

Mark Jones

Teacher

AREAS OF EXPERTISE

Classroom organisation

Resource management

Pupil motivation

Pupil discipline

Curriculum planning

Policy implementation

Planning activities

Diversity issues

Classroom management

Office administration

Supervising

Attendance monitoring

CAREER STATEMENT

“Apart from my extensive knowledge of current education legislation, practices and procedures, I feel that my greatest strengths are firstly my ability to build sound relationships with staff and pupils. Secondly my skill at gaining a clear understanding of a pupils exact needs, and thirdly my commitment to safeguarding and promoting the welfare of children and young people at all times.”

Mark Jones

PERSONAL SUMMARY

A experienced, enthusiastic and focused teacher who is committed to safeguarding and promoting the education and well-being of children and young people at all times. Mark is passionate about giving young children the best possible education in life, and enjoys working in a busy environment and relishes the challenge of managing a diverse workload. He is able to establish a supportive relationship with not only students but also their parents and fellow teachers all with the aim of promoting and reinforcing a student’s independence and self-esteem. He is someone who is fundamentally committed to good practise and innovation and who is very much a team player. Always engaged in continuous learning in order to broaden his knowledge and experience, he is confident, passionate and enthusiastic about working with children. Mark is currently looking for a challenging teaching role that is only limited by the candidates drive and ambition.

CAREER HISTORY

Local School - Coventry

TEACHER April 2009 - Present

Responsible for assisting in the educational and social development of pupils under the direction and guidance of the head teacher. In charge organising classes and responding to the strengths and needs of students during lessons.

Duties:

- Working in accordance with the school’s curriculum statement and policies.
- Monitoring and assessing a pupil’s progress.
- Participating in the development of appropriate syllabuses, materials and Schemes of Work.
- Ensuring confidentiality at all times.
- Carrying out a share of supervisory duties.
- Participating in and contributing to staff meetings.
- Actively involved in curriculum review and development.
- Teaching within the designated subject areas.
- Ensuring the correct use and care of equipment and resources is maintained.
- Participating in appropriate meetings with parents.
- Planning and preparing appropriate lessons and suitable teaching materials.

School - Manchester

TEACHER May 2008 – March 2009

Responsible for making a positive and regular contribution to the school’s extra-curricular and enrichment programme; leading, coaching and supporting students to develop their academic skills but also their sporting talents and outside interests.

Duties:

- Supporting classroom management and assisting with general administration.
- Maintaining the fabric of the classroom and creating a stimulating environment for students to work in.
- Providing administrative support.
- Keeping up to date with new teaching initiatives.
- Maintaining records of student admissions and records.
- Maintaining up-to-date classroom displays.
- Setting and subsequently marking and assessing pupils’ work done both at school and at home.
- Liaising effectively with parents.
- Helping to manage pupil behaviour and discipline.

PERSONAL SKILLS

Critical thinking

Professional conduct

Sense of humour

Teamwork

Perseverance

Attention to detail

Confident

Creative energy

Positive attitude

PROFESSIONAL

Advanced First Aid

French speaker

German speaker

CRB cleared

Fire Marshall

PERSONAL DETAILS

Mark Jones

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Driving license: Yes

Nationality: British

School - Birmingham

ASSISTANT TEACHER June 2007 – May 2008

School - Manchester

ASSISTANT TEACHER July 2006 – June 2007

KEY SKILLS AND COMPETENCIES

Teaching attributes

- Able to interact and form relationships with other professionals and agencies associated with the school.
- Knowledgeable about all areas of teaching.
- Can liaise effectively with parents through home/school diaries and phone calls.
- Can support students with emotional or behavioural problems and help develop their social skills.
- Excellent classroom skills.
- Playground monitoring and interventions to remind children of school rules.
- Strong Behaviour Management Skills.
- Responding to accidents and emergencies relating to pupils.
- Providing regular feedback regarding student's progress to line managers and teaching staff.

Personal attributes

- Having a positive and creative approach to teaching.
- Setting high expectations which inspire, motivate & challenge students.
- Able to work flexibly as part of a high performing team.
- Able to work as part of a team.
- Having a creative and critical thinking approach.
- Committed to comprehensive education for all.
- Committed with high expectations of all pupils.
- Capacity for hard work.
- Ability to follow instructions and use initiative.

Professional attributes

- Assisting with the planning and evaluating of learning activities.
- Always student focused.
- Able to effectively manage pupils with difficult behaviour whilst encouraging them to highly achieve.
- Highly organised with excellent preparation.

ACADEMIC QUALIFICATIONS

Birmingham North University ***2003 - 2006***

Teaching BA (Hons)

Birmingham South College ***2001 - 2003***

A Levels: Maths (B) English (A) Physics (C) Geography (A)

PRINCE 2

City & Guilds, Diploma in Project Management

REFERENCES – Available on request.



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