

Fellowship application guidance 2024

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Introduction

Thank you for your interest in applying for Fellowship of the Chartered College of Teaching. This document will support Fellowship applicants during all steps of the process – from the nomination to the application outcome. We want applicants to feel confident during the submission of their application and feel supported by the College.

The document is divided into detailed sections explaining what the assessors and the Membership Committee would like to find in a successful application.

Fellowship: Overview

What is Fellowship: Fellowship is our highest grade of membership at the Chartered College of Teaching. Fellowship (FCCT) was established to recognise the commitment and achievements of teachers, school leaders and educationalists. This is an accolade held by some of the most committed teachers, leaders and educationists who have contributed significantly to the teaching profession. It is a formal mark of their achievements, skills and expertise as teaching professionals.

Fellowship is an opportunity to support career development and strengthen the teaching profession through the recognition of your expertise.

Benefits of joining as a Fellow:

- Use of post-nominals FCCT after your name
- Printed certificate awarding you Fellowship status in recognition of your contribution to the teaching profession
- Exclusive discounts on BERA membership, a range of educational publishers and online subscriptions to TES
- Print copies of our termly, award-winning journal *Impact* and online access to back issues
- Access to my MyCollege, an indispensable resource packed with accessible articles, interactive content and high-quality classroom footage
- Invitations to contribute to roundtable discussions and surveys, giving you the opportunity to influence and engage with education policy and have your voice heard by those making decisions at a system level
- Ability to stand and vote in our annual elections and contribute to shaping the future of the profession

Please be aware that you can nominate or be nominated for Fellowship at any time during the year and submit the application by fixed deadlines that are publicised on the [website](#) (in the Fellowship section). Applications will go under review and marked by our internal assessors after each deadline.

The platform we use for Fellowship applications is called Submittable: www.submittable.com. Please note that you will need to create an account with Submittable before you can use the application link. The account is free and quick to set up.

We aim to provide notification of successful and unsuccessful applications around 6-8 weeks after the submission deadline, although this is dependent on numbers of applications received.

Successful applicants will receive an email to upgrade (if you are an existing member) or create your Fellow account. A certificate will also be sent to you once you provide your postal address. We strongly recommend using a personal email address and home address for your FCCT account.

Once you have been admitted as a Fellow and activated your account, you will be automatically added to our Fellowship [directory](#).

Code of Professional Conduct

Please note that all members of the College are bound by the College Code of Professional Conduct.

This can be found on our website: [Code of Professional Conduct](#)

Framework for Ethical Leadership in Education

Where appropriate, all members should also be aware of and act in accordance with the [Framework for Ethical Leadership in Education](#), established by the Ethical Leadership Commission through the Association of School and College Leaders (ASCL). In addition, upon achieving Fellowship of the College, all Fellows are required to declare that they have read, understood and will act in accordance with the Framework for Ethical Leadership.

Fellows may also wish to consider undertaking the College's [Leading Inclusive Schools](#) online course to underpin their understanding and commitment to ethical, inclusive leadership.

Detailed guidance: Eligibility Criteria

To begin your Fellowship process, you need to be nominated by a peer via our [website](#). If you do not meet the eligibility criteria, your application for Fellowship will be rejected.

The **NOMINATOR** (the person putting a colleague forward for Fellowship) must:

- peer-nominate a colleague via our website, as we don't accept speculative nominations
- have taught in a teacher or leadership position employed by a school (0-19 setting) for 10 years
 - Please note, teaching in a Higher Education Institution does not count towards the required minimum of 10 years of experience.

Please note, the nominator does not need to be a Member or Fellow of the Chartered College.

The **NOMINEE** (the person being put forward for Fellowship) will need to declare that they have:

- taught in a teacher or leadership position employed by a school (0-19 setting) for 10 years
 - Please note, teaching in a Higher Education Institution does not count towards the required minimum of 10 years of experience. Only teaching in early years, primary, middle, secondary or FE settings count.
- made a significant contribution to the teaching profession and are able to demonstrate throughout your teaching career that they have:
 1. critically evaluate and reflect on their own practice
 2. committed to engaging in relevant, career-long professional learning

3. expressed collegiality by supporting, and learning from others
4. adhered to high standards of professionalism
5. engaged critically with research and evidence

Please note, you do not need to be a Member or Fellow of the Chartered College to be nominated for Fellowship. You also do not have to be a currently practising teacher or school leader in order to be nominated for Fellowship, but must meet the eligibility criteria above.

Once the nomination has been submitted, you will be sent an email with the link to the application form, which you will be able to access once you have created a free account on Submittable. When you open the form, you will be asked once again to confirm your eligibility criteria.

Detailed guidance: Making a Nomination

The online nomination form can be accessed via our website: [Online Nomination Form](#).

The online nomination form looks like this. Please make sure that you complete all the compulsory fields:

<p>Your full name *</p> <input type="text"/>	<p>Nominee's full name *</p> <input type="text" value="e.g. Dr Nadia Khan"/>
<p>Your friendly name *</p> <input type="text"/>	<p>Nominee's friendly name *</p> <input type="text" value="e.g. Nadia"/>
<p>Your email address *</p> <input type="text"/>	<p>Nominee's Email address *</p> <input type="text"/>
<p>Where do you work?</p> <p><input type="radio"/> School</p> <p><input type="radio"/> Company or Institution</p>	<p>Where do they work?</p> <p><input type="radio"/> School</p> <p><input type="radio"/> Company or Institution</p>
<p><input type="checkbox"/> Confirm eligibility *</p> <p><small>Click here to self-declare that you are eligible to nominate someone to become a Fellow and you believe they are a suitable candidate.</small></p>	
<p>Submit nomination</p>	

Also please check that you have entered the email addresses accurately.

Once the nomination has been received by our Membership team, the nomination will be processed into an application, and the nominee will receive an email from the Chartered College of Teaching with a link to their application form.

Detailed guidance: Application Form

The application form for Fellowship is made up of three key parts:

- Reference from a peer
- Cover letter
- Professional behaviours

The application form also collects some key data about you, your role and areas of interest.

When filling in the personal information at the top of the form:

- If you are already a Member of the Chartered College of Teaching, we recommend using the same email address linked to your member account. This avoids you from having duplicate accounts and means that we can upgrade your membership easily if you are awarded Fellowship.
- If you are not currently working in a school, you can give the name of your current workplace and write N/A under the URN section.
- We ask for your job role/title and areas of specialism to enable us to add Fellows' details to our internal Fellowship database. This is particularly useful to us when we are looking for advocates, guest speakers, or participants in webinar discussions. Please tick all that apply. Please note that this information is for Chartered College of Teaching internal use only and does not affect your application or assessment.

If you wish to upload any supporting documents to your application, there is an opportunity to do this at the very end of the application form. Please note that this is not a requirement and it will not affect your application if you do not upload any supporting documents.

You can always save the draft of your application and come back to it later. Once you are sure that all of the sections are completed and the reference has been uploaded, you can submit it for assessment.

Detailed guidance: Reference from a peer

A fundamental part of the Fellowship application is the reference from a peer. This reference allows us to hear from a colleague who knows you in a professional capacity.

We highly recommend requesting your reference as soon as possible in the application procedure.

Please ensure that you let your referee know that they will get an automatic email asking them to upload their reference in a Microsoft Word or PDF format to Submittable. We ask them to write a brief reference confirming that:

- They know you in a professional capacity
- They are happy to advocate for your professionalism and commitment to your professional development
- They can confirm that they meet the professional behaviours of a Fellow:
 - critically evaluate and reflect on your own practice
 - commit to engaging in relevant, career-long professional learning
 - express collegiality by supporting, and learning from, others
 - adhere to high standards of professionalism
 - engage critically with research and evidence

Please remember that your referee cannot be the same person that nominated you. The nominator and referee need to be two different colleagues/peers.

In line with other professional references, your referee should not be a family member or friend, even if they are also a teacher. Please ensure that you choose a colleague or peer to provide a professional reference.

During the completion of your application, we strongly advise sending multiple reminders to your referee to make sure they upload their document in time. Failing to do so will delay your application. You can remind your referee via Submittable, which will then send out an automatic email to your referee containing the link where they need to upload the reference. If the email does not arrive, be sure to have your referee whitelist submittable.com or ask them to check their spam folder before contacting us. Due to data integrity, we cannot upload the reference document on your behalf or chase your referee.

As applications with missing references cannot be taken through the assessment process, we suggest that you only submit your application once the reference letter has been uploaded.

Detailed guidance: Cover letter

The cover letter is an opportunity for you to really ‘shout about yourself’ and share aspects of your work.

When assessing the cover letter, we will be particularly looking for the following aspects, which you must therefore include:

- Why you want to be a Fellow of the Chartered College of Teaching
 - Please tell us why you are applying for Fellowship of the Chartered College of Teaching, and why this is important to you.
- Your career highlights and achievements to date
 - This does not have to be an exhaustive list, but tell us about the aspects of your career of which you are most proud, and why.
 - Often people applying for Fellowship status are proud of their work within schools, but you are also welcome to add your achievements beyond school practice, whether working in your local community or at a national level.
- What you would bring to Fellowship in your first year of membership
 - Tell us about how you could use Fellowship to help and support the Chartered College of Teaching.

Please note that the minimum word count for your cover letter is 500 words.

Detailed guidance: Application form – Professional Behaviours

The Professional Behaviours section of the application form gives you the chance to look at aspects of the behaviours required of Fellows in much greater detail. You need to explain and evidence how you have shown the chosen Professional Behaviour in your educational work, giving specific examples to

demonstrate how you have met that Professional Behaviour, and what the impact of this was on your classroom, colleagues, school, MAT or beyond.

You will find the Professional Behaviours here: [Professional Behaviours](#). This list is also included in the application form. The Professional Behaviours are the same as the behaviours we expect to see in our members who hold Chartered Teacher Status. These are:

1. Exhibit collegiality by supporting, and learning from, others (includes sharing practice with colleagues to support their learning and contributing to knowledge and practice within the profession)
2. Demonstrate high standards of professionalism
3. Critically evaluate and reflect on their own practice
4. Are committed to engaging in relevant, career-long professional learning
5. Engage critically with research and evidence (includes identifying how research, evidence and expert input has influenced their practice, values and beliefs)

In your application form you must choose **three** of these Professional Behaviours to expand upon and evidence. One **must** be chosen from professional behaviour 1 or professional behaviour 2.

There is a minimum of 300 words and a maximum of 500 words required for each Professional Behaviour.

For each of the three responses, we suggest using the STAR method to structure your response, to ensure that you explain how you meet the Professional Behaviour in enough detail:

- What was the **Situation**?
- What was the **Task** you undertook?
- What was the **Action** you took?
- What was the **Result/outcome**?

Assessment Criteria

When assessing your application, we will look at all aspects of your application to see whether you meet our criteria for Fellowship. Reflecting the prestigious nature of Fellowship, we are looking for high-quality applications from experienced educators who can **show how they have made a significant contribution to the teaching profession**.

The reviewers will assess your submission against the criteria below. You should refer to the assessment criteria when preparing your Fellowship application to ensure it fulfils the requirements.

Has the applicant for Fellowship provided evidence that they...	Where will this be evidenced?
1. has made a significant contribution to the teaching profession	Cover letter and throughout
2. understands the importance of Fellowship and articulates both their reason for joining and how they can contribute	Cover letter

3. has received an appropriate reference from a peer	Reference
4. exhibits collegiality: are open to sharing practice with colleagues to support their learning and contribute to knowledge and practice within the profession	Professional behaviours (and possibly cover letter and / or reference)
5. demonstrates high standards of professionalism	Professional behaviours (and possibly cover letter and / or reference)
6. can critically evaluate and reflect on their own practice	Professional behaviours (and possibly cover letter and / or reference)
7. is committed to engaging in relevant, career-long professional learning	Professional behaviours (and possibly cover letter and / or reference)
8. can engage critically with research and evidence, identifying how research, evidence and expert input has influenced their practice, values and beliefs	Professional behaviours (and possibly cover letter and / or reference)

Please note assessment criteria 4-8 respond to the five professional behaviours. As applicants only write about three of these professional behaviours, only three of these assessment criteria will be used for each application.

The assessor will also need to be satisfied that your submission:

- fulfils the word count requirements for the cover letter (minimum of 500 words) and Professional Behaviours (minimum of 300 words and maximum of 500).

Characteristic of stronger applications

Stronger application for Fellowship often share the following characteristics:

- Stronger applications ensure that they have covered all of the requirements in their cover letter, including why they want to join and what they will bring to Fellowship within their first year of membership.
- Stronger applications showcase their career achievements clearly in their cover letter, which explains both what they value within their career but also how they have contributed to the profession.
- Stronger applications not only set out their understanding of the professional behaviours but also evidence how these are enacted in practice. Often this is using the suggested STAR model.
- Stronger applications showcase sustained contribution to the profession over time, exploring both larger scale and smaller contributions.

Notification of outcomes

All applications start to be reviewed after the deadline for application submissions. There is an internal panel rigorously assessing applications and subsequently, a robust moderation process. If we require more details from you at any point in the assessment process, the Membership team will contact you.

After all applications have been assessed and moderated, the Membership team will send out outcomes. Successful applicants will receive an email from us via DotDigital whereas unsuccessful ones will be given an update via Submittable along with brief feedback. Please always check your spam folder in case our email has landed there. Unsuccessful applicants are welcome to resubmit the application based on the feedback given by the assessors. If this is the case, please contact our Membership team on hello@chartered.college so that we can reopen your application for edits. Once you have finished your amendments, please let us know so that we can close your application and add it to the next assessment cycle.

Please note that we cannot expand on any feedback or give individual feedback for successful or unsuccessful applicants.

Successful applicants will also receive an email to upgrade their existing member accounts or to create new Fellow accounts. All the instructions will be provided in the email. Fellows will have the option to pay monthly or annually. If your workplace is going to cover your subscription, please get in touch with the membership team to notify them at hello@chartered.college. Once you have also added/updated your personal details such as the postal address and payment preference, you'll also receive a certificate to mark your achievement.

Frequently asked questions (FAQs)

Q: What can I do if I have an issue or a question about my application?

Please contact us via the hello@chartered.college email address, or phone us on 020 3433 7624. We will get back to you as soon as possible.

Q: Who can I ask to be my nominator/referee?

Your nominator needs to be a peer and/or colleague who has taught for at least 10 years. Your referee needs to be someone who knows you in a professional capacity, and can write about your Professional Behaviours. Your nominator and referee do not need to be members of the Chartered College of Teaching. You could ask a current colleague, someone you have worked with in the past, or a line manager (headteacher, executive head, CEO etc). *Please note that your nominator and referee need to be different people.*

Q: What if my referee doesn't submit the reference?

Unfortunately, we cannot award Fellowship status without the reference. Please choose someone reliable and ensure that they have submitted the reference before you submit your application. Regrettably, we cannot chase referees for you.

Q: When will I be notified about the outcome of my application?

We aim to provide outcomes within 6-8 weeks of our submission deadline, although this is dependent on numbers of applications. If you have not received an email from us by 10 weeks after the deadline, please check your spam folders before contacting us.

Q: Will my nomination still stand if I cannot submit the application by the next deadline?

Yes, the nomination does not have a time limit. Once someone has nominated you, you can apply for Fellowship at a time convenient to you.

Q: Can I use post-nominal FCCT immediately once I've been accepted?

No, you will need to activate your Fellowship account first by setting up your payment preference (either via monthly instalments or a one off annual fee). Once you do that, you are welcome to use the post-nominals FCCT.

Q: Can I write about both Professional Behaviours 1 and 2 in my application form?

Yes, that's acceptable. If you decide to choose both *Exhibit collegiality by supporting, and learning from, others* and *Demonstrate high standards of professionalism*, then just choose one other to make up your three required Professional Behaviours.

Q: Can I ask for more feedback if my application is unsuccessful?

No. Your assessor will have left brief feedback for you on any areas that you need to consider before you resubmit your application. We cannot give further individual feedback on applications.

Q: Can I use AI (such as ChatGPT) to help me with my application?

We do not typically recommend using Artificial Intelligence large language models (such as ChatGPT or Bard) when writing your application, as use of AI without appropriate referencing is considered a form of plagiarism. You will need to be mindful that although AI may produce a plausible response, it does not draw on high-quality academic sources and it is unlikely to show the insight into your practice which is

required within the Fellowship application. If you do utilise AI to support your work, you should make this explicit and be clear about how AI has been used to support your application.

Submission Checklist

Use this checklist to ensure your application fulfils the requirements outlined in this guidance document.

Within your cover letter:	<input checked="" type="checkbox"/>
Check that your cover letter includes: <ul style="list-style-type: none"> • Why you want to be a Fellow of the Chartered College of Teaching • Your career highlights and achievements to date • What you would bring to Fellowship in your first year of membership 	
Ensure that your cover letter meets the minimum word requirement of 500 words	
Shown how your career highlights are evidence that you have made a significant contribution to the profession	
Within your Professional Behaviours:	
Include at least one of either: <ol style="list-style-type: none"> 1. Exhibit collegiality by supporting, and learning from, others 2. Demonstrate high standards of professionalism plus two other Professional Behaviours	
Have met the minimum word requirement of 300 words per Professional Behaviour	
Included specific examples of how you have met the three chosen Professional Behaviours (STAR system)	
Your reference:	
Ensure that you have selected an appropriate referee	
If possible, you have ensured that your referee has submitted their reference before you submit your application	
General:	
Check your application for spelling and grammatical accuracy prior to submission	
Cross-reference your submission against the assessment criteria for this assessment	
Check your submission meets the word count requirements for this assessment	

Further Questions

If you have any further questions about Fellowship, please contact the Membership Team via hello@chartered.college and we will do our best to answer your query.