

LOOKING AT THE CAREER LADDER

Student Worksheet



Looking at the Career Ladder - Student Worksheet

Activity 1:

Put the career ladder of the school principal in order, numbering each stage from 1 to 7

Trainee Teacher	<input type="checkbox"/>
Principal	<input type="checkbox"/>
Student	<input type="checkbox"/>
Assistant Principal	<input type="checkbox"/>
Experienced Teacher	<input type="checkbox"/>
Graduate	<input type="checkbox"/>
Deputy Principal	<input type="checkbox"/>

Activity 2:

Use the word bank (below) to match the words from a typical school principal's journey to the definition.

Interview	Dedication	Commitment	Upskilling	Confidence	Networking
Undergraduate	Career Ladder	Postgraduate Study			

A meeting in which someone asks you questions to see if you are suitable for a job or course	
Study, where the student has already received one degree and is studying at a university for a more advanced qualification	
The quality of being certain of your abilities or of having trust in people, plans, or the future	
The process of learning new skills or of teaching workers new skills	
A student who is studying for their first degree at a college or university	
The activity of meeting people who might be useful to know, especially in your job	
The willingness to give a lot of time and energy to something because it is important	
A promise or firm decision to do something	
A series of jobs from the lower paid with less responsibility to the highest paid with the most responsibility within a company or particular profession	

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Activity 3

Look at the sample career ladder for the civil service. Imagine you are an entry level clerical officer applying for a position at the next stage of the ladder.

Details:

Years of employment: 5 years

Duties: Office Administration in the office of the local authorities

Qualifications: Leaving Certificate & NFQ Level 5 in Office Skills, currently upskilling in Microsoft Excel & Leadership via the Skills to Advance scheme (Level 6 NFQ pending)

Skills: Organised, Interpersonal, Listening, Leadership, ICT

Qualities: Hardworking, Honest, Dedicated, Committed

Examples of work:

- Covering an unexpected leave of a colleague and taking on extra duties (including a leadership role).
- Leading a team through a recent audit.
- Reorganising the office filing system, using digital software to improve efficiency.
- Supporting new staff in the new office procedures.

Write a letter of application for the position, using the information above and the prompts below:

Dear Sir/Madam,

I would be most grateful if you will consider my application for the position of Executive Officer Office Administration.
I am an ideal candidate because.....

Yours sincerely,
