***Summary***

**Name:**  Enter your full name

**Job Title:** Job title e.g. nursery nurse, learning support assistant, teaching assistant

**Specialist Areas:** Subject areas, specialist age levels or skills

***Career History***

**Position Title:** Enter job title (your most recent role in education)

**Employer:** Enter name of school/employer, and location

**Dates Worked:** mm/yyyy to mm/yyyy

Detail your job responsibilities, including subjects and levels supported

Briefly summarise the school environment (such as school and class size, range of special educational needs etc)

If possible, describe specific ways that you contributed to improving the quality of learning at this school, and highlight any additional responsibilities or extra-curricular involvement

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***Other Relevant Experience***

**Position Title:** Enter job title

**Employer:** Enter name of employer, and location

**Dates Worked:** mm/yyyy to mm/yyyy

If you have previous employment experience you consider relevant to your work in education, briefly describe the role and how the skills involved apply to your current practice

***Qualifications***

**Enter name of your main education qualification**

Enter date awarded, awarding institute and location

**Enter name of any additional qualification**

Enter date awarded, awarding institute and location

***Additional Skills and Achievements***

* List important achievements, experiences, or other details (e.g. professional development) relevant to seeking work in education, with dates. Make a note of any additional skills that could be useful to a school – e.g. additional languages spoken

***Supporting Statement***

Write a brief statement that outlines key experiences as a support worker, your motivation for being involved in education, approach to behaviour management, ways you have improved pupils’ learning etc.

This should convey a sense of your personality and outline areas of education that you are enthusiastic about; the language style used should still remain professional throughout.