**Grace Lewis**

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**Personal Statement**

I am a conscientious, approachable and dependable MA Psychology graduate. I also have an undergraduate degree in English Literature and Language. My time at university has provided me with strong written and verbal skills, organisational skills, and the ability to manage workload and strict deadlines. I have experience in schools, having previously worked as a teaching assistant for primary and secondary schools, as well as SEN schools. I have helped to lesson plan and worked 1:1 with children. I have recently returned from six months of travel around Southeast Asia, where I also volunteered in a school in Cambodia. I am currently doing my Level 5 TEFL course, as I hope to get a job teaching English to children in Asia, either online or in person.

**Education**

* **TEFL Academy (pending)**

TEFL Level 5 *(December 2024 - Present)*

* **BPP University** *(January 2021-October 2022)*

 2:1 Psychology MSc

* **The University of Manchester** *(September 2017 – June 2020)*

 2:1 English Literature and English Language BA Hons

* **Beckfoot School Sixth Form** *(September 2014 – June 2016)*

 A-levels:

English: A

Psychology: B

Philosophy and Ethics: B

* **Beckfoot School** *(September 2014 – June 2016)*

10 GCSE’S, A\*-B :  English A\*, Science A, Maths

**Employment History**

**Leadership Assistant, Leeds City Council, Leeds (***August 2023 – April 2024)*

Responsibilities and skills:

* Supporting the Senior Leadership Team
* Handling sensitive information
* Arranging meetings and recording accurate minutes
* Managing mailboxes
* Corresponding with outside parties
* Handling data
* Managing the crisis line for schools
* Excellent IT skills – Excel, Microsoft, Teams, etc.

**Senior Support Worker, Leeds City Council, Leeds** *(February 2022 – August 2023)*

Responsibilities and skills:

* Managing and supervising a staff team
* Carrying out risk assessments and creating care plans
* Assessing service users for day service
* Liaising with social workers, mental health nurses, memory nurses etc.
* Networking with the wider community in order to promote the service and signpost service users to various opportunities in their community
* Dealing with a wide variety of different people, including those who are vulnerable
* The ability to think on my feet in an unpredictable and fast-paced environment, and navigate sensitive situations

 **Teaching Assistant, Celsian Education, Leeds** *(June 2017 – September 2019)*

 Responsibilities and skills:

* Providing one-to-one student support, helping students in need of extra support to complete tasks
* Experience working in all educational settings: nurseries, primary and secondary education and SEN schools
* Assisting the teacher in managing class behaviour, gaining an ability to manage challenge behaviour
* Organisation and time management
* Ability to build a good relationship with both teachers and children
* Flexible and creative
* Literacy and numeracy skills

**Sales Assistant, Boots, Keighley** *(September 2016 – March 2017)*

Responsibilities and skills:

* Handling customer queries, gaining good experience in customer service
* Fully trained on the tills
* Organising stock orders and completing stock checks
* Explaining and recommending products to customers
* Training on the Number 7 make-up counter, able to carry out make-up matching on customers
* Keeping the shop clean and organised

**Call Adviser, Damart, Bingley** *(November 2015 – April 2016)*

Responsibilities and Skills:

* Providing comprehensive product information to customers
* Building relationships with regular customers of the company, acquiring good social skills
* Typing all necessary documents and correspondence as required
* Assisting customers in purchasing decisions
* Handling financial details and gaining good numeracy skills

  **Waitress, Zaraa’s, Shipley** *(November 2014 – May 2015)*

Responsibilities and Skills:

* Take orders efficiently, organisational skills
* Serve food and beverages
* Organising stock
* Performing cleaning duties
* Extensive knowledge of the menu to answer customer queries
* Good social skills, approachable and polite
* Handling payment, good numeracy skills

**Training**

* Information Governance
* EDI training
* Safeguarding children and young people
* Safeguarding Adults
* Data Protection
* First Aid Training
* Fire Prevention
* Food Hygiene

**Hobbies & Interests**

In my spare time I enjoy travelling, having recently travelled for the past six months around Southeast Asia. I also enjoy reading and yoga. I have volunteered in the charity shop Sue Ryder over various summer holidays, and have recently applied to volunteer for the Samaritans on weekends. I have also previously volunteered in a soup kitchen for homelessness in Bradford.

**References**

References are available upon request.