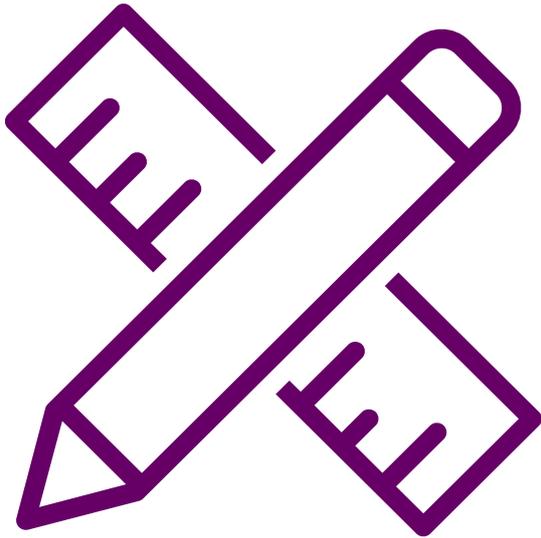


# Getting into...

## Education and Advice Services



A career in Education and Advice is ideal for those who have a passion for helping others to learn and develop.

Many graduates utilise their degree studies to go into a career in teaching. Roles in Education and Advice go so much further than teaching however, including educational administration and careers guidance.

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# Exploring Your Options

In this section we will be talking about the types of roles that exist within the Education and Advice sector, and where you might expect to work. There will be many roles and employers that we don't cover here, but these are some popular examples that you can use as a starting point when exploring your options.

## Typical areas and employers

### Teaching (early years, primary & secondary)

School teachers can work in early years, primary or secondary education. Early years educators teach through creative activities, primary school teachers teach a wide variety of subjects, and secondary school teachers usually specialise in subjects. Teaching in a school means you do have long holidays, however that is balanced with long hours of planning and administrative work.

### Teaching (further, higher and adult education)

Teachers in further and adult education can specialise in almost any subject, and teach at a post-16 level. In further education, you might teach Mathematics classes to adults, English as a second language or more recreational/vocational subjects. Teachers in higher education lecture on their specialist subject, alongside carrying out academic research. You usually need to be educated to Masters or PhD level in your specialist subject for higher education, whereas in further education you don't necessarily need a formal teaching qualification.

### Teaching abroad

While teaching abroad is a popular internship or gap year experience, it is also an option after graduation. Teachers are employed everywhere in the world, so you can put your qualification to use while exploring a new culture. The level of qualification required will depend on the type of teaching role and country you are applying to, so check job descriptions before starting a course to understand the different requirements. Opportunities exist to work as a teaching assistant, or to provide conversation classes only, which tend to require less advanced qualifications. Opportunities exist to teach English to students abroad online from home.

### Teaching assistants and special needs teachers

Teaching assistants act as support for the teacher in the classroom. There are also career opportunities to be a special needs teacher or support worker, with these roles seeing you work one-on-one with children who need extra support for physical, behavioural or emotional reasons.

## **Tutoring**

Tutoring services can be offered through an agency, or you can set up as a self-employed private tutor. Tutors provide tailored, private support to students studying a variety of subjects, usually at GCSE or A Level. This role is highly flexible with hours and locations, so is an ideal role for undertaking during studies or beyond.

## **School support services**

Primary schools, secondary schools and independent academies all require business support services to function. If you are interested in a career in finance, human resources or administration (but would like to work in an educational setting), then think about focusing your job search in the school space. Accountants and HR professionals within schools look after the staff, their wellbeing, development and finances. See our Getting into HR and Recruitment guide to find out more.

## **Higher education services**

Similarly, higher education institutes also require a variety of business and student support services staff, including admissions, careers and student services. Admissions and student recruitment teams handle the marketing of the university to school students and the admissions process. Student services professionals assist with advice, wellbeing, counselling, and general enquiries.

## **Careers guidance**

A career in Careers can be very rewarding, and can include offering guidance on career options, liaising with employers to arrange internships and events, and conducting research into job opportunities and the labour market to provide insights to students. You will find these opportunities in both schools and universities.

## **Educational psychologist/counsellor**

Schools, universities and local authorities hire educational psychologists and counsellors to provide therapy and coping strategies for young people.

## **Learning & Development**

While not directly part of the Education and Advice sector, Learning & Development careers are highly linked. Learning & Development is a specialism within HR, and involves developing learning solutions and training within the workplace for employees.

### **And even more!**

- Museum and charity staff share knowledge through educational sessions.
- Training and apprenticeship providers develop and boost workplace skills.
- E-learning providers create online learning courses for schools and businesses.
- EdTech businesses seek to use technology to improve education and student outcomes.
- Examiners and moderators mark coursework and facilitate examinations.
- Educational charities support, fund or advocate around educational issues, such as student outcomes or social mobility.
- Educational consultants support educational institutions to fix issues and deliver strategies (this usually requires experience within the sector).

**Remember that there will be opportunities within traditional Education settings that don't involve teaching, such as School Manager. Take a look a Prospects' [Jobs in Education](#) page to find out more.**

# Getting Industry Ready

In this section, we will talk about the kinds of skills and experiences employers might be looking for within this industry, and how you can go about gaining them yourself. What employers are looking for will vary depending on the role, but below is a general overview of key areas you might like to think about. It is important to always read the job description carefully to see exactly what the job responsibilities are, and what skills and experiences are required.

## What employers want

### Qualifications

#### Teaching

In England and Wales, you need to obtain Qualified Teacher Status (QTS) to teach students aged 5-16 in state schools by completing a period of training. This can be achieved through school-centred training, a Postgraduate Certificate in Education (PGCE), a Professional Graduate Diploma in Education (PGDE) or a Postgraduate Diploma in Education (PGDE). Each course involves a mix of study and practical classroom based learning. Check out the UK Government's [Get into Teaching](#) page for more information and to see which path will suit you.

For teacher training programmes, students can apply through UCAS, directly to the training provider, or sometimes directly to the school/academy. The selection process usually involves a personal statement, professional skills tests and an interview or selection day. If you are considering teaching a STEM subject in a secondary school, there are a number of incentives and funded opportunities available for teacher training. Programmes include Schools Direct, SCITT (school centered initial teacher training), Teach First, and Postgraduate Teaching apprenticeship programmes.

[Teach First](#) offer an alternative route into teaching where you get paid from your first day in the classroom. They combine an intense two-year programme of classroom teaching as well as gaining a PGDE in education and leadership. The program runs within schools where children face the biggest barriers to fulfilling their potential.

[Post graduate Teaching apprenticeship programmes](#) – new route into teaching (For those with experience or working in a school already in a Teaching assistant role for example)

[Subject Knowledge Enhancement](#) - You can do additional training before a PGCE to switch subjects. People can then teach a subject which they do not hold a degree in. They are available in nine subjects to teach at secondary level. Including: biology, chemistry, computing, design and technology, English, languages, mathematics, physics and religious education.

## Tutoring

Although there are no formal entry requirements to become a private tutor, most will have a degree (having a degree will often be a requirement if you register for an agency). Most private tutors are self-employed, and will register with one or more agencies in order to find work. Do your research when looking for agencies, and check that they are members of [The Tutors' Association](#).

## Careers guidance

There are two main ways to qualify as a careers adviser. You can -

- Study for a Postgraduate Diploma/Masters in Career Development, which incorporates the CDI-awarded Qualification in Career Development.
- Train on-the-job for the QCF Level 4 Diploma in Career Information and Advice (for those providing careers information and advice, but not guidance) or the QCF Level 6 Diploma in Career Guidance and Development (for those providing careers guidance and development)

You can find opportunities on specialist jobs boards such as [Careers in Careers](#), [Children & Young People Now Jobs](#) and [TES Jobs](#).

## Counselling

Although there is no compulsory training required to become a counsellor, most employers will expect you to have undertaken professional training and be a member of a relevant professional body. A searchable list of counselling courses is available from [BACP - Search BACP](#). Another option to consider is becoming an Educational Psychologist. For this role you must be registered with the Health & Care Professions Council (HCPC), which involves training at postgraduate level and also having an accredited psychology degree or undertaking a conversion course. For more details on this you can visit the [Association of Educational Psychologists \(AEP\) Training page](#).

Professional bodies will have their own jobs boards, but you can also search for opportunities on sites such as [Community Care Jobs](#), [NHS Jobs](#).

## Skills

Whether you are pursuing a career in teaching or the wider education sector, the skills you need are highly linked. Through your degree studies, extra-curriculars and work experience, focus on developing relevant skills including; interpersonal skills (empathy, listening, effective communication, team working), leadership skills (delegation, supporting team members, being proactive), organisational skills (multi-tasking, planning, problem solving) and resilience (adaptability, patience, self-reflection, motivation).

### **Commercial awareness**

Commercial awareness is the understanding of how your business and your industry operate. If you are hoping to teach a specific subject, grow your subject-specific knowledge and utilise opportunities to teach and tutor others in the area. You should also have a basic understanding of things like the national curriculum and key exam periods for the age group you would like to work with. Check out Bright Network's guide to developing skills for a career in education, as well as the Get Into Teaching information and resources pages.

## **How to gain relevant skills and experiences**

### **Explore work experience options**

Gaining relevant work experience will not only help you figure out which sector of education is right for you, but will also show your motivation for teaching training providers and future employers. To gain a teacher training place, you usually need at least 2 weeks of observation experience working with children in a school in the keystage you are interested in. (Observation is where you are watching the teacher and how they interact with the class, rather than work with the children yourself).

Arranging work experience in schools yourself is not always possible due to safeguarding measures. Contacting schools directly to ask for observational experience is generally more successful if you have a friend or a family member who works at the school. You can also ask your teaching qualification provider if they are able to put you in touch with one of the schools they send their trainees to on placement. There are formal programmes you can apply to as well. For example, the School Experience Programme and Teach First's STEM internships.

Tutoring is another great way to gain experience working with young people, however it is not usually considered experience of teaching, as it is not in a classroom setting. It can provide the opportunity to provide relevant skills, such the ability to adapt communication to appropriate audiences. Check out the tutoring opportunities advertised through QTemps and on QM Careers Hub. Likewise, charities often require volunteer mentors to help students with academic or employability skills, for instance Reach Out and Ministry of Stories. During any work experience you obtain, it is important to keep a log of your observations and reflections to use during your applications.

## Volunteering

Volunteering is a really useful way of building many of the skills you will need within this sector. If you are interested in working within children you could consider volunteering with children/young people in a variety of ways. To gain work experience as a Teaching Assistant, after volunteering for a period of 4-6 weeks, you can sign up for a teaching agency and work part-time as a teaching assistant via an agency.

You can get involved with outreach work being done by your department at Queen Mary, for example. Take a look at Prospects' [10 opportunities to volunteer with children](#) page. For people interested in museum education, volunteering in a museum is vital. Take a look at museum websites to find out more about their opportunities. Also ensure you check out opportunities available from the [QMUL Volunteering Service](#).

## Clubs and Societies

If you are interested in becoming a teacher, you can get involved in extracurricular groups that any future school would find valuable. An interest in sport, music, coding etc. can be attractive to future employers. Take a look at the [clubs and societies](#) on offer at Queen Mary (e.g. [Art Society](#), [Music Society](#) or [Coding Society](#)). You could also look into the various [fundraising opportunities](#) offered by the Students' Union.

## Preparing for interviews

You can set yourself up for success by preparing for interviews, whether they are online, over the phone or in person. Here are some things you can do to prepare.

- Conduct research into the institution or company to understand what they do, their values and objectives. You may be asked questions around what is happening in the industry, the key challenges facing the business or about your understanding of the role.
- Think of examples of things you have done that you are proud of or have worked hard on. These will be situations you can draw from when answering interview questions.
- Prepare questions to ask the interviewer, as this will show your genuine interest. Questions around hours/salary should be saved for the offer conversation. Try to think of questions around the topics most important to you such as the workplace culture.

## Careers and Enterprise Support for you

There are a number of ways Careers and Enterprise can help you build skills and prepare for applying to opportunities.

### Appointments

We run one-to-one appointments with expert career consultants who can talk to you about a variety of topics including your CV and applications, as well as give you career guidance and advice surrounding making career decisions. You can also book [Practice Interview appointments](#) to test your skills, for when you have an upcoming interview

### **Events**

We hold a range of [careers events](#) throughout the year where you can learn more about an industry, network with employers and find out what people look for in a graduate.

### **Programmes**

If you are looking to develop your skills, Careers & Enterpriser is home to the [Aspire Programme](#): Queen Mary's Student Career Development Programme. These programmes take place alongside your degree, allowing you to gain vital employability skills to add to your CV, as well as raise your commercial awareness. Please note: Eligibility requirements apply.

### **Online Resources**

Our bank of [online resources](#) is a great place to go for careers support. We have guides (such as this one), templates for things like CVs and applications, as well as tools that you can use to build or improve a CV ([QM CareerSet](#)), practice for a psychometric test ([Graduates First](#)) or practice for a video interview ([ShortlistMe](#)).

## **Make the most of work experience opportunities**

1. Discuss your expectations with the employer at the start, so you have the same understanding of what the experience will involve.
2. Always be polite, motivated and interested. Work experience can involve boring tasks, but being flexible, helpful and willing to get involved will make a good impression.
3. Be inquisitive and learn everything you can about the way the organisation works. How do they hire? What key skills are they looking for? What are the main issues affecting the organisation at the moment?
4. Talk to people who work at the organisation and find out what they do and how they got there. You might uncover job roles and employers that are new to you as well as pick up some helpful tips. Keeping in touch with people you meet can be a great way of finding out about future opportunities.
5. Ask for feedback at the end of the placement to identify your strengths and the skills you need to develop further.

**For more information on where you can develop your skills and experiences, see the Resources section.**

# Finding Opportunities

For routes into teaching, tutoring, guidance and counselling see the Qualifications section of this handout. If you would like to work in an educational setting, but in a role not directly linked to education such as in HR, marketing or general enquiries, you will often be able to search out opportunities directly on the organisation's website (for example the [Queen Mary University of London jobs board](#)). You can also filter jobs by field on general job sites like [LinkedIn](#), [Total Jobs](#) and [Indeed](#).

If you are interested in working in a different environment, such as in a museum, for an e-learning provider or for a charity, you should start by searching out the websites of organisations you are interested in and seeing if they have any opportunities available.

## Jobs Boards

Here are some jobs boards for you to take a look at when searching for opportunities. Remember many organisations will post their jobs directly to their own website or social media platforms, so make sure that you are also looking there.

### [QM Careers Hub](#)

The Careers & Enterprise jobs board

### [TES](#)

Popular education website, featuring jobs, news, resources and sector insights.

### [Find a Job in Teaching](#)

Government jobs board to find teaching jobs.

### [Teachaway](#)

Find teaching opportunities abroad.

### [FE Jobs](#)

Job opportunities in further education (i.e. sixth forms, colleges, adult learning centres)

### [Jobs.ac.uk](#)

Job opportunities in professional and academic roles in UK Universities.

### [Charity Job](#)

Advice and support roles in not for profit and UK charities

### [Healthcareers](#)

Educational, Advice and support roles within the NHS

# Finding Opportunities

## [Jobs Go Public](#)

Public Sector opportunities

## [Tower Hamlets School Vacancies](#)

Opportunities within schools in the borough

## [Newham School Vacancies](#)

Opportunities within schools in the borough

## [Hackney School Vacancies](#)

Opportunities within schools in the borough

## Resources

### Getting Industry Ready

Here are some resources that you can use to learn more about the industry, and begin searching for organisations to which you could send speculative applications. This list is by no means extensive, but you can use it as a starting point.

#### [UK Government](#)

Advice and information about teacher training, including pathways and funding

#### [UCAS](#)

Information about teaching in the UK

#### [TargetJobs](#)

Guide on how to become a teacher

#### [Education & Training Foundation](#)

Professional Development in Further Education and Training

#### [AGCAS](#)

Careers Advisory Association

#### [Bright Network Education Sector Guide](#)

Guide to the Education Sector. Also see information about [alternative roles](#) in Education.

# Resources

## [TES](#)

Popular education website, featuring jobs, news, resources and sector insights.

## [BBC Teach](#)

News, resources and videos.

## [Schools Week and FE Week](#)

Topical news, politics and opinion pieces.

## [SecEd](#)

The voice for Secondary Education.

## [Prospects](#)

Jobs, advice, application tips and pathways.

## [British Psychological Society](#)

Professional body for those working in Psychology and Counselling profession.