

Emily Niblo

TEFL Qualified English Teacher & Personal Tutor

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Key skills

Qualifi Level 5 Certificate in Teaching English as a Foreign Language, Merit, The TEFL Academy (RQF), awarded 7 June 2021

BA Modern Languages, 2.1, University of Oxford, awarded 23 July 2019

Multilingual: fluent French and English, conversational Italian; basic Spanish.

Professional Education Experience

- **Education Resources Writer, Opportunity China** 1 Feb 2022 - present
 - Writing short video scripts for monthly release on online teaching platform Opportunity China. Liaising with content and teaching team, to meet specific topic and teaching requirements.
- **Quality Control & Translation Correction, Enter International** 1 March - 30 September 2022
 - Checking quality and accuracy of language, and correcting articles translated into English from Portuguese and Italian. Providing constructive, professional feedback on language choice and usage.
- **Teaching Assistant, Cover Teacher & House Parent, The Royal Ballet School** 1 September 2019 - 11 September 2021
 - Acted as cover teacher in French A Level classes, and planned classroom lesson and individual tuition to students across the curriculum, ages 11 - 19.
 - Used a range of pedagogical skills and techniques such as creative semantic mapping, guided research, monitoring/clarifying, and group projects.
 - Produced teaching and revision materials including interactive booklets and presentations.
 - Managed practical and logistical daily running of the boarding house: responsible for maintaining and updating student registers, daily diary, medical issuing forms.
 - Collaborated with staff to support students' wellbeing tactfully resolving practical or personal problems under pressure; maintaining professional but approachable relationships, and clear communication with students, staff and parents.
- **Italian Language & English Literature Personal Tutor: Volunteer, Student Needs Charity**, 1 April - 1 September 2020
 - Prepared and delivered online lessons tailored to individual students' requirements in English Literature GCSE preparation and revision, and Italian language learning at beginner level.
- **English Language Teaching Assistant, Rectorat de l'Académie de Montpellier**, 1 September 2017 - 31 March 2018
 - Worked for the British Council in France, placed in various schools, preparing and teaching activity days and lessons in English language and culture to mixed classes ages 3-11.

Additional Experience

- **Location & Production Assistant, TV productions** 25 July 2022 - 8 August 2023
- **Freelance Researcher**, 30 May - 25 July 2022
- **Editorial Assistant, The National Cipher Challenge** 1 September 2020 - 31 January 2022
 - Writing and editing serial stories for national schools' codebreaking competition.
- **Children's Events Coordinator, Greenbelt Festival** August 2012

References available upon request.