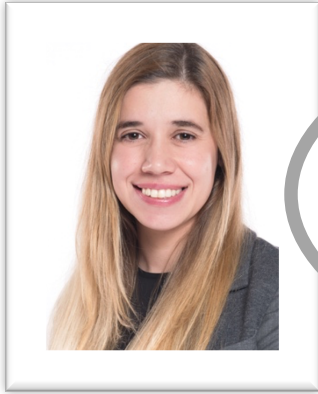


# VERA SILVA

---



## Contacts



+9710566777480



veragsilva28@outlook.l.com

**My name is Vera and I'm 34 years old. I have been teaching early years for almost 10 years now. Currently I'm also accumulating my early years class with nursery manager position.**

**It is with a great interest that I am presenting my CV for nursery manager or early years teacher position. I am interest about this position and I believe that my profile could be the perfect fit for your team.**

**I am a very driven person who must enjoy working with small children. I also take pleasure in providing support staff with all the tools they need to succeed. I have worked with children with all ages, from just few months up to six years.**

**I have recently gone through an interview in MOE and being approved as manager in my current job. However, I'm looking for a new challenge. I am available for an interview at a time convenient for yourselves to allow me to discuss my experience and qualifications further.**

## EDUCATION

**EARLY CHILDHOOD EDUCATION BACHELOR DEGREE – PIAGET INSTITUTE (ESCOLA SUPERIOR DE EDUCACAO JEAN PIAGET) – SEPTEMBER 2005 TO JULY 2009**

## EXPERIENCE

### ❖ **NURSERY MANAGER – Deira Private Nursery / Dubai – September 2019 to Present**

- To supervise in an active manner the day-to day running of the centre including staff and care and activities of children.
- To ensure that the state and standard of premises and equipment is of the highest quality and conforms to EYFS guidelines.
- To ensure that all staff are aware and adhere to the daily routines and policies.
- Formulate and supervise the effective teaching of the curriculum and consult with and communicate with teachers and parents as to goals and Outcomes.
- Develop and maintain ongoing and effective communication between parents and staff to ensure that there is a shared perception of quality.
- Establish and maintain an effective process for consultation and evaluation of the service.
- To establish and maintain effective systems to monitor, review and evaluate services.
- To implement components business plan and marketing.
- To operate within agreed budgets and collate and complete accurate financial records
- To ensure children's' records are up-to-date.
- To work with all staff to ensure that there is effective liaison with the parents over the care of their children, a smooth induction for new children and parents.
- To write and implement policies and procedures in consultation with the Board of governors and principal.
- Co-ordinate the allocation of places and maintain waiting lists.
- To respect and maintain confidentiality in respect of the families at all times.

### ❖ **YEAR ONE TEACHER/ Deira Private School / Dubai – August 2018 to August 2019**

- Develop an early years friendly approach in year one.
- Plan hands on activities.
- Organise and develop a continuous provision.

### ❖ **EARLY YEARS TEACHER/ Deira Private School / Dubai – August 2015 to July 2018**

- Plan and implement a dynamic curriculum with fun, hand-on activities.

### ❖ **NURSERY TEACHER/ Nursery "O Portugal dos pequeninos / Portugal – March 2010 to July 2015**

- Responsible for a class of 18 children and for covering all areas of learning and development.

## EARLY YEARS MANAGEMENT/ LEADERSHIP TRAINING/WORKSHOPS

<b>Safer recruitment for international schools</b>	Educare	2020
<b>Reflective Practice in Early Years</b>	Early Years alliance	2020
<b>Managing Early Years Inspection</b>	Early Years alliance	2020
<b>Characteristics of effective leaders</b>	Early Years alliance	2020
<b>The importance of self-evaluation</b>	Early Years alliance	2020
<b>Supporting staff wellbeing in schools</b>	Educare	2020

## EARLY YEARS TEACHING TRAINING/ WORKSHOPS

<i><b>Supporting Early Language Development</b></i>	Early Years alliance	2020
<i><b>Speech, Language and Communication</b></i>	Early Year alliance	2020
<i><b>Theories underpinning EYFS</b></i>	Early Years alliance	2020
<i><b>Understanding and addressing behaviour in the Early Years</b></i>	Early Years alliance	2020
<i><b>Improving children's learning through play</b></i>	Early Years alliance	2020
<i><b>Characteristics of Effective teaching and learning</b></i>	Early Years alliance	2020
<i><b>Continuous provision</b></i>	EYES Certificate	2016
<i><b>Early Years Foundation Stage Course</b></i>	NMT Training	2015
<i><b>Understanding the Revised Early Years Foundation Stage</b></i>	CACHE ELP - Level 2 Award	2015
<i><b>An Enabling Learning Environment</b></i>	CACHE ELP	2015
<i><b>The Role of the Key worker in Early Years Settings</b></i>	MNT Training Certificate	2015
<i><b>Touchpoints Early Care and Education Training Program Certificate</b></i>	Dr. Brazelton/ Gomes Pedro Foundation	2015
<i><b>Observation &amp; Planning for Early Years Practitioners</b></i>	MNT Training Certificate	2015
<i><b>Cultural Awareness</b></i>	CACHE ELP	2015
<i><b>Children's Food Safety and Nutrition for Early Years Settings</b></i>	Level 3 OCN - MNT Training Certificate	2015
<i><b>The Reggio Emilia Approach: principles and practices.</b></i>	Piaget Institute Certificate	2014
<i><b>Right to Education since the birth</b></i>	APEI - Early Childhood Teachers Association Certificate, Portugal)	2012

## ENGLISH LANGUAGE TRAINING/ WORKSHOPS

<b>JOLLY PHONICS</b>	Jolly Phonics	2019
Understanding early literacy for primary	British Council Online Course	2019
Engaging with pronunciation – techniques and activities	British Council Online Course	2019

## SPECIAL EDUCATION NEEDS TRAINING/ WORKSHOPS

<b>Understanding Special Education Needs</b>	British Council Online Course	2019
<b>Supporting Children with special needs</b>	NMT Training	2015

## CHILD PROTECTION/ SAFEGUARDING TRAINING/ WORKSHOPS

<b>Equality and Inclusion in Early Years settings</b>	Early Years alliance	2020
<b>Adverse Childhood Experiences (ACEs)</b>	Educare	2020
<b>Overcoming Loneliness</b>	Educare	2020
<b>Child Neglect for international schools</b>	Educare	2020
<b>First Aid for international schools</b>	Educare	2020
<b>Use of reasonable force in schools</b>	Educare	2020
<b>First Aid, CPR &amp; AED Training</b>	American Safety & Health Institute	2020
<b>Mental Wellbeing in Children and Young People</b>	Educare	2020
<b>Child Protection for international schools</b>	Educare	2019
<b>Understanding Child Protection</b>	British Council Online course	2019
<b><i>Safeguarding in the Early Years</i></b>	<i>Level 2 - MNT Training Certificate</i>	2015

## EDUCATION FOR SUSTAINABLE DEVELOPMENT TRAINING/ WORKSHOPS

Education for Sustainable Development CPD	TES Institute and WWF	2010
---	-----------------------	------

### LANGUAGES

ENGLISH	ADVANCED	
PORTUGUESE	NATIVE	
<i>SPANISH</i>	INTERMEDIATE	