



COMPETENCIES

Teaching & Lesson Plans
Student Assessment
Classroom Management
Proposal & Budget Control
Stakeholder Management
Administration & Office Support
Continuous Improvement
Data Analysis & Reporting
Diary Management
Technology & Innovation
Project Management
Event Planning & Delivery
Quality Management Systems
Compliance & Governance

EDUCATION

BACHELOR OF MUSIC / BACHELOR OF EDUCATION (SECONDARY)

University of NSW

CERTIFICATE IV IN TRAINING & ASSESSMENT

Australian Forensic Services

CERTIFICATE III IN LIVE PRODUCTION & TECHNICAL SERVICES

National Institute of Dramatic Art

CODING BOOTCAMP

EdX / University of Sydney

PROFESSIONAL PROFILE

A highly pragmatic, visionary, and passionate Teacher who has acquired solid experience developing and delivering effective teaching and learning programs. Demonstrated success driving student engagement, learning outcomes, and an inclusive school culture by role-modelling positive behaviours, utilising emerging pedagogies, and adhering to regulatory requirements. As part of a teachers' role, naturally developed strong administrative skills from calendar management to organising events, managing budgets, analysing data, preparing documents and reporting. Currently seeking to embark on a new challenge, one that supports NSW schools to build capability, good governance, and quality systems.

EXPERIENCE

NSW DEPARTMENT OF EDUCATION | 2018 – PRESENT

Performing Arts Teacher / Bossley Park High School / Jun 2019 – Present

Casual Teacher / Sylvania High School / Mar 2019 – Jun 2019

Music & Support Teacher / Greystanes High School / Jan 2018 – Mar 2019

Core Responsibilities:

- Manage competing priorities from developing curriculum to facilitating lessons, designing assessments, and organising concerts
- Create an inclusive, engaging, and student-centric learning environment by adapting pedagogies to reflect students' capabilities
- Use shared outlook calendars to plan meetings, set reminders and keep track of important events
- Contribute to a number of continuous improvement and industry-related projects by collecting and compiling information
- Lead the entire project lifecycle relating to celebratory performances and events, including budget control, resource management and evaluation
- Foster strong relationships with academic staff, students, their families/carers, service providers and the wider community
- Respond to internal and external enquiries with the responsibility of resolving issues and complaints
- Complete analysis of the NAPLAN data in order to identify literacy and numeracy issues while refining lesson plans (differentiated learning)
- Maintain accurate and easily accessible registrations of teaching and learning programs
- Prepare and submit proposals to the School Principal to gain approval on procuring new equipment and securing funding for activities
- Update registers, create documentation, and prepare student reports, ensuring information/feedback is articulated succinctly
- Ensure compliance with NSW Education Standards Authority (NESA), schools' policies and associated administrative processes
- Use a broad range of software to record students' attendance, welfare data, learning outcomes, assessment results, correspondence between different parties, WHS incidents, events, excursions, and ad hoc tasks

CHECKS & TICKETS

White Card / National Institute of Dramatic Art / 2022

Working with Children Check / WWC0450883E / Expire Date: 05/07/27

PROFESSIONAL SKILLS

Analytical | Critical Thinking

Attention to Detail

Communication

Cultural Awareness

Decision Making

Negotiation | Influential

Organisational

Relationship Building

Time Management

TECHNICAL SKILLS

Microsoft Office Suite (Word, Outlook, PowerPoint, Excel, Teams)

Zoom

Sentral

BookWidgets Platform

REFERENCES

REFERENCE 1 NAME

Position

Business

Phone Number

email@test.com.au

REFERENCE 2 NAME

Position

Business

Phone Number

email@test.com.au

Key Projects & Achievements:

- Successfully facilitated a HSC Music Showcase which involved briefing, selecting students to participate, coordinating rehearsals, managing the lighting/audio requirements, and preparing marketing collateral
- Contributed to increasing student engagement and learning outcomes by creating teaching and learning programs aligned with the curriculum framework and student learning needs
- Collaborated with music teachers across the state to discuss emerging teaching practices and lead self-reflection activities
- Effectively developed lessons for Year 7 music and a schedule in Google Slides for 8 classes with 6 available teachers
- Planned and facilitated a number of excursions to Schools Spectacular, Encore, concerts, musicals and in-school events (night showcases)
- Presented a proposal to the School Principal to secure \$14K for a new piano, which is currently in the pending stage
- Prepared a Year 12 Music class for their practical HSC examination, requiring accurate and timely completion of formal NESA documents
- Successfully navigated through the COVID-19 pandemic by delivering online lesson plans using Zoom and sharing online content such as YouTube videos and PowerPoint presentations

Vocational Education Teacher

Bossley Park High School / Jan 2022 – Present

- Delivery of training package CUA30420 Certificate III in Live Production and Technical Services
- Compliance with industry standards and the requirements in the VET Quality Framework for RTO
- Coordination of mandatory work placements with South West Connect and host employers
- Assessing competencies

Junior Engagement Coordinator

Bossley Park High School / Jan 2020 – Dec 2020

Core Responsibilities:

- Managed the Junior Engagement Program to support the needs of students with refugee and trauma backgrounds
- Carried out extensive analysis of students' wellbeing to identify 'at risk' students and understand behavioural trends
- Prepared surveys, questionnaires, documents, and support plans in line with the program's specifications
- Led the provision of social and emotional support for students, from establishing mentoring programs to referring to external support services

Key Projects & Achievements:

- Played a pivotal role in delivering the program, which recorded a 30% decrease of students experiencing a negative incident
- Successfully secured \$20K as part of the Club Grants for the Junior Engagement Program

EARLIER CAREER

THE CARRINGTON | 2016 – 2018

Bar Manager / Mar 2016 – Jan 2018

CARGO BAR | 2015 – 2016

Bar Supervisor / Jan 2015 – Mar 2016