Emma Morton

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**PERSONAL STATEMENT**

*Enthusiastic. Effective. Passionate*. **Assistant Head of Department** with a proven record of helping children progress, providing positive learning experiences as well as building and maintaining effective behaviour management systems. Enjoys sharing knowledge, inspiring both children and adults. Experienced in leading, adept at training, motivating and developing others. Widely experienced with pupils who have special needs.

**KEY ACHIEVEMENTS**

**School:** Appointed as Designated Safeguarding teacher; the team and systems put in place are still operational in the school today

**School:** Phonics department given ‘Best Phonics Department in (country)’ title; the (name) Council described it as ‘remarkable’ and recommended it as an example of good practice

**School:** Key role in making the learning community safe and successful

**School:** Worked one to one with an EAL child with very little English and helped her progress

**EMPLOYMENT HISTORY**

11/2016 – Present  
**Assistant Head of Department, School**

* Designated Safeguarding teacher, co-leading on safeguarding with the deputy headteacher
* Provide full learning experience and support for students beyond set classes, working with pupils experiencing barriers to learning across the academic range
* Put packages of help in place where needed, liaising with SENCO and outside agencies
* Provide enrichment opportunities for Year 3 and 4
* Special responsibility for diversity and creativity

07/2013 – 11/2016  
**Phonics Coordinator (Early Years), School**

* Planned and managed change in line with the ‘Letters and Sounds’ Phonics scheme
* Led, managed and supported staff, coordinating training in Phonics as and when required
* Observed Phonics being taught and provided classroom support for children
* Assessed children and analysed data to keep standards and expectations high

12/2011 – 07/2013  
**Elementary Teacher, School**

* Began as a newly-qualified teacher in the ‘Outstanding’ school of 682 pupils aged 3–11
* Motivated and stimulated children, encouraging learning through experience
* Provided pastoral care and support to children, and a secure environment in which to learn
* Observed, assessed and recorded children’s progress, and shared knowledge with both practitioners and parents as required

09/2011 – 12/2011  
**Early Years Teaching Assistant, School**

* A temporary post covering the Year 3 class
* Taught Phonics, Maths and Art
* Identified an unsatisfactory display before an Ofsted inspection, retaught children the subjects involved and created a new display, resulting in an excellent Ofsted report on the department

12/2010 – 04/2011  
**Trainee Teacher, Year 2, School**

* Worked within this community mixed school of 609 on a Pupil Progress (PP) placement
* Ensured accurate and productive use of regular assessment of children
* During Guided Reading, helped a group of children with different abilities improve their reading and Phonics levels
* Taught a range of classes in subjects such as English, Maths, Science and Music

09/2009 – 12/2009  
**Volunteer, Year 4, School**

* Volunteered within this community mixed school to gain experience
* Interacted with small groups, led several focus group sessions and helped the classroom teacher with transitions, the register and whole class teaching sessions

**EDUCATION**

01/2016 – 01/2017

**NOCN Level 3: Counselling Skills**

10/2010 – 06/2011

**PGCE Primary with Early Years 3–7**

University, City, Country

10/2007 – 08/2010  
**BA (Hons): History**University, City, Country

09/2005 – 06/2007  
**A levels: English Language, English Literature, Sociology**School, City, Country

**SOFTWARE**

Microsoft Office (Excel, PowerPoint, Word); ActivInspire

**PERSONAL INTERESTS**

A keen walker – raised £18k for Cancer Research UK by reaching Mount Everest base camp.  
  
**REFERENCES AVAILABLE ON REQUEST**