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| Charlotte chapman | |
| Email  Charliechap9@yahoo.co.uk | Phone Number  +44 (0) 7401319986 |
| 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. | |
| 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. | |
| 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. | |
| 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. | |
| 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. | |
| Education | |
| BA History with honours class 1 University of Birmingham  - September 2017 – June 2020  - Grade: First Class  A-level English Literature, History, and Classical Civilisation  Hills Road Sixth Form College  - September 2015 to July 2017  - History: A  - English Literature, Classical Civilisation: B  AS-level English Language  Hills 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 McDonagh  Head of SENco  Aylesford School  Warwick  CV34 6XR  Mcdonagh.K@aylesfordschool.org.uk  Thomas Tillier  Assistant SENco  Aylesford School  Warwick  CV34 6XR  Tillier.T@aylesfordschool.org.uk | |