

# Jane Collins

## Primary teacher

### AREAS OF EXPERTISE

*Teaching*

*National curriculum*

*Supervising*

*Examinations*

*Administrative skills*

*Organisational skills*

*Budget management*

*Primary educational development*

### PROFESSIONAL

*First Aid*

*French*

### PERSONAL SKILLS

*Time management*

*Good team player*

*Communicating*

### PERSONAL DETAILS

*Jane Collins*  
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*Coventry*  
*CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

An experienced classroom practitioner possessing excellent classroom management skills, as well as enthusiasm and dedication. Developing and fostering the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. Able to devise and develop ways to encourage a pupil further, and challenge and inspire pupils to help them deepen their knowledge and understanding.

Can quickly adapt into a classroom environment, and having excellent knowledge of the National Curriculum. Currently looking for a primary, secondary or special needs teaching position, either short or long term.

### WORK EXPERIENCE

#### *Coventry Central School – Coventry*

PRIMARY TEACHER      June 2008 - Present

Responsible for organising classes and learning resources to create a positive learning environment.

#### *Duties:*

- Developing lesson plans in line with curriculum objectives.
- Helping to prepare pupils for examinations.
- Assessing and recording a pupils progress throughout the term.
- Working with other staff to plan and coordinate work.
- Keeping up to date with changes in the structure of the curriculum.
- Taking part in school weekend events.
- Meeting parents and school governors.
- Maintaining discipline in the classroom.
- Preparing resources for lessons.
- Taking the register of children.

### KEY SKILLS AND COMPETENCIES

- Proven track record and experience working as a primary teacher KS1-KS2.
- Marking coursework and monitoring a child's performance.
- Recent references and a valid CRB/police checks.
- Enthusiastic and inspiring.
- Ability to project a positive and creative learning environment for all pupils.
- Above average organisational skills with the ability to work on your own.
- Excellent classroom and behaviour management skills.
- A good knowledge of the national curriculum.
- Passionate about improving learning for children and getting involved in all areas of the school community.

### ACADEMIC QUALIFICATIONS

BA (Hons)      Primary Teaching with History

*Nuneaton University    2005 - 2008*

A levels:      Maths (A) English (B) Technology (B) Science (C)

*Coventry Central College    2003 - 2005*

REFERENCES – Available on request.