



Chartered College
of Teaching

Fellowship

Application guidance

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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. 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.

Please be aware that you can apply for Fellowship during three application windows across the year, and submit the application by fixed deadlines that are publicised on our [website](#).

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.

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 application process, you need to already be a member of the Chartered College of Teaching. If you're not already a member, you can join as a full member (for practising teachers and leaders) or as an affiliate (if you are currently working as a consultant, for example, or for an educational charity or other organisation). Please see our [membership webpage](#) for more details on the different membership categories.

In order to apply for Fellowship, you will need to declare that you meet the following:

- You have taught in a teacher or leadership position employed by a school (0-19 setting) for at least 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.
- You have made a significant contribution to the teaching profession
- You are able to demonstrate throughout your teaching career that you:
 - have critically evaluated and reflected on your own practice
 - are committed to engaging in relevant, career-long professional learning
 - have expressed collegiality by supporting, and learning from others
 - have adhered to high standards of professionalism
 - have engaged critically with research and evidence

You do not have to be a currently practising teacher or school leader in order to apply for Fellowship, but must meet the eligibility criteria above.

Members can access the Fellowship application form from [the Fellowship section of My College](#), where you can access the online application form.

Detailed guidance: Application Form

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

- Eligibility and applicant details
- Cover letter
- Three Fellow professional behaviours
- Two professional references

You can navigate through the form using the buttons at the bottom of the page. The form does not have to be completed all at once, as you can save the form at any point and return to it later.

Eligibility and applicant details

Before you can move through the rest of the application form, you'll first be asked to confirm your eligibility for Fellowship. If you have any questions about this please contact us via hello@chartered.college so that we can assist.

Next is the Personal Details section, which will already be populated with some information from your member account. Please ensure that you update any inaccurate information, including the school / organisation that you work in, your geographical region, your job role and job title. You'll also need to tell us how long you've been teaching, as well as letting us know if you have any other relevant qualifications or titles.

If you are not currently working in a school or are working internationally, you can give the name of your current workplace and write N/A under the school URN section.

Next is an opportunity to select up to five areas of specialism. These are areas where you feel that you could contribute to our work, such as through speaking or writing on that topic. We use this information to invite Fellows to appropriate focus groups or roundtables, and to ask Fellows to speak at in-person or online events or write for our publications. This information is really helpful for us as we can understand more about our Fellows, and also so that we can offer Fellows opportunities which match their strengths. Please note that this information is for Chartered College of Teaching internal use only and does not affect your application or assessment.

Cover letter

The cover letter is an opportunity for you to really 'shout about yourself' and share aspects of your work. You can type your cover letter straight into the text box, or you can write the letter in another program and copy / paste it in if you prefer.

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. There is a word count feature underneath the text box, and you will not be able to submit your application if the cover letter falls under 500 words.

Fellow 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, trust or beyond.

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)

You can find out more about our Professional Behaviours for Chartered Teachers, Leaders and Mentors within the [Professional Framework](#).

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 listed above.

There is a minimum of 300 words and a maximum of 500 words required for each Professional Behaviour. There are word count features under each text box, and you will not be able to submit your application if any of the Professional Behaviour responses are under 300 words.

For each of the three Professional Behaviour 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?

On the form you will need to select the Professional Behaviour that you are writing about from the drop down list. You can either type directly into each text box, or you can copy / paste from another program, such as word processing software.

Professional references

Professional references are a fundamental component of the Fellowship application. This allows us to hear from colleagues who know you in a professional capacity. The application form asks for the first name, last name, job title and contact email address for your two referees. Please ensure that you input this information accurately, especially the email address.

Please ensure that you let your referees know to expect an automatic email asking them for their reference. 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

In line with other professional references, your referees should not be family members or friends, even if they are also teachers. Please ensure that you choose colleagues or peers to provide your professional references.

We cannot take applications through to assessment which do not have two acceptable professional references. Regrettably, we cannot chase referees for you or accept references via email. This means that if you submit your application near a submission deadline and the references are not received before the deadline, then the application will miss that assessment window. However, your application will be picked up in the next assessment window, once the two references are received.

Supporting Documents

If you wish to upload any supporting documents to your application, there is an opportunity to upload up to three documents at the 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.

Submit

Please check through your application prior to submitting, looking at the assessment criteria below to ensure that you have met the criteria. You will not be able to edit your application once it has been submitted.

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 two appropriate references from a peer	References
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 references)
5. demonstrates high standards of professionalism	Professional behaviours (and possibly cover letter and / or references)
6. can critically evaluate and reflect on their own practice	Professional behaviours (and possibly cover letter and / or references)
7. is committed to engaging in relevant, career-long professional learning	Professional behaviours (and possibly cover letter and / or references)
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 references)

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

Characteristic of stronger applications

Stronger applications for Fellowship often share the following characteristics:

- Stronger applications clearly draw out the applicant's significant contribution to the teaching profession, through sustained contribution to the profession over time and exploring both larger scale and smaller contributions.
- 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. They give clear examples of how they could contribute to our work within the teaching profession.
- Stronger applications showcase their career achievements clearly in their cover letter, which explains both what they value within their career but also adds to how they have contributed to the profession.
- Stronger applications not only set out their understanding of the Fellow Professional Behaviours but also evidence how these are enacted in practice by giving clear examples. Often this is using the suggested STAR model.

Notification of outcomes

All completed 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 Chartered College team will contact you.

We aim to provide notification of successful and unsuccessful applications around three months after the submission deadline, although this is dependent on numbers of applications received. Applicants will be able to see the assessment of their application and brief feedback.

If your application is successful, you will receive an email to upgrade your membership account. Once you have upgraded your membership you'll receive a welcome email and an official Fellowship certificate will be sent to you to mark this achievement, so please ensure that your postal address is up to date. We strongly recommend using a personal email address and home address for your FCCT account.

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

Unsuccessful applicants are welcome to resubmit the application based on the feedback given by the assessors.

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

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: Do I have to be a member of the Chartered College to apply for Fellowship?

Yes, you'll need to be a member (holding either full membership or affiliate membership) before you apply. However, there's no minimum amount of time that you need to have been a member before you apply for Fellowship. If you are a new member, we hope that you'll be able to start enjoying the benefits of membership while your Fellowship application is being assessed and processed.

Q: Who can I ask to be my referees?

Your referees need to be peers or colleagues who know you in a professional capacity, and can write about your Professional Behaviours. Your referees do not need to be members of the Chartered College of Teaching. You could ask current colleagues, someone you have worked with in the past, or a line manager (headteacher, executive head, CEO etc).

Q: What if one of my referees doesn't submit the reference?

Unfortunately, we cannot award Fellowship status without the references. Please choose reliable people and ensure that they understand the timeframes and importance of the reference. Regrettably, we cannot chase referees for you. Once the two references are submitted, your application will be assessed at the next available opportunity.

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

We aim to provide outcomes within three months of our submission deadline, although this is dependent on numbers of applications. If you have not received an email from us by 16 weeks after the deadline, please check your spam folders before contacting us.

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, Claude or Gemini) 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 and professional behaviours 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.

At the Chartered College of Teaching we use an adaptation of Perkins et al.'s (2024) AI assessment scale to provide clarity about the level of AI utilisation that is deemed to be acceptable.

For this application, specific guidance on using AI is provided below:

Element(s)	Permitted use	
Cover letter and Professional Behaviours	2 AI assisted editing	AI can be used to make improvements to improve the clarity or written accuracy of work, but no new content can be created using AI. <i>e.g. use of AI for grammar/spelling check; referencing; proof-reading or rephrasing of wording</i>

Submission Checklist

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

Within your cover letter:	☒
Check that your cover letter includes: • 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 you have shown how your career highlights are evidence that you have made a significant contribution to the profession	
Within your Fellow Professional Behaviours:	
Include at least one of either: 1. Exhibit collegiality by supporting, and learning from, others 2. Demonstrate high standards of professionalism plus two other Professional Behaviours	
Included specific examples of how you have met the three chosen Professional Behaviours (STAR system)	
Your references:	
Ensure that you have selected appropriate professional referees	
Check that the contact details, including the email addresses, are correct	
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 application	

Further Questions

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