

Name: Julie James

Student Number: 2316334

Module: Skills For Employability in the 21st Century

Module Code: EC1E5007

Contents of component 1:

Element 1: Write a Zander letter to yourself page 2-3

Reference List: page 4

Element 2: Produce a professional C.V. page 5-7

Element 3: Cover letter Page 8-9

Gelliswick Church in Wales VC Primary School,
Gelliswick Road,
Milford Haven,
SA73 3RQ.
June 2026.

Dear Mr Zander,

I achieved my A grade through determination and a desire to portray that a learning journey can continue into maturity and that it is never too late to succeed. I feel immensely proud of my A Grade Foundation Degree in Inclusive Education. I am excited for the future and the opportunities that are now accessible to me at Gelliswick School and beyond. I am the proud mother of three children, and I have encouraged their belief in themselves to be whoever they wish to be and to explore opportunities within the wider world. I have success today from believing in myself and following the advice I have given them. I have motivated myself to accept new challenges and I have the resilience to apply my knowledge to new situations (Main, 2022).

Having worked in school settings for many years and enjoyed roles as an Emotional Learning Support Assistant and Pyramid Club Leader, I now recognise those interpersonal skills as a good communicator who can form genuine relationships with children and adults, show empathy, listen and build self-esteem in others are my greatest attributes. To successfully deliver these interventions, I am also creative, organised and intuitive (ELSA, ND). To progress professionally I have embraced these attributes for myself to make change happen. As a catalytic leader I have prioritised the need for my personal growth and my true belief that learning is life-long (Salimi, ND). The Foundation Degree Programme provided the perfect opportunity at just the right time. My children are all independent, happy and enjoying their successes locally, distantly and the other side of the world. My role as Nursery Lead is beyond enjoyable and my personal life is fulfilled and contented. I felt secure to embrace new challenges, to realise my full potential (McLeod, 2025). Drawing on my organizational skills, time management would be essential to balance home life, level of commitment to my school role and my new university assignments. At first, I struggled to engage with learning again after so many years. Trying to find which days and times would be the most beneficial and to stop procrastinating endlessly! I have had to think to think clearly and positively, reviewing routines to find that balance. At times leaving it all to walk in the sun, wind and even rain. Only to return with a clear head and a plan. I have changed my growth mindset to believe in myself, proactively gathering knowledge from various resources, books, journals school and government policies, but above all I faced my digital fear. Through great patience, practice and an abundance of 'how to' videos I astonished myself to produce a blog. As my skills developed so did my confidence and I faced each new challenge with a desire to improve, taking risks on my keyboard and screen, knowing that I had to move forward to be a contender in this fast-paced digital world (Bates, 2019).

As I absorb the success of my degree, I know this has been achieved through dedication and a desire to improve myself. To believe that my words are of a value that others may wish to read them. I am proud that the knowledge I have accumulated has given me a newfound confidence that I am revelling in and wish to share. I have a respect for myself as a unique individual who is strong and capable. I am now knocking on the futures door!

Yours sincerely,

Julie James

Reference List

Bates, B. (2019) *Learning Theories Simplified*. London: Sage Publications Ltd.

Emotional Literacy Support Assistant (ELSA). (n.d.). Available at: <https://www.elsanetwork.org/wp-content/uploads/2021/04/ELSA-person-spec-and-job-description.pdf> (Accessed: 5 October 2025).

Main, P. (2022). *Social learning theory - Bandura*. [online] Structural Learning. Available at: <https://www.structural-learning.com/post/social-learning-theory-bandura> (Accessed: 12 October 2025).

McLeod, S. (2025). *Maslow's hierarchy of needs*. [online] Simply Psychology. Available at: <https://www.simplypsychology.org/maslow.html> (Accessed: 5 October 2025).

Salimi, S. (n.d.). *Seven questions on Catalyst Leadership*. [online] Agile Academy. Available at: <https://www.agile-academy.com/en/agile-leader/catalyst-leadership/> (Accessed: 12 October 2025)

Julie James

Address: Ysgubor, Portfield Gate, Haverfordwest, SA62 3LL.

Contact Number: 07497759556

Email: juliemjames66@gmail.com

Career Focus

I am in my final year at the University of Trinity St Davids studying for a Foundation Degree in Inclusive Education. I am predicted to receive a 1st class graduation. I am currently working as the HLTA lead in the Nursery at Gelliswick Church in Wales Primary School. I am diligent, highly motivated and enjoy creating exciting, intriguing environments in which for children to learn. I am organised and can confidently manage staff, students and pupils. I have excellent communicative skills, building esteem in pupils, trust with parents and ensuring staff feel valued and appreciated. I have extensive knowledge of supporting and encouraging children throughout the primary year groups, including Additional Learning Needs, Emotional, Social and Behavioural Nurturing support.

I now wish to look to the future with my own learning journey and seek a position combining my previous qualifications and experience with my Foundation Degree. I would like my newfound knowledge to further enhance the children's experiences in my care, to support them to be the best that they can be.

Education / Qualifications

2025 currently in my final year of a Foundation Degree in Inclusive Education with an expected 1st.

Studying at this level has given me a greater understanding of the different ways in which children learn and the theories which can be used to support individual and collaborative learning for all to achieve in our diverse society.

1985 – Ammanford Technical College,

National Nursery Examination Board (NNEB Level 4) Pass.

1993 – Pembrokeshire College,

National Examiners Board for Dental Surgery Assistants (Level 4) Pass.

1983 – Milford Haven Secondary School,

English / English Literature / Home Economics Grade 1.

History / Human Biology Grade 2.

Maths Grade 5.

Vocational Training & Qualifications

2025 – Safeguarding Children, Young People and Adults

2025 – Data Protection Essentials, Counter Fraud Bribery Corruption and Anti-Money Laundering, Fire Safety Awareness (Mandatory Training Pembrokeshire County Council)

2024 – Safer Manual Handling, Equality in the Workplace, Violence Against Women, Domestic Abuse and Sexual Violence (Mandatory Training Pembrokeshire County Council)

2024 – Team Teach

2024 – Drawing Club (Literacy Programme for Early Years)

2024 – Cooperative Learning

2022 – Complex Needs Training

2022 – Adverse Childhood Experiences

2021 - Emotional Learning Support Assistant (ELSA)

2021 – Emotional Coaching

2021 – SAPERE P4C level 1

2020 – Loss and Bereavement

2015 – Families and Schools Together Programme, Middlesex University recognises

2009 – Foundation Phase

2008 – Elklan Speech and Language Support in the Classroom

2007 – The Theory and Practice of Nurture Group Work

Employment

1985 – Private Nanny to triplet boys from birth to two years.

1987 – Ian L Jones BDS, originally employed to teach children dental health awareness through activities and organising fun days, allowing the children to make informed choices. I furthered myself to go on and qualify as a Registered Dental Nurse in 1994.

2002 – Noah’s Ark Private Nursery working for Sure Start as a 1-1 support with a partially sighted child and as part of a team. Later becoming the Treasurer.

2005 – The Mount Nursery School as an L.S.A. and playgroup leader.

2006 – Picton Road Nursery / Infant School, merging to Gelliswick Church in Wales Primary School as an L.S.A. level 1, in 2021 becoming the Level 3 Lead in part-time nursery and currently HLTA cover in full and part-time nursery providing a rich, caring and inclusive learning environment for 38 morning children and 25 afternoon children with 5 staff.

Responsibilities

I support the teacher by providing teaching aids and preparing materials for the activities and lessons planned by the teacher and I familiarise myself with them to cover, deliver and lead others in her absence. I also support the teacher in all aspects of emotional, social and behavioural learning. I participate in daily feedback between pupils and the teacher. I support children in small groups, individually and those with specific Additional Learning Needs. I liaise with other teachers, social workers, health professionals and parents when required. I assist in keeping pupil's records and data up to date for future planning.

Skills

I am fortunate to have worked with many professionals who have shared their good practices, and I continue to emulate them as I grow in my own confidence as my role and responsibilities expand. I am motivated and take great pride in my work. The experience I have gained has provided me with excellent communicative skills, to build relationships with children and families, which gave me great pleasure when participating in the FAST programme and leading a successful Pyramid Club for children building their self-esteem. I am caring, supportive and encouraging to the children and adults I encounter, one long term student placement is now a valued member of staff in our team. I am organised, overseeing two classrooms and contribute to providing imaginative continuous and enhanced provisions in both. I am adaptable and can work as part of a team or use my initiative and make decisions when necessary.

Hobbies

In my spare time I enjoy the outdoors, cycling and walking the coastal path.

Referees

Addresses available on request.

Julie James,
Ysgubor,
Portfield Gate,
Haverfordwest,
SA62 3LL.
0797759556

Juliemjames66@gmail.com

30th October 2025.

Darling Buds Flying Start Limited,
St John Lloyd Flying Start,
Cardiff.

Dear Sir/Madame,

I am eager to express my interest in the role of Flying Start Leader as advertised on the Indeed.com website. I am in the final year of my Foundation Degree in Inclusive Education and a qualified Nursery Nurse (NNEB) with many years of extensive experience in Early Years Foundation Phase Education, the care and development of young children, also working closely with families building trusted relationships and enjoying success as a Cover HLTA Nursery Lead. I feel these qualifications and skills meet the requirements for a Flying Start Leader in your nursery.

In my current role as an LSA Level 3 in the Nursery Department at Gelliswick Church in Wales VC Primary School, I am supporting a teacher with 38 children in the morning session classroom and lead the afternoon session with 25 children in my second classroom. I prepare and deliver activities in Literacy, Numeracy, Welsh, Personal, Social, Health and Economic Education and Religious Education. I contribute to the planning of Enhanced Provision in all areas of learning, Expressive Arts, Health and Well Being, Humanities, Languages, Literacy and Communication, Mathematics and Numeracy, Science and Technology. I liaise with Speech and Language Therapists delivering programmes and monitor progress. I oversee staff and delegate responsibilities for continuous provision; interventions, ensure delivery of activities of the five staff. I support and model positive behaviour, liaising with parents when required. In the afternoon session I am responsible for 25 part-time children beginning their journey in education and settling them into to school life. The provision I provide is inviting and exciting, with opportunities to learn through child led discovery which meet individual needs in a safe and caring environment.

I have regularly stepped up to cover staff absences and have recently experienced a long-term HLTA Lead Nursery cover, I was solely responsible for both morning and afternoon sessions. I ensured that the day ran securely, I registered the children and maintained that staff ratios were correct. I also delegated staff responsibilities and appreciated their skills to

implement the delivery of activities throughout the setting, both inside and outdoors. I have also had the pleasure of being a mentor to a student, supporting with delivery of activities, encouraging confidence with continuous and enhanced provision, also sharing professional development literature. The student is now qualified to NVQ level 3 and a valued member of the current team I lead.

I take great pride in the environment I create for young children. I aim for it to be an inclusive, stimulating and child-led play-based experience. Where children feel safe to explore schemas and build confidence which links to language development and foundation learning pedagogy. Early identification is vital to cater for individual needs. In my current setting I am responsible for Speech Sound Check Lists and liaise with the ALN co-ordinator and Speech and Language Therapists, my ELKLAN qualification and experience ensure delivery of programmes and records of progress. I appreciate the importance of home/school links, respecting and including parent's opinions in decision making and supporting their child's development. At my current setting I have contributed to many stay and play sessions, providing interesting and fun activities, welcoming families and staff and building trusting relationships. I have also run successful Pyramid Clubs, participated in the FAST programme, where we cook, share a meal together and encourage positive relationships. I have also been responsible for the planning, preparation and delivery of a cross curricular Numeracy Walk and Literacy Walk in which I provided independent, inviting and exciting activities to enhance children's development. A Welsh Walk was also popular, promoting age-appropriate links with the welsh language and cultural links.

I possess a current Safeguarding Level 1 certificate and would be willing to undertake further training to secure this desired position. I am familiar with procedures in my current position and adhere to them precisely. I also have a Food Safety and 1st Aid certificate. I appreciate the value of healthy eating and its impact on development, I lead a nursery/reception breakfast club which provides a nutritious start to the day in our warm, familiar and caring classroom. Ensuring a pleasant and positive start to their day.

My Nurture Group Network qualification and experience have highlighted the respect for the picture of the whole child. Realising how the beginning of a child's story is invaluable to understanding their individual needs. Close contact and sharing information with Health Visitors and External Agencies are vital. As is equally, building approachable, trusting relationships with families and the community, working together to ensure that children have the best start in life.

I look forward to hearing from and thank you for your kind consideration.

Yours Faithfully,

Julie James

