

TINA SAMPLE

CAREER PROFILE

Articulate, outcome-focused Primary Teacher with relevant tertiary qualifications complemented by more than 6 years' experience designing and evaluating quality educational programs.

Excellent leadership skills with proven success initiating improvements in teaching, learning and classroom practices to optimise individual and group participation to academic excellence.

KEY SKILLS

- **Educational Leadership** - ability to develop, customise and deliver educational programs to suit Primary school students with different learning styles.
- **Communications Skills** - building strong partnerships, trusted relationships with colleagues, students and their families using excellent communication and interpersonal skills.
- **Teamwork** - proven ability to work autonomously as well as collaboratively with teams to manage and prioritise large volumes of work in accordance with strategic objectives and expected outcomes.
- **Compliance** - an in-depth knowledge of primary level curriculum requirements.
- **Work Ethics** - high personal drive and integrity with the ability to remain calm and focused, particularly when faced with confronting personalities and challenging situations.
- **Technical Skills** - computer literate with proficiency using Microsoft Excel, PowerPoint and Word as well as other educational programs such as Interactive White Boards (IWB) and SMART software.

EMPLOYMENT HISTORY

YEAR 4/5 TEACHER | ENVIRONMENT PRIMARY SCHOOL | JAN 2016 - CURRENT

RESPONSIBILITIES & KEY ACHIEVEMENTS:

- Led the development of programs to enhance individual learning pathways
- Reviewed Years 3, 4, and 5 curriculum structures and teaching methodologies with the aim of engaging all students to achieve their academic learning potential.
- Identified and accommodated the individual learning needs and styles of a diverse range of students, which helped increase engagement and collaboration.
- Ensured students focused on attaining personal development whilst completing all learning frameworks in line with state curriculum requirements.
- Built strong relationships with students, parents and caregivers by creating an open-door communication policy and encouraging participation in classroom lessons and extracurricular activities.

PREP TEACHER | MARYLAND PRIMARY SCHOOL | JAN 2010 - DEC 2015

RESPONSIBILITIES & KEY ACHIEVEMENTS:

- Created a positive, supportive learning environment that enabled children and their families to successfully transition from Prep to Year 1.
- Supported children with learning needs by providing additional tuition and working closely with the learning support team, school counsellor and parents/carers.
- Developed special needs Prep program
- Incorporated innovative technology and educational applications
- Planned and organised the annual school production including managing logistics
- Participated in the Council of International Schools Program to increase diversity
- Supported children with learning needs by providing additional tuition and working closely with the learning support team, school counsellor and parents/carers.

YEAR 1/2 TEACHER | DESERT PEA PRIMARY | JAN 2006 - DEC 2009

RESPONSIBILITIES & KEY ACHIEVEMENTS:

- Worked closely with colleagues to develop year 1 and 2 curriculum
- Consistently monitored and analysed programs to ensure their ongoing success including identifying and harnessing educational improvement opportunities.
- Developed and maintained positive working relationships with all students whilst creating a safe and supportive learning environment.
- Designed a range of group and one-on-one learning activities to address various challenges experienced by some students.
- Provided timely updates on student behaviour and progress through various forums including regular emails and parent/teacher interviews.

Additional career history available on request

EDUCATION & PROFESSIONAL DEVELOPMENT

- 2015 21st Century Learning - Swinburne University, VIC
- 2014 Literacy and Learning: The iPad Classroom
- 2012 Sustainability and Environment Program, World Learning Australia
- 2010 Bullying and Harassment Training, Equal Opportunity Victoria
- 2009 Mandatory Notification Update for Teachers
- 2008 Building Better Schools Conference - VIC Teacher's Federation
- 2007 First Aid for Schools
- 2006 Cyberbullying - Department of Health and Human Services
- 2005 Facilitate Programs - Curriculum Planning for Absent Students
- 2004 Online Safety - ICT and Secondary Schools
- 2003 Understanding and Managing Behaviour - Department of Education
- 2003 Understanding Autism and Mental Health Difficulties - Department of Health and Human Services
- 2002 Education Professional Personal Leadership Program
- 2001 Bachelor of Education (Humanities & Social Sciences) - Majors: English and History, Victoria University

CURRENT INDUSTRY CERTIFICATIONS

- VIC Teacher Accreditation
- Working with Vulnerable People Check
- Working with Children Check

COMPUTER / TECHNICAL SKILLS

- Microsoft (Excel, Outlook, PowerPoint, Word)
- Interactive White Boards (IWB)
- SMART software

REFERENCES

Available on request