

# Wendy Harris

## Teaching assistant

### AREAS OF EXPERTISE

*Behaviour management*

*Administrative duties*

*Health & safety*

*Knowledge of National Curriculum*

*Childcare*

*SEN*

*Equal opportunities*

### PROFESSIONAL

*First Aid qualified*

### PERSONAL SKILLS

*Calm temperament*

*Creative*

*Engaging*

*Listening skills*

### PERSONAL DETAILS

*Wendy Harris  
34 Anywhere Road  
Coventry  
CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A caring, supportive and enthusiastic team player who is committed to the welfare, safeguarding and promotion of pupils. Possessing confidence and enthusiasm as well as having excellent communication and time management skills. With a proven ability to encourage children to achieve their potential by stimulating their enthusiasm for learning and also their determination to succeed.

Looking for a opportunity to make a genuine difference in a ambitious and progressive school.

### WORK EXPERIENCE

#### **Primary School – Coventry**

**TEACHING ASSISTANT** June 2008 - Present

Acting as a support to the teacher when working in a group setting. Working under the supervision and guidance of senior teaching staff in a busy and exiting school. Contributing to the delivery of teaching and tutorials and providing personal academic support and mentoring for groups of students.

#### **Duties:**

- Assisting the teacher in the management of pupils and the classroom.
- Helping children in their studies and all areas of the national curriculum.
- Providing general support and one-to-one assistance for pupils.
- Helping children with their learning, playing and social development.
- Assisting with the preparation of a comfortable learning environment.
- Preparing class registers & accurately updating pupil records.
- Delivering educational programmes and assessing their impact on pupils.
- Producing accurate and up-to-date records and reports as required.
- Meeting parents at Parent Evening's & updating them on a child's progress.
- Monitoring a pupils performance throughout the year.
- Planning learning activities & school trips with teachers.
- Producing accurate and up-to-date records and reports as required.
- Assisting in implementing Individual Education Programmes for students.
- Organising and maintaining books, learning materials and resources.
- Providing extra support to children with special needs or those who speak English as a second language.

### KEY SKILLS AND COMPETENCIES

- Ability to build good relationships with the staff and pupils.
- Excellent knowledge of all teaching subjects.
- Have the confidence and energy to successfully handle difficult behaviour.
- Experience of supporting children with special needs.
- Strong behavioural management skills.

### ACADEMIC QUALIFICATIONS

BA (Hons) Education Studies  
**Nuneaton University 2005 - 2008**

A levels: Maths (A) English (B) Technology (B) Science (C)  
**Coventry Central College 2003 - 2005**

**REFERENCES** – Available on request.

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