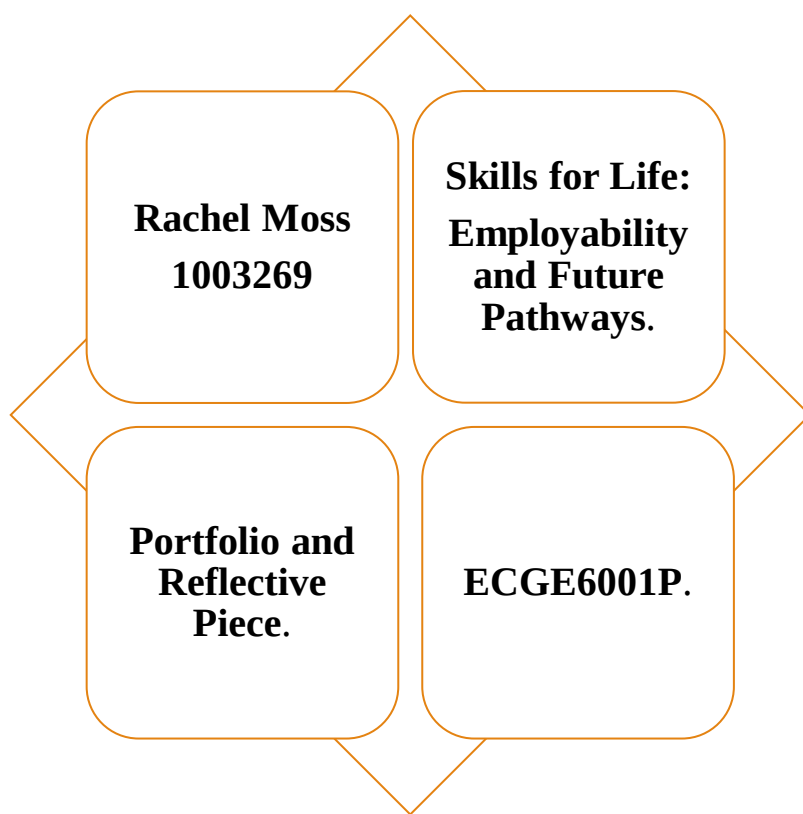




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RACHEL MOSS.

EDUCATIONAL SUPPORT STAFF

19th January 2020.

Dear Sir / Madam,

I wish to apply for a place on the P.G.C E teacher training course. I have visited an open day in Swansea university where I have discovered more about the course. I am also presently undertaking a BA Hons in Education and care and recently had a visiting lecture from a member of the teacher training team, Catherine Morgan.

I have worked within a primary school setting for nearly 15 years. During this time, I have discovered a passion for teaching and learning. I have been comfortable within my role as a Learning support officer but now wish to step out of my comfort zone and take my professional journey further down the road to becoming a qualified teacher.

Personally, and professionally I have built up a wealth of skills that are essential when working in an educational. I work extremely well within my workplace and get along with my colleagues. I am told that I am the calm in a storm and have a way of handling anything thrown my way, with a problem-solving approach and a determined attitude I reach a desired outcome. I have been told by my head teacher that I am an invaluable member of staff and that my professional judgment, attitude, creativity, experience and work ethic can be relied on at all times.

All of this knowledge and experience is why I think I would be making the right decision to embark on a P.G.C.E course with the hopes of becoming a qualified teacher.

I would like to thank you for taking the time to read my application and hope to hear from yourselves soon.

Sincerely,
Rachel Moss.

Commented [RM(1): If a child is shouted at and shown an aggressive response such as losing our temper. They will regard this behaviour as a normal reaction and begin to mimic our response and act in this negative way. Through demonstrating Patience, you are demonstrating a good role model. Children who witness your calm nature will learn from your behaviour and will act positively and calmly when situations arise (Childventures, 2016)

Commented [RM(2): According to Schwab (2011) Patience, concern and a willingness are characteristics of being an effective teacher. Having the ability to adapt to different situations and classrooms and the range of children within them will require utilisation of these skills.

07886 503414 rachelm934@gmail.com REFERENCES Excellent references available on request SKILLS I am an empathetic, patient and caring person by nature. I endure to care and nurture those within my care. I have excellent interpersonal skills and demonstrate effective communication towards my fellow colleagues. I am told that I am an outstanding team member and am efficient and reliable and am always willing to help when and where needed. I have a resilient and problem-solving approach. I show perseverance and persistence when confronted with a problem. I am able to analyze situations and facilitate solutions. I am efficient and organized within the workplace. I am a creative person and am responsible for the school's concert backdrops as well as many classrooms displays.	RACHEL MOSS EDUCATIONAL SUPPORT STAFF EXPERIENCE <i>Learning support officer. 2008 – present.</i> Currently employed by Bridgend County Council. I am employed as a Learning Support Officer at Cefn Cribwr Primary School. I have worked in this role for 12 years. <i>learning support assistant. 2007-2008. Cefn Cribwr primary school.</i> I spent 1 year as a learning support assistant before gaining experience and the relevant qualifications to progress within my career to become a learning support officer. <i>One to one support. 2006-2007. Cefn Cribwr primary school.</i> I spent 1 year as a one to one support for a child with additional needs. Working within the observation class in addition to integrating into the main-stream reception class. <i>lunchtime supervisor. 2005-2006.</i> I spent 1 year as a lunchtime supervisor at Cefn Cribwr Primary school. EDUCATION. - BA Hons in Education and care. (Current studies) - HND in Early years Bilingualism. - level 3 NVQ in childcare, learning and development. - level 2 NVQ in childcare, learning and development.
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Commented [RM(3)]: Patience can be a form of kindness and warmth. Having patience to listen and help others makes patient people more empathetic, forgiving and compassionate as they have the skills to tolerate people's negativity (Newman, 2016).

Commented [RM(4)]: According to Sicinski (2019) Being able to demonstrate patience enhances our relationships with others. As respect is gained through remaining calm and not through showing frustration, irritability and anger.

Commented [RM(5)]: Those who have patience are able to take time to step back from situations. Remaining calm, results in not getting tied up in irrational, emotional responses and enables you to gain a better understanding of what is happening and be more efficient in problem solving (Sicinski,2019).

Personal Development Plan.

Area for further development	Why?	How?	Who/Where?	When?
P.G.C.E. – Postgraduate Certificate in Education.	To build on my experience spent as a Learning Support Officer and further my professional path. Following on from my completion of a Ba(hons) in Education and Care. As a learning support officer for a number of years I have had the regular opportunity to plan and deliver lessons. I have also had the advantage of being involved with intervention and support groups.	To be able to embark onto the P.G.C.E course I would need to gain a minimum of 2:2 result in the B.A (Hons) Education and care that I am currently studying. The duration of the course is 1-year full time	The P.G.C.E course will be in the Swansea SA1 campus. https://digital.ucas.com/courses/details	The starting date for this course is the 7 th September 2020.
MSc Behaviour Analysis and Therapy.	Behaviour has always been of interest to me. This course specializes into looking at all aspects of behaviour and how behaviour is influenced by environment. I believe that the 2 pathways of Education and Behaviour, when integrated would broaden my future opportunities and employability.	Enrolment requirements are a minimum of a 2:1 Honors degree in Psychology or Education. The course is 1-year full time or 2 years part time.	Course is available at the University of Wales Treforest. https://www.southwales.ac.uk/courses/msc-behaviour-analysis-and-therapy	Course commences September 2020.

Commented [RM(6)]: According to Caldwell (2019) investing in your future through continual professional development improves skills and increases motivation.

Commented [RM(7)]: Haden (2015) informs us that successful people adhere to long-term goals through motivation and determination and envision their future goals within their control.

Commented [RM(8)]: Through undertaking these two courses in addition to the other numerous courses and training I have participated in will make me multi-faceted. Becoming multi-faceted is advantageous to a person as they are not tied to one job role, they are able to work affectively within varying job roles due to their shared knowledge and competencies. (Caldwell, 2019)

Succeeding in Postgraduate study	This course would offer me additional help and guidance with my planned goals mentioned above. Aims of the course are to offer essential skills that I may need to prepare me for a postgraduate level of study.	This is a free course that is offered by Open Learn through The Open University. It is an online course that involves a total of 24hours of online learning over a period of time suitable to the learner.	This course is available at: . https://www.open.edu/openlearn/education-development/succeeding-postgraduate-study/content-section-overview?active-tab=description-tab	This course can be accessed at any time. I plan to undertake this course within my summer holidays whilst I am off work. So that I will be prepared for the new level of study when the P.G.C.E. course begins a month later in September.
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Commented [RM(9)]: Deci and Ryan (1985) devised the Self-determination theory. This theory works on the premise that people are instinctively motivated towards self-growth acquired through new experiences and gaining new knowledge.

Introducing observational approaches in research with children and young people	This course would, in addition to the above course, help me to be successful with my postgraduate studies. The objective of this course is to look at observations and the use of quantitative and qualitative data in research. This would be invaluable to me whilst undertaking a master's degree.	This is a free course that is offered by Open Learn through The Open University. It is an online course that involves a total of 9 hours of online learning over a period of time suitable to the learner.	This course is available at: https://www.open.edu/openlearn/education-development/education-careers/introducing-observational-approaches-research-children-and-young-people/content-section-0?active-tab=description-tab	This course can be accessed at any time. I plan to undertake this course within my summer holidays whilst I am off work. So that I will be prepared for the new level of study when the P.G.C.E. course begins a month later in September.
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Commented [RM(10)]: Cherry (2019) suggests that people need to learn new skills. People are more likely to succeed if they become competent in new tasks that will help them reach their future goals.

Personal Statement

"Please don't lick your friend,"...

"but he's a 'L' sound".

"yes, your right, I know his name begins with a 'L' sound but he's not a lollypop!" was a sentence I found myself blurting out yesterday.

Within my 15-year career as a learning support officer in a primary school there have been numerous random statements like this one that I could never utter outside of a classroom for fear of being ridiculed.

Working in a school was not a career I had given any thought to but after helping out in my son's class one afternoon the head teacher asked if I would stay and I am still there! I quickly discovered that I had a love and passion for teaching and education and dreamed that one day I would become a qualified teacher.

Throughout my time here, I have continually furthered my education and professional development by undertaking NVQ levels 2 and 3 in Childcare, Learning and Development. I have also completed an HND in Early Years Bilingualism and am currently undertaking a BA HONS in Education and Care. Whilst at my setting I have completed many intervention and educational courses such as Spotlight, Catchup, Elsa, Elklan, Little Big maths, Popat, Forest schools, to name just a few. I am always the first to nominate myself for any training courses. I regard myself as an enthusiastic person with a willingness to learn.

I believe that everyone should undertake continuous training and think that it is essential that a person should always keep themselves up to date with current trends and research to ensure their best practise. I enjoy continuous learning and hope to continue my goal of attaining lifelong knowledge by continuing with my studies in the hope of being accepted onto the PGCE course.

Throughout this time within my setting, I have been given opportunities to Nurture and educate the children in my care. I have worked in most classes throughout the primary school, including the special needs classes, although I have spent the most time within the foundation phase. I have been told that I am extremely adaptable and am able to adjust to any environment and age group. I work well with others, am able to communicate effectively and have good working relationships with all of my colleagues.

Over the last few years I have been covering p.p.a sessions and teachers class supply within the school. I have delivered planned lessons and have also been involved in the short term and long-term planning of delivering the curriculum, ensuring that differentiation is implemented so that equal learning opportunities are accessible and inclusive to all children. Within my setting I have taken the lead and set up Nurture groups and was asked to do so as my deputy head said they could "rely on me for my empathetic approach, patience and persistence which are all vital attributes that children need to help them overcome difficulties."

Throughout my time at my setting I have been an active member of staff, contributing and helping to organise to Christmas concerts, Easter parades and other events. I have supported the schools P.T.A by helping out and assisting in school fetes, discos etc. I have also been a member of the schools governing body for 6 years. All of which I have enjoyed being a part of and hope to continue to be able to contribute to more of school life, wherever my professional path takes me.

Commented [RM(11): According to Damico (2020) having a commitment to teaching demonstrates resilience which is a skill that is fundamental to teach and to teach effectively.

Commented [RM(12): Children have a better chance of developing resilience if they have been taught the life skills and nurtured by a resilient educator (Damico, 2020)

Commented [RM(13): Cherry (2019) lists a number of factors that are found in resilient people. One factor being that resilient people are good communicators. A second factor being that they also have high emotional intelligence which enables them to stay calm in a situation, communicate effectively and manage emotions positively.

Commented [RM(14): Harvard University (2020) Tells us that, "The single most common factor for children who develop resilience is at least one stable and committed relationship with a supportive parent, caregiver, or other adult." Through initiating and facilitating nurture groups, I have become this factor for some children.

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My future goals are to Enhance the skills I have already gained and further my personal development to the next level, which would be to undertake a P.G.C.E qualification to enable me to become a teacher.

Which will hopefully enable me to have many more opportunities to utter more classics such as, 'please don't eat the playdough, I know you're hungry but it's nearly dinner time.'

Commented [RM(15): According to Cherry (2019) those who are resilient are able to identify and utilize their strengths and skills in order to cope with problems, disappointments and challenges.

Self-Reflection.

This self-reflection is modelled on the Gibbs reflective cycle (Gibbs1999).

Description.

Over the last year and a half, I have embarked on a Ba Hons in Education and care. Throughout this time spent, I have completed numerous modules and assignments. On discovering the contents of this employability module, I was very apprehensive. I have very little experience of writing C. V's. I have only written a personal development plan once before in an earlier module and I have absolutely no experience of writing personal statements.

Feelings.

The reason I undertook this degree was to further my opportunities but the thought of actually taking myself one step further and making these employability documents made me nervous.

My initial thoughts were of panic and dread. I worried that the work I put into the documents would not be of a high enough standard and professional enough to make me more employable. These feelings have stopped me from making these documents in the past and this module pushed me out of my comfort zone.

These have been my feelings throughout the degree course. I have felt uneasy and apprehensive about it all as I haven't realised my abilities and was unsure if I could meet the expectations of a degree student.

Evaluation.

Overall, I have enjoyed my time spent on the degree course and I am definitely glad that I took the leap to enrol. I have found certain parts of the course more challenging than others. One of the more difficult aspects I have found to be was when we were expected to work with others to complete an assignment. Logistically it was complicated trying to meet up to work together as members of the group lived a distance from each other. I also found that written work as a group was at times problematic. Everyone had good quality work, although there was times we found that our work didn't flow when put together or was written from a different viewpoint than the rest of the group. Fortunately, the positive attitudes contributed to the work ethic of the group and we were all able to work efficiently to resolve the matter. My course colleagues and myself have found ourselves to be a great support for each other which has helped tremendously in progressing through the course.

Analysis.

Through undertaking this module, I have had the opportunity to look back and reflect on my practice and the time that I have spent undertaking this degree course. Until now, I had not realised how much this course has had an impact on me personally and professionally.

I am extremely fortunate that within my setting a lot of trust is placed within me.

If I had realised, I would possibly have more confidence in myself.

Confidence has been a main factor that has held me back.

Unfortunately, until recently, I was not brave enough to make a change and take, what felt like a mammoth step into changing my career path. Through reflecting within this module, I have come to realise that I should have had more confidence in myself and my abilities. My own self-doubt over-shadowed my professional ability. I had always thought that there were certain types of people who progressed further academically, and I never saw myself as one of them. I didn't believe that I had what it took to undertake all forms of academic work and achieve a degree.

I was scared just thinking what was ahead of me and what was expected of me. I was frightened of failure. Worried that I would start something and not be able to finish it as my initial worries would come true, those worries being that I wasn't clever enough to succeed. I have now come to realise that I am capable and able to continue with my studies and should have taken the leap earlier.

Conclusion.

I have learned that I need to have more confidence and realise that I am able to achieve goals that I set out for myself.

This module has made me reflect on the time I have spent undertaking this degree course. Through looking back, it has made me recognise and appreciate the values and qualities I possess. Although, I am fortunate that within my current setting, constant feedback and praise is always given. Although sometimes, positive feedback is not always taken on board. It is not until you really reflect on the praise that has been given to you for whatever action you may have achieved, you do not appreciate the values and qualities that you may instinctively possess. I should have been more accepting of the praise given to me. If I had done this, I may have had more confidence in myself and my professional abilities.

Reflecting back over the time spent on the degree course has made me realise that I wish I had the outlook I have now, at the time I was embarking on this course. I would have achieved so much more if I had not had so much self-doubt.

This course has definitely had a positive impact on me. Through completing assignments and moving through the modules I have come to realise that I am competent enough to be on this course. I have also realised that ingroup work we need to communicate better to enable everyone to work 'as one'.

Action plan.

When it is time for my next assignment, I will take a different attitude towards it. I will face it with a head on approach. This module has changed my outlook on the remainder of my degree. Through reflection, I have realised the strengths and abilities that I have. From now on, I plan to no longer spend time worrying if I am not clever enough and self-sabotaging myself through negative thoughts of failure. I will advance positively into each assignment handed to us, knowing that, through hard work and determination, just as I have shown so far, I will be able to complete the rest of my degree course and aim to drive my learning further through progressing into post graduate studies.

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