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| Charlotte chapman |
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| About me |
| I am a recent TEFL graduate with two years of school experience as an in-class Teaching Assistant. In this role I have supported children aged five to fifteen through a variety of subjects, including English and Spanish. I have also coordinated an After School Club, where I organised educational and engaging games and activities.My previous employment history – volunteer tutoring, customer service, and several years as a stable hand – has allowed me to further develop essential skills such as communication, management, and adaptability. |
| TEFL training |
| Combined level 5 168-hour TEFL certificate  |
| The TEFL academy, UK | December 2022 – may 2023 |
| Grade: merit* Planning lessons for classes at all levels, from beginner to early advanced.
* Creating materials from scratch and adapting pre-existing coursebooks/online resources.
* Effectively utilising authentic materials such as articles and podcasts.
* Using needs analysis to construct relevant lessons.
* Completing a 10-hour classroom teaching practice to apply tefl practices in real-world scenarios.
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| Teaching employment |
| Teaching Assistant (level **2)** |
| Aylesford School (secondary), Warwick | September 2021 - May 2023 |
| * Working 1:1 with “Special Educational Needs” students, providing lesson support, mentoring sessions, and differentiated work.
* Acting as a general assistant and running lunchtime clubs, such as homework club.
* Emailing regular updates to parents on student’s progress.
* Taking an active role in classroom behavioural management and acting as positive role model.
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| Afterschool Club Co-ordinator (in conjunction with above) |
| Aylesford School (primary), Warwick | May 2022 - December 2022 |
| * Planning sessions for children aged five to ten: sport, arts and crafts, roleplay, and more.
* Delegating activities to assistants.
* Planning and organising the purchase of additional resources (materials, food, books) to improve the atmosphere for the children.
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| Volunteer Tutor for A-level English |
| University of Birmingham | September 2019 - March 2020 |
| * Organising weekly sessions with an A-Level English student while in second year of university.
* Catering each session to the student’s level and what they needed/wanted to revise.
* Finding relevant test papers and example questions to practice during each session. Researching any poems and texts beforehand.
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| Other employment |
| Responsible Colleague and Stockroom Assistant |
| Argos Selly Oak | July 2020 to August 2021 |
| * Running the store as Acting Manager when required, which included opening and closing the store, handling customer complaints, and delegating tasks to colleagues.
* Working to targets and unloading deliveries efficiently.
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| Education |
| BA History with honours class 1University of Birmingham- September 2017 – June 2020- Grade: First ClassA-level English Literature, History, and Classical CivilisationHills Road Sixth Form College- September 2015 to July 2017- History: A- English Literature, Classical Civilisation: BAS-level English LanguageHills Road Sixth Form College- September 2017 to July 2015- Grade: A |
| Hobbies |
| In my spare time, I like to cross-stitch, read, or replay yet another Zelda game.I consider myself a proficient horse rider and show jumper.Music is very important to me – I play guitar, sing, and occasionally record songs of my own. When time allows, I am always eager to explore new things and am excited to take my first steps outside of Europe. |
| Referees |
| Kate McDonaghHead of SENcoAylesford SchoolWarwickCV34 6XRMcdonagh.K@aylesfordschool.org.ukThomas TillierAssistant SENcoAylesford SchoolWarwickCV34 6XRTillier.T@aylesfordschool.org.uk |