

St. Monica's College of Education

Post Office Box MA 250

Mampong-Ashanti

3rd July, 2020.

The Director,

Institute of Education

University of Cape Coast

Cape Coast.

Dear Madam,

APPLICATION FOR PART-TIME APPOINTMENT AS A COURSE TUTOR

I write to apply for a part-time appointment as a course tutor in the Bachelor of Early Childhood Education (Sandwich) programme starting in August 2020.

I have the requisite qualifications and professional experience to perform all the duties that would be assigned to me as a course tutor. I taught in your Post Diploma in Education (sandwich) programme at Wesley College from August 2011 to May 2017

I would like to teach **Communication Skills** for the first sandwich semester at the **St. Monica's College of Education centre**, where I currently teach English Language and Literature in English.

I have attached to this letter all relevant documents in connection with this application.

Looking forward to your favourable consideration.

Thank you.

Yours faithfully,

Signed.

Thomas Ampomah

THOMAS AMPOMAH

PERSONAL INFORMATION

PLACE AND DATE OF BIRTH: Atebubu, Bono East Region, Ghana 6th March, 1976

POSTAL ADDRESS: St. Monica's College of Education, P. O. Box MA 250 Asante Mampong

MOBILE NUMBERS: 0206489453/0244036146

EMAIL ADDRESSES: ampomah499@gmail.com/ampomahnanamonicoedu.gh@gmail.com

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- **MASTER OF PHILOSOPHY (ENGLISH LANGUAGE):** University of Cape Coast, Ghana,
JULY 2018 to date [Completed Course Work & Thesis Substantially Completed]

Areas of Specialization: Advanced Research Methods, Seminar in English Studies & Advanced Writing

Thesis Topic: A Sociophonetic Study of Spoken English of Teacher Trainees in Ghana

- **MASTER OF ARTS (ENGLISH LANGUAGE):** University of Cape Coast, Ghana,
September 2013

Areas of Specialization: English Phonology, English Morphology and Syntax, Research Methods, Literature and Society, Language and Literacies, Semantics and Pragmatics, Sociolinguistics, Register Studies, Discourse Studies, and Seminar in English Studies

- **BACHELOR OF ARTS (HONS.) ENGLISH AND HISTORY:** University of Cape Coast,
Ghana, June 2006

Areas of Specialization: Aspects of Semantics, Structure and Style, Literary Stylistics, Phonetics and Phonology, English Grammar, African Literature, Ghanaian Literature, English Literature, Varieties of English and Advanced Writing Skills, Introduction to Poetry, History of Ghana, History of Africa, European History, History of United States of America, History of Latin America, Philosophy of History and History of Political Thought

- **TEACHER’S CERTIFICATE ‘A’ (3-YEAR POST SECONDARY):** Atebubu College of Education, Brong Ahafo, Ghana, June 1999 – Awarded by Institute of Education, University of Cape Coast, Ghana

Areas of Specialization: English Language Studies, Education Studies, Literature in English and Life Skills

- **COMPUTER PROFICIENCY CERTIFICATE,** ICT Centre, University of Cape Coast, Ghana, June 2006

Areas of Specialization: Introduction to Computing, Basics in MS WINDOWS, MS WORD, MS EXCEL & POWERPOINT

EXPERIENCE AND EMPLOYMENT HISTORY

- **TUTOR:** St. Monica’s College of Education, Mampong-Ashanti, 2006 to date

Teaching Areas/Courses Taught: English Language Studies, English Methodology, Literature in English

- **COURSE TUTOR –[Part-time]:** Institute of Education, University of Cape Coast, Ghana

(Post Diploma Bachelor’s Degree Programme by Sandwich) – Wesley College Centre, Kumasi: August 2011 – May 2017

Courses Taught: English Grammar, Aspect of Semantics, English in Multilingual Context, Teaching Reading and Communication Skills

- **SENIOR TUTOR – [Part-time]:** College of Distance Education, University of Cape Coast, Ghana (Post Diploma Bachelor’s Degree Programme by Distance) – Wesley College Centre, Kumasi: May 2011 to date.

Teaching Areas/Courses Taught: Communication Skills, African Literature, Survey of English Literature, English Syntax, Phonetics and Phonology, Advanced Writing in English and Varieties of English

- **TEACHING ASSISTANT – [Voluntary Service]:** Atebubu Senior High School, Brong Ahafo, Ghana, June 2003 – August 2006

Concentration of Teaching: English Language and Literature in English

- **CLASS TEACHER:** Abrumase D/A Primary School, East Gonja District, Northern Region, Ghana, September 1999 – August 2002
- **FIELD RESEARCH ASSISTANT [Casual Work]:** World Vision International, Ghana - Atebubu District, Brong Ahafo Region – April to June 2001
- **HYDRO RESEARCH ASSISTANT [Casual Work]:** World Vision International, Ghana - Atebubu District, Brong Ahafo Region – December 1994 to November 1996

POSITIONS HELD AND ADDITIONAL RESPONSIBILITIES

- **Supported Teaching in School Coordinator:** St. Monica's College of Education, Mampong-Ashanti, October 2019 to date
- **Hall Master [St Raphael Hall]:** St. Monica's College of Education, Mampong-Ashanti, October 2017 to date
- **Course Advisor [English Language]:** St. Monica's College of Education, Mampong-Ashanti, October 2019 to date
- **Head of Department [Department of Languages]:** St. Monica's College of Education, Mampong-Ashanti, October 2016 to September 2019
- **Professional Development Coordinator (PDC):** St. Monica's College of Education, Mampong-Ashanti, August 2015 to September 2019
- **Team Leader:** Institute of Education, UCC, Ghana – February 2020 to date
- **Deputy National Secretary:** Colleges of Education Teachers Association of Ghana (CETAG), March, 2018 to date
- **Zonal Secretary:** Colleges of Education Teachers Association of Ghana (CETAG), Ashanti-Brong Ahafo Zone – September 2010 to February 2018
- **Assistant Examiner:** Institute of Education, UCC, Ghana – 2007 to date
- **Assistant Examiner:** The West African Examinations Council, Ghana – 2008 to date
- **Assistant Examiner:** College of Distance Education, UCC, Ghana – 2012 to date
- **Form Tutor:** St. Monica's College of Education, Mampong-Ashanti, 2007 to 2013
- **Staff Secretary:** St. Monica's College of Education, Mampong-Ashanti, 2007 to 2009
- **Chairman, Elections Committee:** St. Monica's College of Education, Mampong-Ashanti, 2012 to 2013
- **Team Manager/Coach: (Ladies Football Team):** St. Monica's College of Education, Mampong-Ashanti, 2006 to date
- **General Secretary:** Atebubu Students & Scholars' Union (ATSSU) – 2003 to 2009

- **Assistant Head teacher:** Abrumase D/A Primary School, East Gonja District, Northern Region – September 2000 to August 2002
- **Guidance and Counseling Coordinator:** Abrumase D/A Primary School, East Gonja District, Northern Region – September 1999 to August 2002
- **Sports Teacher:** Abrumase D/A Primary School, East Gonja District, Northern Region – September 1999 to August 2002

MEMBERSHIP OF COMMITTEES, BOARDS AND PROFESSIONAL ASSOCIATIONS

- **Monitoring and Evaluation Team Member:** St. Monica's College of Education, Mampong-Ashanti, October 2019 to date
- **Professional Development Committee Member:** St. Monica's College of Education, Mampong-Ashanti, October 2019 to date
- **Editorial Board Member:** St. Monica's College of Education, Mampong-Ashanti, October 2019 to date
- **Executive Committee of Academic Board Member:** St. Monica's College of Education, Mampong-Ashanti, October 2016 to September 2019
- **Academic Affairs Committee Member:** St. Monica's College of Education, Mampong-Ashanti, October 2015 to date
- **Security Committee Secretary:** St. Monica's College of Education, Mampong-Ashanti, October 2015 to September 2016
- **Disciplinary Committee of Senior Staff 'A' Member:** St. Monica's College of Education, Mampong-Ashanti, October 2016 to September 2019
- **Academic Board Member:** St. Monica's College of Education, Mampong-Ashanti, October 2016 to September 2019
- **Project Management Team Member, [T-TEL Challenge Fund Project: *Reducing high referral rates in Mathematics and Science in St. Monica's College of Education by 50% in 2017*]** St. Monica's College of Education, Mampong-Ashanti, October 2016 to September 2017
- **Sports and Cadet Committee Member:** St. Monica's College of Education, Mampong-Ashanti, October 2006 to date
- **Member:** Colleges of Education Teachers Association of Ghana (CETAG), September 2006 to date
- **Member:** National Association of Graduate Teachers (NAGRAT), March 2007-October 2016
- **Member:** Ghana National Association of Teachers (GNAT), September 1999 to February 2007

COURSES & WORKSHOPS ATTENDED

- **JANUARY 2020:** *Writing Workshop on College-Based Teacher Professional Learning Manual for University of Cape Coast Affiliated Colleges. [English Language and Literature in English].* Institute of Education, UCC –[GESDI, Saltpond]
- **OCTOBER 2019:** Workshop on the Role of Professional Development Coordinators at PD Sessions - *Transforming Teacher Education and Learning (T-TEL)*, Mott MacDonald, Cambridge Education, UK [OLA CoE, Cape Coast]
- **SEPTEMBER 2019:** *Workshop for STS Coordinators on Supported Teaching in School Handbook for 4-Year B.Ed. Programme students* – Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Koforidua]
- **JANUARY 2019:** *Workshop for STS Coordinators & Assistants on Supported Teaching in School Handbook for 4-Year B.Ed. Programme students* – Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Larteh-Akuapem]
- **OCTOBER 2017:** *Tutor Professional Development Training Workshop on Assessing Trainee Teachers [Theme 7] for Professional Development Coordinators (PDCs), Quality Assurance Officers and Teaching Practice Coordinators* - Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Kumasi]
- **MAY 2017:** *Refresher Workshop on Project Implementation and Reporting (Financial & Narrative)* - Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Kumasi]
- **MARCH 2017:** *Tutor Professional Development Training Workshop on National Teachers' Standards(NTS) and National Teacher Education Curriculum Framework for Teacher Education (NTECF) [Theme 6]* - Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Kumasi]
- **DECEMBER 2016:** *Workshop on Project Implementation and Reporting (Financial Narrative)* - Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Kumasi]
- **SEPTEMBER 2016:** *Tutor Professional Development Training Workshop on Teaching and Learning Materials* - Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Kumasi]
- **SEPTEMBER 2016:** *Tutor Professional Development Training Workshop on Teaching and Learning Materials* - Transforming Teacher Education and Learning (T-TEL), Mott MacDonald, Cambridge Education, UK [Koforidua]

- **SEPTEMBER 2016:** *Tutor Professional Development Training Workshop on Teaching and Learning Materials for Facilitators and Teaching Advisors - Transforming Teacher Education and Learning (T-TEL)*, Mott MacDonald, Cambridge Education, UK [Accra]
- **FEBRUARY 2016:** *Tutor Professional Development Training Workshop on Talk for Learning for PDCs - Transforming Teacher Education and Learning (T-TEL)*, Mott MacDonald, Cambridge Education, UK [Kumasi]
- **SEPTEMBER 2015:** *Tutor Professional Development Training Workshop on Creative Approaches & Questioning for PDCs - Transforming Teacher Education and Learning (T-TEL)*, Mott MacDonald, Cambridge Education, UK [Kumasi]
- **MARCH 2011:** *Capacity Building Workshop for Selected Tutors of Colleges of Education in ICT Education: Programming in Visual Basic*. Ghana Education Service, Teacher Education Division in collaboration with the Institute of Education, UCC – St. Louis College of Education – [Kumasi]
- **OCTOBER 2009:** *Workshop for Tutors of Colleges of Education on National Literacy Acceleration Programme (NALAP)*. Ghana Education Service, Teacher Education Division in collaboration with EQUAL, Ghana and USAID – [Koforidua]
- **NOVEMBER 2008:** *Training of Trainers Workshop on Teaching Practice for Untrained Teachers on DBE programme*. Ghana Education Service, Teacher Education Division in collaboration with the Institute of Education, UCC – Courses and Training Unit, GES – [Saltpond]
- **JUNE 2008 & OCTOBER 2008:** *Capacity Building Workshop on Multigrade Teaching and Assessment*. Ghana Education Service, Teacher Education Division in collaboration with the Institute of Education, UCC – St. Louis College of Education – [Kumasi]
- **DECEMBER 2006:** *Capacity Building Workshop on Kindergarten Curriculum*. Ghana Education Service, Teacher Education Division in collaboration with the Institute of Education, UCC – Wesley College of Education – [Kumasi]
- **APRIL 2001:** *A One-Week Specialists Training Workshop for Field Research Assistants*. World Vision Ghana. Area Development Programme (ADP) – Atebubu District, Brong Ahafo Region, Ghana
- **NOVEMBER 1999:** *One-Day Orientation Course for Newly Trained Teachers*. Ghana Education Service. [Salaga, East Gonja District, Northern Region, Ghana]

SKILLS AND COMPETENCIES

- Basics in Computing, MS WINDOWS, MS WORD, MS EXCEL, POWERPOINT, Programming in Visual Basic, Internet, Typesetting and Multimedia
- Fluent in English Language and Akan

INTEREST/HOBBIES

- Reading, Writing and Football

REFERENCES:

1. Mr. Alexander Oppong Baah (Former Headmaster), Yeji Sec. Tech. School
Contact: [0208245535]
2. Mr. Abdul-Aziz Dakora Kokpi (Former Headmaster), Agona Sec. Tech. School
Contact: [0208889227]
3. Mr. Benedict Osei Owusu (Senior Lecturer), University of Education, Winneba (Mampong Campus) Contact: [0208195980]