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# Jane Smith

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## PRIMARY SCHOOL TEACHER

Experience gained within varied practical and development roles, mainly within National Numeracy and Literacy Strategies. Believing a mature, constructive and eclectic teaching approach and effective working relationships between staff, students and parents are crucial to providing a stimulating learning environment that celebrates the achievements of every individual and enables them to reach their full spiritual, academic, social, creative and physical potential and meeting school mandates. Having recently settled in Australia now looking to make a continued significant contribution as Primary School Teacher, Literacy Co-ordinator or a position of similar responsibility.

## KEY SKILLS AND EXPERIENCE

- Planning in compliance with N.C.
- Communication in early years
- Organising programmes
- Differentiating learning activities
- Policy and plan construction
- Curriculum co-ordination
- Extra curricular teams
- Organising house events
- Primary liaison work
- Pastoral care
- Staff mentoring
- Computer literacy
- Organising productions
- Teamwork
- Writing plans / reports

## EDUCATION

<b>BA (Hons)</b>	English Literature and American Studies (2:1)	<b>1993 - 96</b>
<b>PGCE</b>	Primary Education (3-11 years) (University of Ripon and York St. John)	<b>1996 - 97</b>
<b>General Ed.</b>	4 x A levels, 9 x GCSEs.	

**Other certifications** / professional training courses have supplemented my extensive hands-on experience: First Aid, Numeracy strategy, Literacy insets including ESL children in literacy, KS2 Grammar for writing. Computer literacy (ICT) to name a few.

## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

### CLASS TEACHER

*Jan 02 - Jul 07*

and Co-ordinator of Literacy across the school for Key Stage 1 and Key Stage 2.

School A, Newcastle, England.

Teaching primary School students most subjects including science history, geography, PSHE, ICT, Art, design Technology and Music and Physical Education as well as national numeracy and literacy strategies. Supervising one Classroom Assistant, organising events, PTA evenings and pastoral care.

- A Y1 teacher for 6 months, Y2 for 1 year and Y3 teacher for 3 years.
  - Advised and supported staff on planning, assessment and resources, including lesson modelling.
  - Organised, lunchtime and after school clubs and sponsored events.
  - Assisted in overseeing SAT programme including moderation and agreement trailing.
  - Introduced year-by-year programme of Grammar and Punctuation work.
  - Planned and developed assessment procedures in literacy and implemented IT within this process.
  - Identified gaps and drew up schemes and policies to ensure a broader curriculum is covered.
  - Developed students' interests, abilities and co-ordination by way of creative activities.
  - Tested and evaluated students for individual progress in written and oral work.
  - Prepared and presented subject matter for each class.
  - Prepared and administering assignments, projects and exams.
  - Discussed with students and parents, their progress and any problems. Encouraged parents to be actively involved in many areas of school life whilst developing close working relationships an active PTA.
  - Liaised with counsellors and senior teachers in regard to problems students.
  - Participated in staff meetings, conferences and educational workshops.
  - Participated in out of school activities for students.
  - Gained experience of teaching children with English as a second language.
  - Met all increasing intake demands. [League Table Online](#)
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONT)

### ***Achievements ( Pastoral )***

- Acted as Pastoral Assistant and took some responsibility for whole school issues, such as reports, parents' evenings, work experience and pastoral care, including tutoring, school trips, field courses.
- Researched and wrote supporting documents for parents including a Beginning School Booklet containing curriculum overviews and information to assist parents in preparing their child for school.
- Published reports.
- Managed whole reports / assessment procedure including, target setting and bench marking.
- Organised staff and parents' evenings and homework club for students.
- Improved service delivery after encouraging positive feedback.

### ***Achievements ( Pursuits / Event Co-ordination )***

- Worked a full teaching timetable as well as planning and delivering cross curriculum out-of-school activities and residential experiences.
- Wrote schemes of work on quality, safety, a departmental development plan and a handbook.
- Organised extra-curricular teams, clubs and productions, house events, competitions and summer school - all resources safety equipment plus accommodation, logistics and transport needs.
- Compiled classroom displays. Delivered theme days, extended reading, writing and science weeks. Implemented reward schemes such as the gold star charts and stickers along with achievement certificates.

### ***Achievements (Special Needs)***

- Improved behaviour and attitudes by supporting bilingual students, developing pastoral policies and procedures, plus the school's rewards system and assessment policy.
- A part of a team, improved the quality of provision for students with special educational needs.

## CLASSROOM TEACHER

*Jan 98 - Jan 02*

Also History and English Co-ordinator.

School B, North Shields, England.

- A Y1 teacher for 2 years, Y2 for 1 year and 1 year part-time teaching literacy and numeracy to year 6.
- Planned and implemented class swaps in identified curriculum areas that maximised teacher skill sharing and guaranteed quality programs for all students.
- Actively involved in a transition program.
- Researched and wrote supporting documents for parents including a Beginning School Booklet containing curriculum overviews and information to assist parents in preparing their child for school.
- Ran after school Art Club

## SUPPLY TEACHER

*Sep 97 - Jan 98*

Select (Agency), Newcastle

Supply work across the Newcastle region is very demanding and diverse; it requires excellent time management, organisational and behaviour management strategies.

- Worked with all age levels from reception children, through to year 6 children.
- Gained good listening, counselling and advocacy skills.
- Ran parent information evenings.
- Developed learning assistance programs that addressed individual needs.
- Planned and implemented regular computer lessons.
- Developed the ability to be a good teacher anywhere that can think on my feet, and be very well prepared.
- Encountered every type of pupil and managed to teach them well.

### Personal:

**Status:** Married, 2 children.  
**Work Status:** Permanent Residency / Valid work permit for Australia.  
**Driving licence:** Full Clean.

*References available on request.*