**Abigail Smith**

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**Personal Statement**

Culturally adaptable aspiring TEFL teacher with a wealth of experience in delivering 1:1 and group-based A-level and GCSE sociology and English literature/language tuition. I am passionate about supporting pupils in their educational progression and devising comprehensive lesson plans tailored to the individual requirements of pupils. Skilled in building rapport with pupils by taking a patient and student-centred approach to address specific learning gaps within the classroom. After recently graduating from the University of Nottingham with a Sociology and Social Policy BA, I am embarking on my English language teaching journey and gaining a level 5 TEFL qualification. I am looking for a new role where I can apply my sociological and teaching skills to support a diverse range of pupils across the world.

**Qualifications**

**The TEFL Academy (2024, in progress)**

Level 5 Teaching English as a Foreign Language

**University of Nottingham (2021- 2024)**

B.A. (Hons) sociology 2:1 (69%)

**Halesowen College (2018-2020)**

A-Levels grades

English Literature - A

Sociology – A\*

Religious Studies – A

**Kings Norton Girls School (2013-2018)**

GCSEs

English Literature - Grade 9, English Language - Grade 8, Mathematics - Grade 5, Double Science - Grade 8, Religious Studies - Grade 9, Sociology - A, Media - A, German - Grade 6, Art - A\*

**DBS**

I have an enhanced DBS check certificate.

**Experience**

**The TEFL Academy (2024- present):**

The invaluable experience I am gaining from my level 5 TEFL qualification has taught me how to support a diverse range of students and devise lesson plans suitable for learners at all stages of the CEFR scale. This experience has enabled me to deliver effective lesson plans including the comprehensive teaching of grammatical structures and eliciting unfamiliar vocabulary within an international classroom. This has helped me adapt lesson plans to ensure I deliver the most effective and engaging sessions for students. I am passionate about continuing my teaching journey, building ESL student’s confidence and reaping the rewards of cultural immersion.

**Tutor, Doctor Tutor- (2021- 2023) Key skills:**

Working as a A-level Sociology tutor has made me more confident when communicating with pupils and has provided me with the skills to devise a session based on individual requirements. In this role I offer academic support for pupils whilst gaining invaluable teaching experience and building rapport with students. My student-centred teaching style allows me tailor sessions to maximise students’ academic growth and confidence. I am also responsible for creating session reports for parents, pupils and managers and generating invoices on the company’s software. In this role I have successfully supported pupils in their ambitions to improve A-level/GCSE grades. This has been an incredibly rewarding role as I have watched pupils from a range of socio-economic backgrounds become confident in their academic ability and succeed in higher educational spaces.

**Retail Assistant, Accessorize (June 2022- August 2022) Key skills:**

I was employed as a retail assistant providing customers with support in their shopping experience. I worked within a team to deliver excellent customer service, learnt the appropriate cash handling and till training skills to ensure all customers were delighted with their in-store service. I completed an induction course, including health and safety and EPOS systems. I also developed my sales skills as I promoted particular products and advised customers on current trends and styling tips.

**Marketing Assistant, Propercomms Ltd (June 2021- December 2021)**

**Key skills:**

I was responsible for providing a high level of customer service, communicating with clients, dealing with their enquiries and processing account payments. I worked on social media marketing for clients, this included research, content creation and scheduling of social media posts. In addition, I completed administrative tasks in the office, including responding to client emails and queries. Throughout my time as a marketing assistant, I also developed data entry skills, for example, social media campaigns to harvest potential leads and enter data into the company database for future campaigns.

**Relief Nursery Assistant, Busy Bees (May-June 2021) Key skills:**

I worked with a team caring for children aged 0-4 years, liaising with parents, and building a connection with the children. I also completed safeguarding and supervision training. Additionally, I gained confidence in communicating with my colleagues and providing parents with an update on their child’s day to day progress.

**Work experience – Teaching Assistant, Bournville Junior School (2016) Key skills:**

I worked alongside a teacher in order to help students learn and to motivate their educational progression. I completed various administrative tasks which developed my organisational skills. Working with students emphasised the importance of building empathetic and patient relationships as the pupils progressed in their educational achievement. Additionally, this role required interaction and communication with the public; a transferable skill that can assist me when attending customers.

**Achievements**

**School Companion- Kings Norton Girls School (2016-2018) Key skills:**

I supported younger pupils during their school experience, helping them with a variety of issues. I completed Safeguarding Training which enabled me to develop a greater understanding of pupils’ issues. This experience as a mentor enabled me to build rapport and comprehend individual’s’ difficulties through attentive listening skills.

**Netball Training- Dame Elizabeth Cadbury School (2014-2016) Key skills:**

This developed my coaching, organisational skills and team building abilities.

**Interests**

In my spare time, I enjoy socialising with friends, engaging in creative and artistic activities in a local afterschool kids club and caring for my baby nephew.

References will be provided upon request.