

Dear Suraasa Teacher,

We hope you're good.

The process of Job-Seeking in a vast world of varied teaching opportunities is one that we have actively invested in. As shared in a recent email message to you, we have implemented placement support sessions, created a cutting-edge online platform, and developed a personal profile to include Skill-Mapping and Video Portfolio options.

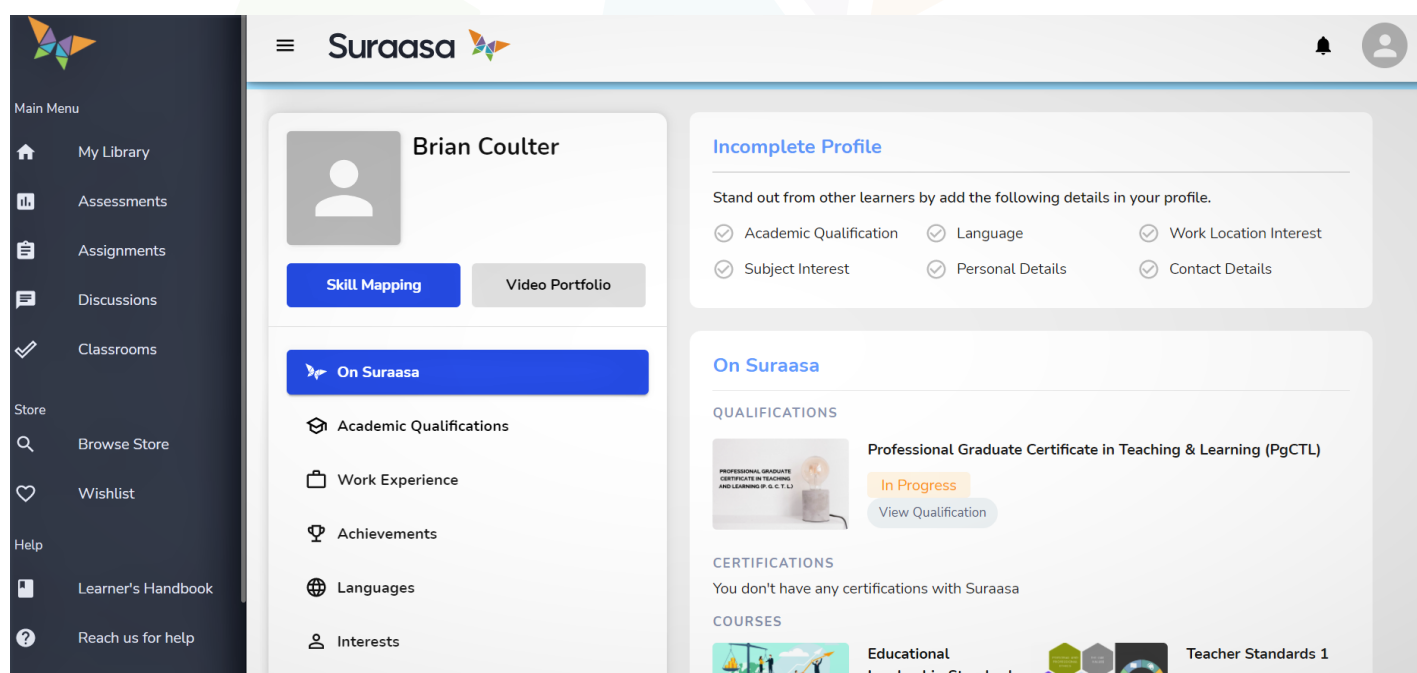
In summary, by understanding the modern day process of Job-Seeking, we have created a modern day placement platform and personal profile.

On your platform, the written part of your Profile should now be updated (Point. 1 in the picture below). As part of your Profile, the Video Portfolio (Point 3 below) is a feature that will enhance your credibility and hopefully, opportunity.

Your Video Portfolio is now ready to use. This Video Guidance will help you to make the best possible video and guide you from preparing to uploading your Video Portfolio to your Profile on the platform

Your Suraasa Profile is made up of three main areas:

- Profile (Academic Qualifications, Work Experience, Achievements, Languages, Interests)
- Skill Mapping
- Video Portfolio



The screenshot shows the Suraasa user profile interface for Brian Coulter. The interface includes a sidebar menu with options like My Library, Assessments, Assignments, Discussions, Classrooms, Browse Store, Wishlist, and Learner's Handbook. The main content area displays the user's profile with a placeholder for a profile picture and buttons for Skill Mapping and Video Portfolio. Below these are sections for Academic Qualifications, Work Experience, Achievements, Languages, and Interests. A section titled 'Incomplete Profile' lists details to be added, such as Academic Qualification, Language, Work Location Interest, Subject Interest, Personal Details, and Contact Details. Another section titled 'On Suraasa' shows a 'Professional Graduate Certificate in Teaching & Learning (PgCTL)' in progress, with a 'View Qualification' button. Below this, there are sections for 'CERTIFICATIONS' (showing no certifications) and 'COURSES' (showing 'Educational Leadership Standard' and 'Teacher Standards 1').

This guidance is to focus and support you on Point 3. The Video Portfolio.

The Video Portfolio is an important addition to your Skills Portfolio. From shared feedback, Principal teachers have indicated that the video will be a crucial feature to securing an invitation to interview.

Unanimously, Principals requested a short, sharp, professionally engaging snapshot; a little of who you are and your personality.

To guide you in ensuring you achieve this, we offer a **4 Step Check**.

Step 1: Guidance - Read and Prepare

Step 2: Video preparation - prepare and practise before you record!

Step 3: Record your video

Step 4: Link - upload your video to the video portfolio on the platform

Step 01

Guidance

Always Conduct a Tech-Check

Check whether your equipment is updated and functioning correctly. Sometimes you might need to download plugins and apps to run the video conferencing software.

Always do trial runs with friends or family in advance so that you can make any necessary changes.

Pre-Charge All Devices

Ensure that your device is charged enough!

Dress to Impress

Dressing for a live video is as important as dressing for an in-person interview. Wearing an appropriate attire will make you feel confident and portray a sincere image.

Aim for Peace, Quiet, and Cleanliness

Locations that have too many distractions can affect your performance in front of the camera.

Turn off text, social media, and email alerts along with software updates as well as other notifications.

Body Language is Key

Eye contact and good posture are vital elements of a successful video.

The best way to maintain eye contact is to look into the camera instead of yourself. You should ensure that you appear in the center and not in the sides. Plus, your back should be straight, your chin up, your feet on the floor, and your shirt tucked!

Prepare and Practice

Always project your full voice. Check your device's microphone and speaker controls before you begin.

Avoid Fidgeting

Fidgeting and appearing nervous can give a negative perception. Nervousness can make you appear under confident. Give yourself positive affirmations as you deliver your video recording.

Smile

You should smile but not too often or too much. A smile will make you appear confident, approachable.. Remember to speak in a calm tone to set a good first impression.

Step 02

Video Preparation

Your video:

- 2 - 3 minutes only
- Do not go over 3 minutes - feedback from Principal Teachers is clear that they would not spend more time than this viewing each video.
- The video portfolio has a set time limit of 3 minutes.
- Key Points the video should convey to the viewer
- Personality
- Love of teaching/ children
- Teaching experience and achievement
- Impact in teaching
- Pedagogical thought linked to impact and experience

Running order of video

- **Introduction:** State your name and give a brief background, a short story about you as a person and professional (1 min)
- **Experience:** Share an example(s) of a highlight in your teaching career and/or your professional career as related to teaching and children as possible

- **Impact:** Demonstrate this by sharing the impact of an experience; a positive outcome or resulting effect related to children/ learning/ classroom or a life experience related to children or demonstrating positive characteristics.
- Link Pedagogy to any relevant part of the three sections above.

New to teaching:

- With limited teaching experience (less than 1 year) consider your approach as a teacher; your style, pedagogical thought.
- Use any related life or non-teaching professional experience and also what you have learned from the PgCTL course. Link to any personal experience with skills that you know relate to teaching, educating in general or working with children.
- Imagine yourself in a school setting, in a classroom. You have invested to become a great teacher - what have you learned, how will you apply it, who are you going to be as a teacher.

Step 03

Record your video and upload

- Record your video using your phone. Your phone will offer a better video than your laptop or computer,
- Once recorded, open Surassa.com on your phone and go to the profile section (Screenshot at top)
- Click on 'Video Portfolio' and follow instructions to upload here.