**ATTIPOE, TOBIAS KOSSI SIKA**

Mount Mary College of Education, P.O.Box 19. Somanya

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**PERSONAL STATEMENT**

A committed, dynamic, knowledgeable, pragmatic and experienced instructor with expertise in teaching of French as foreign language. Highly competent in designing language programme for young and adult learners desiring to develop their communication skills. A confident teacher with ability to impart knoweldge to audiences at different levels using modern computer applications such as powerpoint and always seeking to provide mentorship to young people.

**EDUCATION**

**2019 to date : (Student )Doctor of Philosophy in Didactics and Pragmatics of French. University of cape Coast.**

**2011-2014**: **Master of Philosophy in French****.** Department of French ,University of Ghana , Legon.

**2003-2007**: **Bachelor of Education in French**. University of Education, Winneba.

**1997-2000**: **3-Year Post- Secondary Certificate, "A**". Mount Mary College of Education, Somanya.

**JUNE-1997** :  **G.C.E. "O" Level .** Zion College, Anloga

**1993-1996** : **Senior Secondary School Certificate.** Dzodze-Penyi Senior Secondary School. Dzodze.

**19990-1993**: **Basic Education Certificate.** Dzodze Central J.S.S., Dzodze.

**PROFESSIONAL EXPERIENCES**

**Sept 2017 date:** **Mount Mary college of Education, Somanya.**

* A tutor position, working with undergraduate students to develop their oral and written communication skills in French.
* Conducts and mark oral and written tests.
* Gives tutorials to students who have difficulties in French grammar and conjugation.
* Use “approche communicative” to teach French as foreign language for specific purposes
* Attending classes regularly and punctually.
* Ensuring effective teaching and learning during instructional hours.
* Keeping records of students’ work.
* Ensuring discipline among students.

**2018 to date: Mount Mary College of Education, Somanya**

**Academic Affairs Officer.**

* to ensure, in conjunction with the Course Co-ordinator or equivalent, that the relevant course documentation accurately describes the assessment scheme and corresponding procedures,
* to supervise the arrangements for the assessment procedure including: the preparation of lists of candidates entitled to be assessed; procedures for recording the receipt of coursework at the time of its submission, and for safe keeping of such records, the anonymity of written work, where practicable, throughout its assessment; and any arrangements for candidates with special needs;
* to maintain throughout the assessment period the security of examination papers, other materials to be assessed and records, including examination attendance slips, relating to the procedure;
* to confirm arrangements for the secure collection and delivery of the completed scripts where appropriate;
* to ensure that all Examiners are conversant with the learning outcomes of the course, the intentions of the forms of assessment and the appropriate grading or classification scheme in use, and are supplied with marking schemes or other guides where these are employed;

**2007-2017: Presbyterian Senior High-Technical School**, Larteh Akwapim.

* Preparing scheme of work.
* Preparing teaching notes.
* Attending classes regularly and punctually.
* Ensuring effective teaching and learning during instructional hours.
* Setting and marking class exercises.
* Keeping records of students’ work.
* Testing and assessing students’ performance.
* Ensuring discipline among students.

**2013-2017: Head of languages department. Presbyterian Senior High-Technical School**, Larteh Akwapim.

* Allocating subject areas and classes to tutors.
* Ensuring that the tutors have access to the syllabus and other necessary teaching and learning materials.
* Supervising the workof the staff in the department with regard to teaching and keeping records of work.
* Ensuring discipline among the staff with regards to regularity and punctuality to classes.
* Conducting periodic meetings with the staff to discuss issues and evaluate their performance to enhance teaching and learning.
* Attending academic board meetings.
* Performing other duties assigned by the headmaster.

1. **date: Course tutor (French).** College of Distance Education, University of cape Coast

* Preparing teaching notes on the course book for Post Diploma Degree students.
* Attending classes regularly and punctually
* Ensuring effective teaching and learning during instructional hours.
* Setting and marking quizzes.
  1. **Headmaster**. Ave-Dzalele Junior Secondary School, Dzalele. V/R.
* Admission of pupils.
* Allocation of subjects and periods to teachers and assigning them schedules.
* Distributing teaching and learning materials to teachers.
* Vetting of teachers’ lesson notes and schemes of work.
* Seeing to the effective day to day running of the school.

**ADDITIONAL SKILLS**

* Software: Proficient with Microsoft Word, Excel, and Powerpoint. Merge files in pdf.
* I have strong interpersonal skills and ability to establish effective working relationship with people from different backgrounds.
* I have the ability to conduct research using the internet and other open-source materials.

**SEMINARS AN WORKSHOPS ATTENDED**

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|  | 25th – 28th June, 2012 – Workshop on Foreign Language Policy at the Pre-Tertiary  Level of Education in Ghana (Capital View Hotel,  Koforidua).  25-05-2012. A two –day knowledge and skill enhancement workshop on ¨planning and managing graduate research¨ organized by the school of graduate studies, University of Ghana, Legon.  12th – 15th November, 2012 – at the 9th Inter University Conference on the  Co-existence of Languages in West Africa.  28th – 31st January, 2013 - 8th Inter-University Conference on Dotoral  Studies (French) at the University of Ghana, Legon.  3rd – 5th February, 2015 – 1st International Conference on Language, Literature  And Communication at University of Education, Winneba, Ghana    19th – 22nd October, 2015- 10th Inter-University for Doctoral Studies in French,  University of Cape Coast.      19th - 23rd June, 2016 - 10th Inter-University for Doctoral Studies in French,  Kwame Nkrumah University of Science and Technology, Kumasi.  23rd – 24th Feb., 2017- 12th Inter-University Conference for Doctoral Studies in  French, University of Ghana, Legon. |
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**PROFESSIONAL MEMBERSHIPS**

Member | Ghana National Association of Teachers (GNAT): 2000-Present

Member | Ghana association of French Teachers (GAFT): 2000-Present.

Member | GHANA ASSOCIATION OF TEACHERS OF ENGLISH (G.A.T.E): 2011- Present.

REFERENCES

**Prof. Bakah Edem**

Senior Lecturer

Department of French

University of Cape Coast

DR. De-Souza Anthony Dr. Ayi-Adzimah D. K.

Head of French Department Senior Lecturer

University of Cape Coast UEW, Winneba

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