

Maxine Curry

Substitute Teacher

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PERSONAL SUMMARY

Maxine has a natural flair for engaging and motivating children to do the very best they can. She can be relied upon to efficiently carry out the instructions of the regular teacher. As a true professional she will always leave the teacher a detailed report about how the day went, what work was completed and what work was not. She can bring high-level skills to the table and genuinely strives to satisfy each and every pupils unique learning requirements. Furthermore, she possesses vast experience of working in diverse academic settings. Right now she wants to join a school that always works to the principles of fairness and equality of opportunity in all its recruitment processes.

CAREER HISTORY

Sparkbrook School - Coventry

SUBSTITUTE TEACHER Sep 2014 – Present

In the absence of regular teachers helping students to learn subject matter and skills that will contribute to their development as mature, able, and responsible young men and women.

Duties:

- Performing all the duties of the absent teacher as required by the school, its curriculum and head teacher.
- Familiarizing herself with the school layout, lesson procedures & the emergency exit route for an assigned class.
- Checking to ensure that there is sufficient learning material in the classroom to carry out lesson plans.
- Instructing assigned classes in the location, classes & at the times designated by senior colleagues & the timetable.
- Maintaining accurate, complete, & correct administrative records pertaining to a pupil's attendance/progress.
- Maintaining normal classroom routines, discipline & procedures in a lesson to ensure there is a learning structure.
- Taking all necessary and reasonable precautions to protect students, equipment, materials, and school facilities.

West School - Coventry TEACHER Jun 2012 – Sep 2014

General School - Leeds TRAINEE TEACHER Jan 2010 – Aug 2012

PROFESSIONAL SKILLS

Teaching

- Leaving the classroom as neat as possible with things approximately in the same place where they were found.
- Maintaining a positive learning atmosphere in the classroom at all times and making sure not a minute is wasted.
- An in-depth understanding of the national standards within specific subject areas & ensuring these are followed.
- Never leaving students unsupervised at any time during the day, by ensuring that I am always available for them.
- Leaving accurate detailed notes for the regular teacher about which students were helpful, or undisciplined, etc.
- Open to constructive feedback & willing to try new techniques that could help students improve their skills.

Personal

- Passionate about reducing academic inequalities and willing to go the extra mile to ensure fairness for all pupils.
- Adhering at all times to the strictest interpretation of all relevant Teaching Codes for Professional Conduct.
- Possess own car, along with a clean driving licence and willing to use own car to visit different schools to teach.

ACADEMIC QUALIFICATIONS

<i>South East University</i>	2006 - 2009	Advanced Teaching Degree
<i>North East College</i>	2005 - 2006	Diploma in Teaching
<i>Sparkbrook College</i>	2004 - 2005	Diploma in Mathematics
<i>Sparkbrook College</i>	2004 - 2005	Diploma in Social Care
<i>Coventry School</i>	2000 - 2004	A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request





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