**EMILY CLAIRE ELLEN**

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**Personal Profile Motivated, adaptable and talented linguist and teacher**

I am confident that I can develop and use skills gained in my career in Teaching/Hotel Management/Wildlife Conservation in future employment. These competencies include: Use of fluent French and Spanish, basic Italian and Catalan, leadership expertise and project management skills, dealing with conflict, planning and communication across multiple levels of management, both internally and externally, independent work, team work, effective time management, extensive administration duties such as report writing and data entry and analysis. I am willing to undertake additional training to complement existing skills.

**Employment History and Work Experience**

**Area Advisor for Home-School Tutoring UK- Cornwall and Isles of Scilly Oct 2016-present**

Running a tutoring business that helps parents, students, adult learners and schools find tutors

to provide additional support and help with all aspects of learning

**Freelance translator and post editor/proof reader for Amazon/Edit Place/ Big Translation**

* Translating/post editing web based assignments on a variety of topics

**Supply teacher and MFL tutor July 2016 - present**

**Assessment Associate and Senior Examiner** **for EdExcel Spanish GCSE/iGCSE**  **May** **2013 - present**

* Assessing candidates’ written work, data entry, analysis and report writing, managing team of examiners

**Teacher of EFL, SUL Language School, Par, Cornwall July 2016**

**Head of MFL, Humphry Davy School, Penzance April 2015- June 2016**

* Responsibility for leading the provision and strategic management of the MFL department in a successful Secondary School
* Accountability for the assessment, achievement and appraisal of students and colleagues
* Extensive data entry and analysis, managing a budget
* Working to targets and deadlines, dealing with conflict
* Presentation and communication of information in a variety of innovative and creative ways
* Sharing of good practice and contributing to the development of new strategies and ideas
* Use of technical IT skills
* Project and people management and public speaking
* Extensive administration tasks, including preparation of Schemes of Work, Development plans and report writing
* Self-management and flexibility required to complete everyday work under pressure
* Being part of the ‘Extended Leadership Team’ and play a full part in whole school planning, policy

development, implementation and monitoring.

**Teacher of MFL, Hayle Community School Nov 2014 – April 2015**

* Maternity Cover, teacher duties

### Supply teacher, Teaching Personnel, Truro, Cornwall May 2014 – Oct 2014

* Teacher duties in a variety of Secondary Schools, State Schools and Pupil Referral Units

**Teacher of English as a Foreign Language, LaBelLangues, Les Deux Alpes,France Spring 2014**

* Teaching small groups of Ski Resort employees intermediate and advanced level English.

**Assistant Manager at Hotel Farandole, Les Deux Alpes, France Jan 2014 – April 2014**

* Dealing with all hotel enquiries in person, on the telephone or via e-mail, ensuring excellent customer service at all times whilst maintaining a professional and organised demeanour
* Extensive administration duties to include, administering all reservations, cancellations and no-shows and providing reports, as required, for housekeepers and management
* Responding to and acting on client suggestions
* Data entry and use of IT skills, including Ezee Reservation software, receptionist cover
* Carrying out instructions given by the management team and head office

**Instructor with Skillforce, North East Scotland August 2013- Dec 2013**

* Self-management and flexibility required to complete everyday work under pressure
* Development and delivery of ASDAN qualification
* Presentation and communication of information in a variety of innovative and creative ways
* Data entry, use of IT skills, dealing with conflict amongst young people

**Head of Spanish at Penryn College, Cornwall Sept 2010 – April 2013**

* Teaching duties and leading the successful development of Spanish teaching at the school
* Collaborating as part of a small department and within the wider school community

**Spanish and French Teacher at Penrice Community College, Cornwall Sept 2009-Aug 2010**

* Teacher duties
* Responsibility for mentoring SCITT trainees and NQT teachers

**Resort Administrator for Ski Total, Méribel, France**  **Nov 2008- April 2009**

* Administration duties, to include; report writing, data entry and analysis, working to deadlines as a self-manager in a small team
* Liaising with French suppliers, promoting sales**,** guest communications, dealing with complaints

**MFL Teacher at Penrice Community College, Cornwall Sept 2005-Aug 2008**

* Duties the same as Sept 2009- August 2010
* Responsibility for mentoring SCITT trainees and NQT teachers

**English Assistant in Paris Aug 1999-April 2000**

* English Teacher for North African Immigrant families as part of European Voluntary Service

**Part time employment**  **Dec 1994 – August 2009**

**Supply teacher of various subjects at various schools in Cornwall**

##### Free Flying Bird Show and Falconry Show Presenter at Paradise Park Wildlife Sanctuary in

**Hayle, Cornwall**

* Presenting information to large groups of people in an educational conservation role
* Administration and coordination of educational language days. Animal care duties
* Raising awareness of conservation programmes

**Fitness instructor, barperson,** **waitress, kitchen porter and shop assistant.**

**Education and Qualifications**

**TEFL England - 20 hour TEFL certificate, Plymouth April 2012**

**Truro College, Cornwall - School Centred** **Initial Teacher Training. PGCE+QTS 2004-2005**

**University of Wales, Cardiff - 1st Class BA Joint Honours French and Spanish 2000-2004**

Main subjects: French and Spanish language (translation and transcription) Business French, French Geography, Catalan Language and Society. 3rd year of degree spent studying at the University of Caen, France and University of Vic, Spain.

**Truro College, Cornwall - 4 A-Levels 1997-1999**

French (A) Spanish (A) Geography (B) General Studies (B)

**Hayle Community School, Cornwall -9 GCSEs** **1992-1997**

French (A\*) Spanish (A\*) Food Technology (A\*) English Language (A) English Literature (A) Maths (A)Double Science (AA) Geography (B)

**Additional Information**

In my employment to date, I have been required to be an extremely enthusiastic, well-organised and self-motivated individual. I have excellent communication and public speaking skills and I am a committed team player, with a good sense of humour and the ability to work well under pressure, always striving to give 100% effort to any task. Following extended periods of residence in France and Spain, I am fluent in both written and spoken French and Spanish, and I have a basic knowledge of Italian, German and Catalan. I have a good working knowledge of Information Technology and I am competent in using programs such as Word, Excel, PowerPoint, Microsoft Publisher, Access and Interactive Whiteboard software. I occasionally work as a Supporting Artist on Television Programmes.

In my free time, I like to keep fit by running, playing netball, practising yoga, cycling and swimming. I also enjoy outdoor pursuits such as skiing, walking, camping and surfing. I have been a volunteer for various local children’s charities and I have a great interest in travelling and have visited many parts of the world. I enjoy baking and I hold a full, clean driving licence.