FREE CV TEMPLATES

Teaching Assistant CV Template

Two ready-to-fill CV templates for beginners and career changers, a completed example and a guide to listing your training accurately.

How to use this pack

1
Pick a template
Page 2 if you're new to working with children. Page 3 if you're changing career.

2
Fill it in
Open the PDF in a free reader such as Adobe Acrobat Reader and type into the boxes. Grey hints show what to add.

3
Tailor and send
Match your CV to each job advert, then save it as a PDF and name it Firstname-Surname-CV.

What schools often look for

- GCSE English and maths at grades 9–4, or equivalent
- Safeguarding awareness
- Patience, teamwork and reliability
- Experience with children, paid or voluntary
- Clear communication with pupils, staff and parents
- Willingness to complete an enhanced DBS check

Every school sets its own requirements, so always check the job advert.

6 quick CV tips

1. Keep your CV to two pages.
2. Use words from the job advert in your profile and skills.
3. Put your most relevant experience first.
4. Describe certificates accurately (see page 5).
5. Leave out a photo, date of birth and marital status. They aren't expected on UK CVs.
6. Check spelling and send it as a PDF.

What's inside

Page 2
CV template: no experience

Page 3
CV template: career changer

Page 4
Completed example CV with notes

Page 5
Certificate wording, checklist and next steps

Ready to send: the two CV templates have no One Education branding, so once you've filled them in you can save and send them as your own CV.

Your full name

Phone | Email | Town or city | LinkedIn · *optional*

PERSONAL PROFILE

3–4 lines: who you are, your interest in supporting children's learning, your relevant training and what you'll bring to the school.

KEY SKILLS

Match the job advert, e.g. supporting small-group learning, communicating with children and adults, encouraging positive behaviour, safeguarding awareness, organisation, teamwork.

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EDUCATION AND TRAINING

Most recent first. Describe your certificate exactly as it's issued.

Course or qualification title | Provider | Year

Certificate type · *e.g. CPD Certificate of Achievement / QLS-endorsed (non-regulated) / exact regulated title*

GCSEs and other qualifications · *subjects and grades*

EXPERIENCE WITH CHILDREN

Volunteering, clubs, tutoring, coaching, parent helper or childcare. Include role, organisation and dates.

Role | Organisation | Dates

What you did · *2–3 short points*

Role | Organisation | Dates

What you did · *2–3 short points*

EMPLOYMENT HISTORY

Any job counts. Show transferable skills, e.g. customer service = communication; retail = patience and teamwork.

Job title | Employer | Dates

What you did · *2–3 short points*

ADDITIONAL INFORMATION

e.g. DBS on the Update Service, first aid, languages, driving licence.

References: available on request.

Your full name

Phone | Email | Town or city | LinkedIn · *optional*

PERSONAL PROFILE

Explain your career change: your previous role, the skills you bring (e.g. leading teams, supporting customers with different needs) and why you want to support children's learning.

TRANSFERABLE SKILLS

Link each skill to your previous work, e.g. "Calm under pressure – 8 years in a busy retail store".

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RELEVANT EXPERIENCE WITH CHILDREN

Volunteering, reading helper, coaching, Brownies or Scouts, parenting groups. Include role, organisation and dates.

Role | Organisation | Dates

What you did · *2–3 short points*

TRAINING AND CERTIFICATES

Your teaching assistant training first. Describe the certificate exactly as it's issued.

Course or qualification title | Provider | Year

Certificate type · *e.g. CPD Certificate of Achievement / QLS-endorsed (non-regulated) / exact regulated title*

GCSEs and other qualifications · *subjects and grades*

EMPLOYMENT HISTORY

Most recent first. Focus on achievements that show communication, organisation, patience and teamwork.

Job title | Employer | Dates

What you did · *2–3 short points*

Job title | Employer | Dates

What you did · *2–3 short points*

ADDITIONAL INFORMATION

e.g. DBS on the Update Service, first aid, languages, driving licence.

References: available on request.

FICTIONAL EXAMPLE

Sarah Ahmed

07700 900123 · sarah.ahmed@email.com · Leicester

PERSONAL PROFILE 1

Patient and reliable parent volunteer with a strong interest in supporting children's learning in primary school. I recently completed online teaching assistant training covering child development, safeguarding awareness and SEN support, and I volunteer weekly as a reading helper. I'm keen to support pupils in small groups and help them grow in confidence.

KEY SKILLS 2

- Supporting small-group reading
- Encouraging positive behaviour
- Organising resources
- Communicating with children and adults
- Safeguarding awareness
- Working as part of a team

EDUCATION AND TRAINING 3

Teaching Assistant Complete Course – One Education 2026
CPD Certificate of Achievement

GCSEs: English Language (6), Maths (5), Science (5), plus 4 others at grades 9–4

EXPERIENCE WITH CHILDREN 4

Volunteer Reading Helper – local primary school Sep 2025 – present

- Listen to Year 2 pupils read twice a week and record progress in reading logs.
- Support 6 pupils in a phonics group under the class teacher's direction.
- Prepare reading resources and keep the book corner organised.

EMPLOYMENT HISTORY 5

Customer Service Assistant – supermarket 2019 – present

- Help customers of all ages with queries, calmly and patiently.
- Train new team members and work to shift targets as part of a team.

ADDITIONAL INFORMATION

Enhanced DBS on the Update Service · Emergency First Aid at Work (2025) · Speaks English and Urdu

REFERENCES

Available on request.

1 Profile
Short, specific and uses the school's own words: "small groups", "confidence".

2 Skills
Six skills picked straight from the job advert.

3 Certificate
Exact course title, provider and certificate type. No claim to be "Level 3 qualified".

4 Experience
Real numbers (twice a week, 6 pupils) make it stronger. Shows working under the teacher's direction.

5 Any job counts
Retail and customer service show patience, communication and teamwork.

How to list your certificate

Certificate type	How to write it on your CV
CPD certificate	Teaching Assistant Complete Course – One Education. CPD Certificate of Achievement.
QLS-endorsed certificate	Teaching Assistant Complete Course – One Education. QLS-endorsed Certificate of Achievement (non-regulated).
Regulated qualification	Use the exact title and awarding organisation, e.g. Level 3 Certificate in Supporting Teaching and Learning – [awarding organisation]. You can check it on the Register of Regulated Qualifications.

Do and don't

✓ Do

Use the exact course title, provider and certificate type · Add the year you completed it · Mention what the course covered in your profile

× Don't

Call a non-regulated course "Level 3 qualified" · List a certificate you haven't received yet (write "in progress") · Claim classroom duties you haven't done

Words schools use in job adverts

Support learning · **Small groups** · **One-to-one support** · **SEN** · **Safeguarding** · **Positive behaviour** · **Communication** · **Teamwork** · **Preparing resources** · **Literacy** · **Numeracy** · **Phonics** · **Pupil progress** · **Under the teacher's direction**

Use the ones that genuinely describe your skills and experience.

Before you send it

- ☐ Spelling and grammar checked
- ☐ Two pages or fewer
- ☐ Contact details are correct
- ☐ Profile and skills match the job advert
- ☐ Certificate described accurately
- ☐ Saved as Firstname-Surname-CV.pdf

Build your teaching assistant knowledge

Study child development, safeguarding awareness, classroom communication and SEN support online with the Teaching Assistant Complete Course.

View the course →

The Teaching Assistant Complete Course is QLS-endorsed, non-regulated training with optional CPD and QLS-endorsed certificates. It is not an Ofqual-regulated qualification. Schools set their own requirements, so always check the job advert.