

# CV GUIDANCE

## APPLYING FOR AN APPRENTICESHIP IN SCHOOLS

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Your CV is often the first impression a school will have of you.

This guide will help you create a CV that presents you as professional, capable and ready to positively contribute to a school environment.

### What Schools Look For

When recruiting apprentice teaching support staff, schools value:

- A genuine interest in working with children
- Strong communication skills
- Patience and emotional maturity
- Reliability and punctuality
- Initiative and willingness to learn
- A positive role model attitude
- Understanding of safeguarding and professional boundaries

Your CV should clearly demonstrate these qualities through examples.

### CV Structure

Keep your CV clear, professional and no longer than 1-2 pages. Use simple headings, consistent formatting and make use of bullet points where possible.

Recommended Sections:

- Contact details
- Personal profile/statement
- Education and qualifications
- Experience (both paid and unpaid)
- Related and transferable skills
- Additional information and relevant hobbies

Your CV should clearly demonstrate these qualities through examples.

### Tailor Your CV to Each School

Once you've got your base CV, you can use this as a foundation for each application. Complete your research on the school your applying to and make specific reference to the clubs and initiatives they run. Demonstrate how you'll bring value to these sessions and give examples of times you've embodied their values.

# BREAKING DOWN THE ELEMENTS

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Let's break down some of the key elements you'll need in your CV.

## Personal Profile/Statement

This is a short paragraph (4–6 lines) at the top of your CV.

It should summarise:

- Who you are
- What you are applying for
- Why you want to work in education
- What you bring to a school

Keep it confident but professional — avoid overly casual language.

## Education and Qualifications

Include:

- School/college name
- Dates attended
- GCSEs (include English and Maths clearly)
- A-levels / BTEC / other qualifications (including predicted grades if relevant)
- Any relevant coursework (e.g. Child Development, Health & Social Care, Sport)

If you have completed the following, you may want to include:

- Safeguarding training
- First Aid certification
- Coaching badges

## Experience

You do not need formal school employment experience. Schools understand you are at the start of your career.

Include:

- Babysitting
- Tutoring
- Sports coaching
- Youth group volunteering
- Work experience placements
- Part-time jobs (retail, hospitality etc.)

For each role, include:

- Organisation name
- Your role
- Dates
- 3–4 bullet points describing responsibilities and skills developed