**Jake Ovenden**

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*Professional and socially adept PGCE graduate, possessing high proficiency in teaching primary school children and a strong passion for actively seeing their development in an inclusive and equal way. Over five years of customer service experience with a track record of maintaining a hardworking and positive attitude.*

**Education**

2020-2021 **University of Brighton** PGCE 5-11 Years

2020 **TEFL Academy Level** **5** DipHE

2015-18 **University of Brighton** *BA (Hons)* Sociology (2:1)

2013-15 **Brockenhurst College**  *A Levels*  
 Sociology (B) Music Technology (C)   
 Government & Politics (D) Extended Project Qualification (A)

**Relevant Work Experience**

11/21 – 06/22 **Stoke Damerel Community College, Plymouth** *SEN Teaching Assistant*

I set high standards and boundaries both 1:1 and in small classes of SEN students to manage their behaviour. I offered strong emotional support and utilised diplomacy and emotional intelligence to deescalate intense conflicts in the classroom. I used questioning, whiteboards and scaffold sheets to enable each student to access the curriculum. I kept track of their progress by monitoring homework and behaviour. This role has tested and grown my resilience, and given me an invaluable insight into secondary education. I can now support and foster the growth of the most vulnerable students in a school.

09/20-12/20**Balfour Primary school, Brighton** *Class Teacher*

I undertook two placements at Balfour, both in the same year 5 class. I achieved excellent grades in my assessment regarding my ability to enforce the teachers’ standards, meaning I thrived in the school. I gradually enhanced my teaching practice by developing pedagogic strategies according to the context of the year group and the curriculum. By the final 4 weeks, I undertook full classroom responsibilities, ensuring that I used appropriate assessment strategies, enforced effective behaviour management, and set high expectations to challenge each child and supported those accordingly. The process of establishing positive relationships with each child meant that I actively took part in their emotional, spiritual and moral growth. I found this highly rewarding.

04/21-07/21

02/21-04/21 **The Globe Primary Academy, Lancing** *Class Teacher*

My six-week placement at the globe primary academy awarded me with invaluable experience, as it broadened my knowledge of the curriculum and enhanced my modelling and overall pedagogy. This is because teaching a mixed class of year 1 and 2 meant that I was able to see the distinction between KS1 and KS2 and therefore, adapt my teaching to this age group. I would make each lesson exciting by encouraging the use of outdoor learning and using active and creative games to consolidate the learning for the children each lesson.

*04/20-08/20* **Lord Nelson, Brighton** *General Assistant*

The two primary responsibilities involved firstly, responsibility with preparing ingredients and cooking food to a high standard. Secondly, handling the bar and serving the variety of ales and gins available, operated a high level of customer service and working the till. This experience meant I was versatile in the workplace and that my skills were attributed to a high standard across the two main areas of the establishment; food and beverage.

07/18-12/18 **The Richmond, Brighton** *Shift-Manager* I managed a team of 3-4 bartenders each shift, ensuring that they all delivered friendly and efficient customer service. I enforced creative solutions for any issues relating to the bar, sound technology, events and hostel bookings, which improved online reviews and increased clientele. This level of leadership meant I implemented strong communication and collaboration with my team.

04/17-11/17 **Malmaison Hotel, Brighton** *Bartender*

I established consistently high levels of customer service and expertise at the four-star hotel’s boutique cocktail bar. I developed and administered cocktails, and hot and cold drinks menus. I boosted the number of customer reviews by delivering strong customer service and enhancing each guest’s experience.

**Other Work Experience:**

05/19-09/19 **Ninth Wave Global, Mexico** *Volunteer*

Working in a compact yet highly productive team pushed me to expand my efficiency and problem-solving skills. Combined with a completely new cultural shift and language, I excelled in my role and managed several areas within the organisation. Some of the many skills I have enhanced whilst working in this position include time-management, managerial skills, fundraising, communication (including learning conversational Spanish) and business outreach skills.

10/16-04/17 **Fresh Start, Brighton** *Volunteer*

* Developed the skills of children from adverse backgrounds
* Grew the children’s confidence and social skills
* Directly supported parents to help them out of isolated and often dangerous environments and into more secure and happy lives.

11/17-07/18 **University of Brighton** *Student-Helper*

* Provided assistance and support for library monitored the maintenance of ICT equipment.
* Balanced and prioritised a daily to-do list whilst ensuring any problems that came up were solved quickly and efficiently.

**Personal:**

* Regularly practiced in a band, acquiring performance slots, selling tickets and merch
* Achieved level 7 grades in all of my assessment for my PGCE
* Regularly utilise my kitchen experience to try and create innovative recipes