

## Personal statement

A well presented, articulate and conscientious professional who is keen to secure employment with a school that is committed to excellence. Mary has a track record of raising attainment, and can prove excellent results in previous teaching positions. She is committed to giving students the best possible education, and helping them to develop a lifelong enthusiasm for learning. Through delivering high quality English lessons she has the ability to assist any school to achieve set goals and targets. She possesses experience of teaching varied, rich and broad classes that engage students. Right now she is looking for a suitable teaching position with a school that has an enthusiastic team and where she will have the opportunity to contribute to their success.

## Employment History

### High School - Coventry

**ENGLISH TEACHER** April 2009 - Present

Responsible for regularly assessing a pupils work both informally and formally. Also in charge of providing students with the highest quality teaching and support available by planning effectively and being sensitive to the needs of pupils of different abilities.

#### Duties:

- Setting tasks which challenge students and ensure high levels of interest from them.
- Using clear and concise language when teaching in a class.
- Developing English lesson plans in line with the National Curriculum and Government guidelines.
- Being fully conversant with, and applying, the School's child protection policy and all related issues.
- Write up, prepare course material and handouts.
- Keeping up to date with developments in the world of teaching.
- Providing guidance and advice to pupils on educational, social and career matters.
- Monitoring and absences of students and taking appropriate action to address any issues.
- Always setting a good example through exemplary personal and professional conduct.

### Secondary School - London

**TEACHING ASSISTANT** October 2008 – April 2009

### Recruitment Company - Watford

**OFFICE JUNIOR** June 2008 – October 2008

## Areas of Expertise

Classroom management	English Literature	Reading & literacy	Marking course work
Assessing students	IT literate	School trips	Organising discussions
Behaviour management	Checking for plagiarism	Organising exams	Child care

#### Teaching skills

- Able to challenge the higher ability pupils and support the progress of lower ability pupils.
- Creating a classroom environment that is conducive to teaching and learning.
- Accepting and respecting the strengths and limitations of certain students.
- Can establish and maintain effective relationships with students, their parents and administrators.
- Possessing a perceptive understanding of young people and their 'needs' and 'expectations'.
- Knowledge of the latest teaching tools and classroom technology.

## Academic Qualifications

Birmingham North University - 2005 - 2008 - Teaching BA (Hons)  
 Sales & Marketing - Diploma  
 Birmingham South College - 2003 - 2005 - Commerce Diploma

**References** - Available on request.



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