

# Paul Jones

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Post Code

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## TEACHER / EXAMINER

Possessing developed teaching and management abilities, inspiring students to achieve optimum performance levels with mutual respect within public and independent schools in the U.K. and abroad. Providing advice and support needed from all backgrounds to achieve their goals. Now looking to continue to making a significant contribution within a Training / Teaching position outside mainstream education.

## AREAS OF EXPERTISE

- Training needs identification
- Training / course design
- Sports P.E. development
- Staff development / leadership
- Organising events
- Utilizing learning methods
- Coaching
- Policy and plan construction
- Curriculum planning
- Health and Safety / First Aid
- Financial control / budgeting
- Outdoor education
- Resource management
- Change management
- Mentoring / discipline
- Computer literacy
- Professional liaison
- Writing skills

## EDUCATION

BSc	Biological Sciences (Molecular and Genetics)	1987-91
PGCE	Biology with Science (ages 11-18)	1994-95

## PROFESSIONAL EXPERIENCE & SIGNIFICANT ACHIEVEMENTS

**SUPPLY TEACHER (SCIENCE AND PHYSICAL EDUCATION)** *Sep 08 - Present*  
[Write Company A Here](#)

**HEAD OF SCIENCE** *Jan 04 - Sep 08*  
[Write School A Here](#)

Taught 'A', 'A/S', I.B., IGCSE and GCSE Biology and Science courses. 'A' level Biology examiner. Managed the science budget and building, responsible for 9 teachers and 3 technicians.

- Instilled a sense of purpose in the Science Department and created a highly effective team of staff.
- Recruited new staff at many levels / professions.
- Wrote schemes of work on quality, health and safety and a departmental development plan and handbook.
- Purchased ICT (IT) equipment after successfully operating under budget (first time in 3 years).
- Oversaw department refurbishment.
- Introduced and streamlined courses whilst reorganising and sourcing new resources.
- Provided a solid foundation for the future through a balanced mix of education and leisure.

**SUPPLY TEACHER (SCIENCE AND PHYSICAL EDUCATION)** *Sep 01 - Dec 04*  
[Write School B Here](#)

**TEACHER (BIOLOGY, SCIENCE, AND PHYSICAL EDUCATION)** *Sep 00 - Aug 01*  
[Write School C Here](#)

- Taught Biology 'A', 'A/S', I.B. and GCSE 2 year, 1 year and 1 week intensive revision courses
- All students passed with high grades.
- As a specialist tutor and experience as examiner able to motivate and communicate with students in ways which they understand. Barriers are quickly broken down, enhancing the learning process.
- Organised inter-college basketball, football and rugby matches and trips.
- Rugby coach and Biology tutor at DLD College.

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## PROFESSIONAL EXPERIENCE & SIGNIFICANT ACHIEVEMENTS (CONT)

### TEACHER (BIOLOGY, SCIENCE, AND PHYSICAL EDUCATION)

Feb 00 - Aug 00

Write School D Here

- Delivered successful GCSE courses whilst meeting increased intake demands.

### TEACHER (SCIENCE, AGRICULTURE, ICT MATHEMATICS AND PHYSICAL EDUCATION)

Oct 98 - Feb 00

- Travelled around the world, mostly teaching in Australia. Taught subjects to ages 12-18 years, including, for the first time, Agriculture and Mathematics at post 16 level.
  - Tranby College, Perth, WA, Australia (mixed, 4 -17 years). I started after-school sport, was a Y8 tutor and Y9 camp leader. I also piloted a new student progress review system.
  - The King's School, Sydney, Australia (all boys, 11-18 years).
  - At King's, I was a Y10 tutor and Y7 resident tutor at Gowan Brae, an U13 rugby coach, school rugby referee and camp leader on two camps.
  - Heavily involved in extra-curricula activities.

### TEACHER (BIOLOGY, SCIENCE AND PHYSICAL EDUCATION)

Dec 95 - Aug 98

Write School E Here

- Taught classes across the full age and ability range, up to 'A' level
- Organised extra curricular teams, clubs and productions, house events, competitions and summer school.
- Rewrote GCSE and 'A' level Biology schemes of work
- Produced practical files, worksheets, 'A' level question bank & essay booklet
- Managed the monitoring of learning and achievement in Biology at KS3
- Introduced an 'A' level P.E. course to the school, introduced ICT into the science curriculum and started three school rugby teams.
- Actively committed to the Duke of Edinburgh Award Scheme and Safety Officer on expeditions.
- Planned and developed assessment procedures with P.E. and implemented IT within this process.

#### *Achievements / Demonstrated abilities ( Pastoral )*

- Adopted role as Pastoral Assistant took sole responsibility for whole school issues, such as reports, parents' evenings, work experience and pastoral care, including tutoring, school trips, field courses and the Duke of Edinburgh Award Scheme.
- Managed whole reports / assessment procedure including, target setting and bench marking.
- Published reports.

#### *In-service and Professional Training*

Accelerated Learning, Effective Management in Schools, Recruitment and Selection, Drug awareness, Team Teaching, Recruitment and Selection, ICT in Science, Positive Discipline, Data Logging and Science, Rugby Coaching, Rugby Refereeing.

*All courses commensurate with areas of expertise / key skills.*

Early Career: Self-employed Farmhand / Mechanic, Northumberland, (Aug 1991- Jan 1994).

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#### Personal:

**Date of birth:** 1969.

**Marital status:** Married, 1 child.

**Driving licence:** Full Clean.

**DfES number:** 94/#####.

**Interests:** Rugby coach/ referee / player, football, tennis, squash. Natural science.

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