

Employability Portfolio

By
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1601745

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Lucy Davey

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WORK EXPERIENCE

Level 3 Teaching Assistant

Birchgrove Comprehensive School

September 2019 - Present

- Facilitate and deliver the current Art curriculum to ASD and MLD learners.
- Support and engage learners with BESD through literacy and numeracy intervention.
- Provide a safe, welcoming and inclusive learning environment for all learners within the schools ALN department.

BTEC Co-ordinator

Birchgrove Comprehensive School

December 2018 - Present

- Oversee the registration, participation and examination of year 11 learners in BTEC Sweet, Prince's Trust Achieve and Agored Cymru.
- Manage the delivery of these qualifications through communication with teaching staff, senior leadership and learners.

Learning Coach (Maternity Cover)

Birchgrove Comprehensive School

July 2018 - January 2019

- Analyse school data in order to identify learners at risk of becoming NEET.
- Encourage, support and engage learners with their education through one-to-one sessions and interventions.
- Record and analyse learner progress and intervention success.

EDUCATIONAL BACKGROUND

University of Wales Trinity Saint David

Education Studies: ALN and Inclusion BA (Hons)

2020 - 2023

Gower College Swansea

A Level: English, Media Studies and Dance

AS Level: Fine Art and Business Studies

2012 - 2015

PROFESSIONAL SUMMARY

With over 5 years experience in educational settings I am confident in any role and my ability to tailor my support to a range of individual learners with a range of needs. Vast experience of BTEC qualifications has enabled me to become competent in organisation and time-management with a strong understanding of assessment and standardisation processes.

SKILLS & PROFICIENCIES

- Adaptability - to settings, learners needs and situations
- Time-management
- Organisation
- Interpersonal and Intrapersonal
- Completion of evidence for PCR's
- Assessment and Internal Verification

QUALIFICATIONS AND CPD

March 2022

CPI Bluecard

Crisis Prevention and Intervention including restrictive and non-restrictive intervention.

March 2022

Chartered Institute of Educational Assessors

Language Modifier

February 2022

Agored Cymru Internal Verifier

REFERENCES

Available on request.

Personal Development Plan

Personal Development Plan

Name: Lucy Davey

Time Period: March 2022 – September 2024

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion.
1. Graduate university with a BA(Hons) in Education Studies: ALN and Inclusion	A. Maintain strong levels of engagement with course material including asynchronous and synchronous tasks and sessions and wider reading. B. Actively progress in my ability to complete assignments both on time and to the highest standard possible.	A. Resources needed include a working online device, access to wider reading material and time to complete learning. The support I need is required to not only enhance my understanding and learning but also to maintain my enthusiasm and motivation. This support will be needed from lecturers, student services and family. B. In addition to the resources and support needed for point A, I will also need appropriate and constructive feedback from my lecturers regarding my assignments.	A. To reflect on my success in this area I will need to monitor my own attendance, engagement and learning through-out the remainder of my course. Providing I remain well engaged and recognise an increase of knowledge and understanding of education then I will be successful in this area. B. To assess my success in this area I will look at the marks for my assignments over a long period of time. Providing the marks for each assignment increase over time then I have been successful in this goal.	Ongoing. The progress needed to meet the final goal of graduation will be reviewed monthly in line with completion of each course module. Final. The final date for completion will be the summer of 2023 where graduation should be achieved.

2. Gain a B grade in GCSE Maths.	To achieve this, I will need to do 2 things. A. Attend GCSE Maths lessons to learn topics included in the curriculum. B. Spend time revising and familiarising myself with the curriculum.	A. The support I will need for this will be from the head of Maths in the comprehensive school that I work at. I will also need resources such as pens, pencils, calculator, ruler, compass, and protractor as well as a notebook to complete any work. B. To assist in my revision I plan to use websites such as BBC Bitesize. For this I will need a digital device and access to the internet.	The success criteria for this will be the completion of a GCSE Maths exam that leads to a B grade.	The target date for this will be August 2023 as it is necessary for me to gain a place on a PGCE course which will be the developmental step following this one. I will review my progress in this alongside my Maths teacher monthly to understand my progression towards the goal and any areas for improvement.
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3. Be accepted onto a Primary PGCE course.	To be able to reach this point in my personal development I must complete points 1 and 2 successfully. I will also need to complete the application process for this post graduate course by completing online applications forms, a personal statement, and an interview.	I will need access to all the resources required for points 1 and 2 to successfully get to this point of my development. I will also need access to a digital device to complete the application process. I will need support from my current lecturers as I value their experience within the education sector. I will also need support from the universities careers service to ensure that this is the right progression for me and that I am able to pass the selection process.	The success criteria for this will be an acceptance letter for the PGCE course of my choice.	The target date for this point will be September 2023. I will review my application process and preparation in the months leading up to application and selection meaning I will be reviewing my preparation from April 2023.
4. Graduate from PGCE course with QTS	To reach this point, I will need to complete my placements successfully by gaining informative yet positive feedback from any lesson observations. I will also need to complete any assignments set to a high standard as well as completing lessons plans to a suitable standard.	Resources I will need to complete this will be a digital device, access to reading material and access to assignment specifications. The support I will need during my progression through this point will be varied. I will need academic support from my lecturers; career support from teaching staff within my placement schools and emotional support from my friends and family as this could be a stressful and intense experience.	The measurement of my success in this point of development will be the confirmation of graduation of my PGCE course along with gaining QTS.	The target date for this point will be July 2024. During the time I will be working on this point I will constantly be reviewing my progress with the support of lecturers and teaching mentors.

Zander Letter

Lucy Davey,
ALN Teacher,
22 Elwy Crescent,
Cockett,
Swansea,
SA2 0XB.
15th September 2024

Dear Mr Zander, I got my A because I love what I do.

As I sit at my desk at 3pm on a Friday afternoon I look out to the empty chairs and tables that were recently filled with happy children, vulnerable children and children who have wanted to go home for the past 6 hours.

My journey to this point in my career has taken four years, from starting university amidst a global pandemic in 2020 to graduating my PGCE on the hottest day of 2024 it has been filled with highs and lows. Along the way I have spent time in a classroom with my peers, time in bed learning online with my dogs beside me and the most valuable time as a practitioner in a range of education settings. At the start of my journey, I was a Teaching Assistant who wanted more knowledge, pride, and ability in my job. Now, I have all of that and more.

I am impactful; I am knowledgeable; I am adaptable and most importantly, I am confident in what I do.

The first two years were the easiest. I would turn my laptop on, engage in a lecture, write the odd assignment, and receive my marks. What I didn't realise at the time, was how much I was already growing as a practitioner. In my employment, I was already bringing my newfound knowledge of education to the children I taught. I will always fondly remember a module of learning I completed on Alternative Learning Environments. Partaking in experiential learning myself opened my eyes to the benefits children can have from this as well as learning outdoors. Every now and then when myself and my class are foraging for mini-beasts or using natural pigments to create art I think back to the skills and understanding I gained whilst completing this module and how much they have shaped me.

The third and final year of my degree was tough, I wanted to cry and quit many times, but the vision that is now my reality kept me going! Weeks and weeks of reading, research, and writing went into my individual project. It was tough, and sometimes when I wanted to give up, I felt I was being as defiant as the ODD children I was studying, but when I received my first class mark it reminded me that educating ALN children was what I was made to do. Through this project, I learnt and developed so many skills that now allow me to be so good at what I do. From time-management, critical thinking and questioning to researching and responding to behaviour these skills still aid me every day in the workplace.

My PGCE year was the year that made me the confident and capable teacher that I am now. The practice and mentorship I received have broadened my experience and understanding which now allows me to be adaptable to any learning needs and any situation.

Over the last four years there have been times where I wanted to give it all up and times where I couldn't wait to be where I am now. Despite all the knowledge of theories, all the time spent in a classroom and all the academic journals read, the key thing that has made me who I am is determination to do what I am good at for the good of the children.

Mr Zander, I got my A because I love what I do.

Yours Faithfully,
Lucy