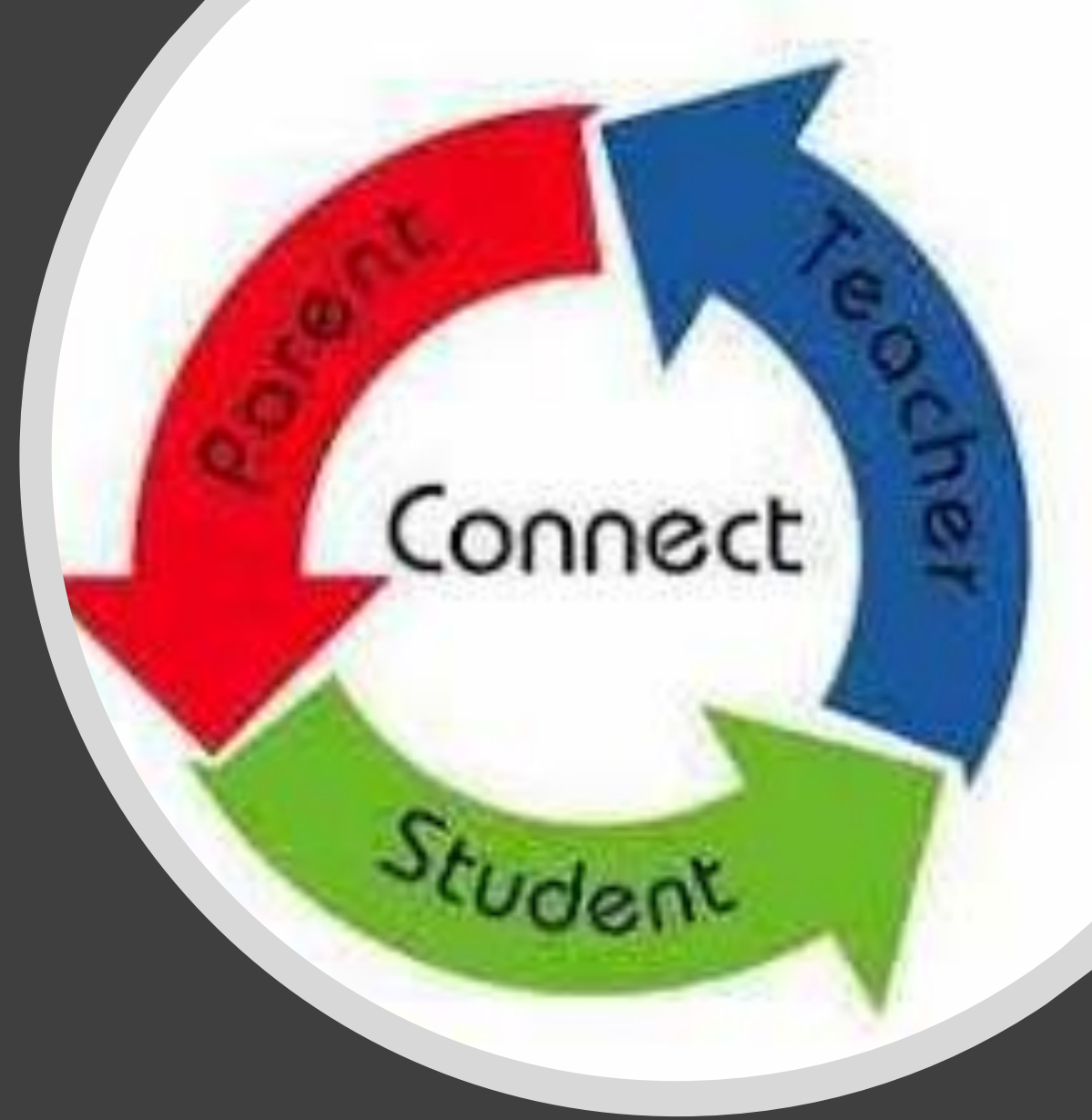


Outline your experience of marking, evaluation and feedback

Give specific examples

Contact with parents

- Why is it important?
- What impact did it have?





Experience of
mixed ability
or team-
teaching

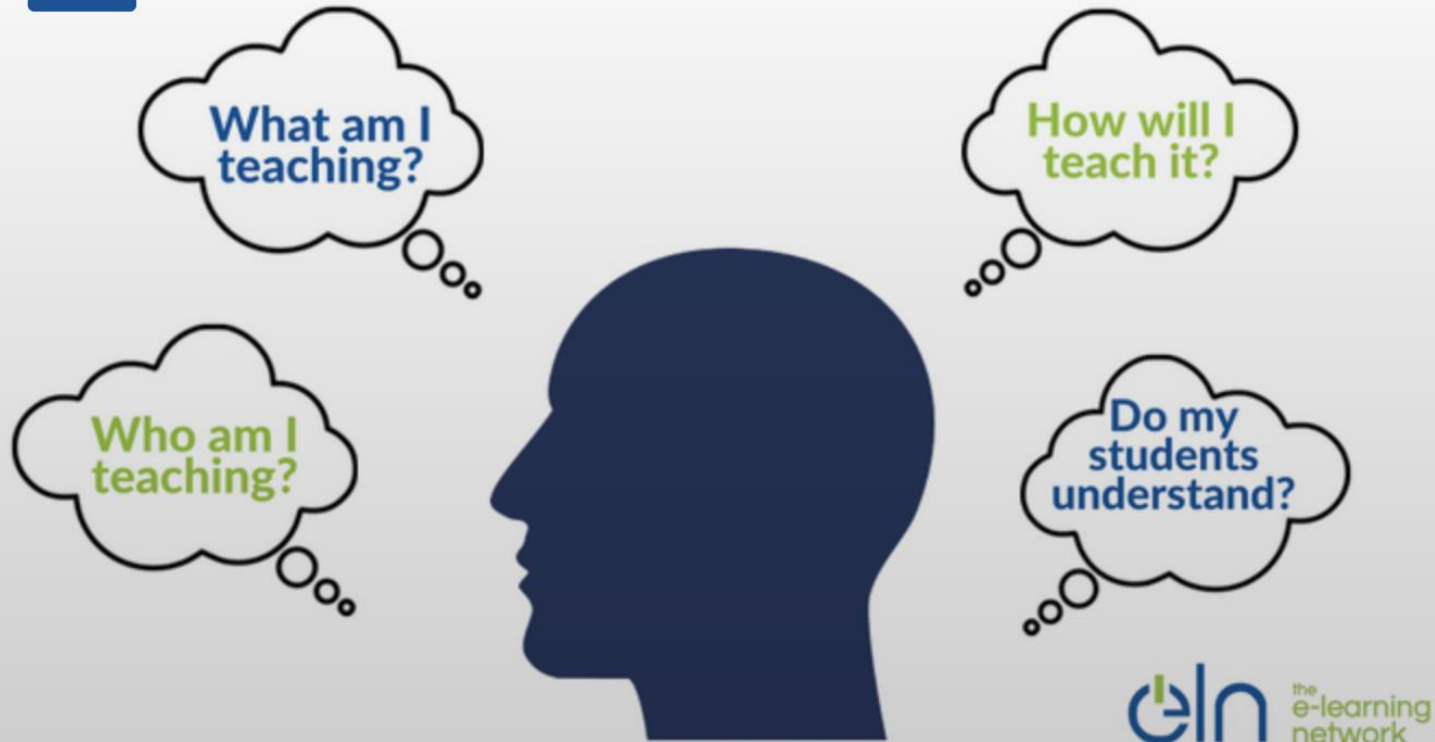
Differentiation



Include examples of how you have included support and challenge in your lessons and how you have ensured that your classroom was inclusive.



Lesson Planning

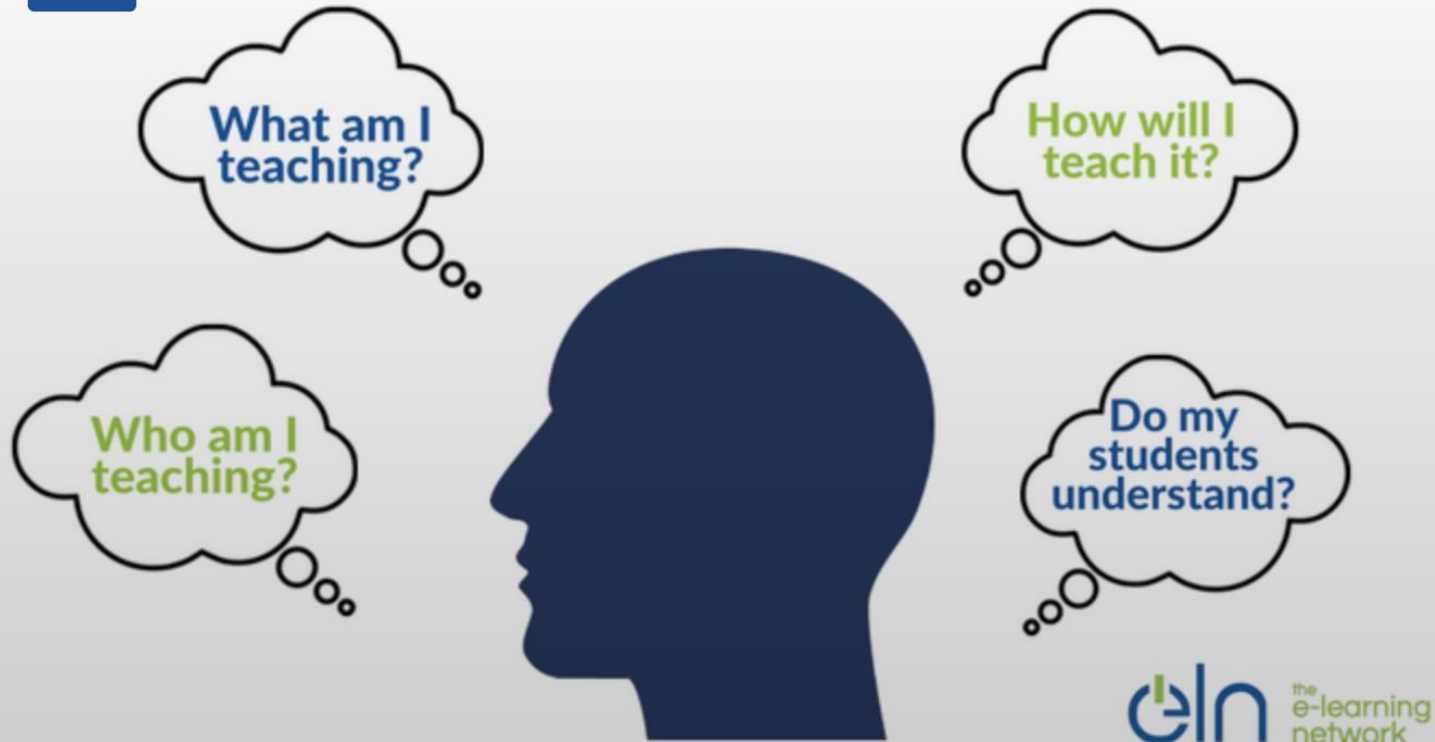


An understanding of what makes an effective lesson

- Providing some detail about your teaching experience, will give the employer a clear picture of your skills and understanding of what make an effective lesson, and what you know about successful teaching and learning.



Lesson Planning



An understanding of what makes an effective lesson

- Include the ages of the children you taught, the size of groups, and any special features.
- Give examples of how you plan, deliver, monitor and evaluate learning outcomes.



What about any previous work experience that I've had that isn't related to teaching?

- Mention other aspects of your education and/or experience and show how this will be relevant to your professional future in the classroom. Any involvement with children (Brownies, clubs, youth work, summer camps) is definitely worth mentioning



What about any previous work experience that I've had that isn't related to teaching?

- Don't forget to bring in additional skills and knowledge that might make you an attractive proposition, i.e. are you an experienced musician/athlete/artist/designer/photographer etc. Could this enhance the experience you could give to the children?

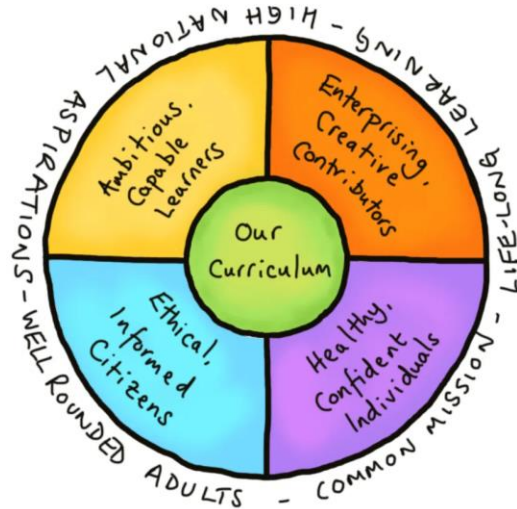
Refer to recent initiatives and their significance in your classroom

For bespoke support to create learning
driven by the 4 Purposes contact us
enquiries@impact.wales

THE 4 PURPOSES of Curriculum for Wales

@ImpactWales

Copyright © 2018



- * Why do we need the 4 Purposes for Curriculum for Wales?
 - * to set a common mission for all teachers & leaders.
 - * to support teachers & leaders to make appropriate choices about curriculum content & pedagogy
- * How should schools be using the 4 Purposes statements?
 - * as a set of guiding principles to aid planning decisions.
 - * as an evaluation tool to identify pupils' greatest needs.
- * Create a curriculum driven by the 4 Purposes:-
 - * know which of the 4 Purposes pupils need the most
 - * create teaching & learning that addresses those needs
 - * support pupils to *progress* in those areas

The 4 Purposes of Curriculum for Wales are underpinned by:

Principles enshrined by UNITED NATIONS Convention on the Rights of the Child	Welsh Language and Culture	Principles of inclusive education	Community & civic role of schools	Health & well-being of pupils
--	----------------------------	-----------------------------------	-----------------------------------	-------------------------------



Education in Wales: Our national mission

Action plan 2017-21





Top tips from head teachers

- Proof read your letter/statement very carefully. Spelling, punctuation or grammar errors will result in your application being rejected. So check and double check.
- Don't send a generic letter/statement. Make each one personal to the school/post you are applying to.



Top tips from head teachers

- Avoid formulaic statements that don't really say anything useful about your skills and knowledge.
- Saying that you have experience of something, but not going on to reflect on what you learned from this experience and/or what impact it had, is not a lot of use.



Top tips from head teachers

- Promote your strengths, but don't exaggerate.
- Put yourself in the shoes of a busy head teacher and imagine what things are important to them. What will they be looking for?

Useful Links:



- Prospects: write a successful job application
<https://www.prospects.ac.uk/careers-advice/applying-for-jobs/write-a-successful-job-application#top>
- Targetjobs: how to write a great personal statement for a teaching job
[Personal statements for teaching jobs \(targetjobs.co.uk\)](https://www.targetjobs.co.uk/personal-statements-for-teaching-jobs)

Give
it a go