

Writing an Application

School Direct



Apply and Register

Set up your username and password with UCAS
There is a fee of £24 to cover admin.

It is important that you accurately record personal details to enable providers to make any required adjustments and to support you effectively.

You'll need to agree to a Disclosure and Barring Service check.

Programme choices

In the first application round you can make up to 3 choices. You will not be able to change this once you have paid and submitted.

If you are unsuccessful in 'Apply 1' you make one choice at a time through 'Apply 2'.

You can only apply for programmes with known vacancies.

Your education so far

It's important for us to know about your GCSE Maths and English qualifications.

Entry requirements will be stated on the provider course information.

We want to know about the subjects you've studied and the likely outcome of any pending courses.

If you've got qualifications from outside the UK, you'll need to get a statement of comparability from NARIC

Your school and work experience

Your school experience and work history, including your present occupation.

Periods spent abroad, placements and observations.

For time in a school or college include details of the age groups and subjects you were directly involved with.

For work not in a school or college include information that illustrates your transferable skills, particularly those that would be valuable in the classroom.

For the 'hours per week' question give the average weekly time you spent in each school, establishment or employer.

Writing a personal statement

- The personal statement will be sent to all providers you opt for.
- You should be specific about age-range / subject
- Provide your reason(s) for wanting to teach
- Evidence that you understand the rewards and challenges of teaching
- Give details of your previous education and how you have benefitted from it
- Share any other work with young people, such as helping with a youth club, working at a summer camp or running a sports team
- State the range of relevant abilities and skills you can bring to teaching, for example, practical experience, managing people, working with or leading a team, and communication skills
- State whether you've taken part in the School Experience Programme (SEP) organised by the National College of School Leadership (formerly the Teaching Agency)

Key questions

Make sure you draft and check your work, and have someone proof read it

1. Have you shown your ability to communicate in written form?
2. What did you learn from any school experience?
3. Why did you choose to study the courses you have?
4. What sparked your interest in teacher training?
5. What other relevant life experience do you have?

Share with an educational professional

Making changes

If you change your mind and want to change one or more of your choices, you can do this:

- but only once
- within seven days of sending your application to UCAS

Requesting references

- If you're still at university or got your degree within the past five years, one reference must be *from someone at your university* who can comment on your academic ability and potential
- The other reference can be from someone who knows you from work, or who can comment on your character and your potential as a teacher
- If you left university *more than five years ago*, you can choose two referees who know you from work, or who can comment on how suitable you are for teaching. You can still use an academic referee if you think that's the right thing for you
- If you're providing a reference from a school where you have been employed or have done classroom observation, it should come from the *headteacher*
- References must be submitted through UCAS
- Make sure you speak to referees before putting their name down

Useful Links:

Completing the application

<https://www.ucas.com/ucas/teacher-training/apply-and-track/filling-your-ucas-teacher-training-application>

Writing your personal statement:

<https://www.ucas.com/ucas/teacher-training/apply-and-track/how-write-ucas-teacher-training-personal-statement>

Requesting a reference:

<https://www.ucas.com/file/10271/download?token=hTunhBy5>