

Assessment Practical Task Paperwork

Module Name: Professional Career Development

Module Code: BMSW4012

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Deadline: 07/07/2026

**A.I statement: It still unpleasant to confess but I did some
research using Copilot and Google**

Content :

C.V.

Support letter

Job Description

Monica Alves Nobrega (2523018)

Cardiff, Wales, UK

Email: 2523018@studentuwtsd.ac.uk

Phone: 07949264319

Languages: **English (fluent), Portuguese (native), Spanish (fluent)**

Professional profile

Compassionate and motivated **ESOL Teaching Assistant** with hands-on experience supporting refugees and newly arrived migrants in developing English language skills. Skilled in creating a welcoming, culturally sensitive learning environment and adapting communication to learners with diverse linguistic backgrounds. Strong ability to explain concepts clearly, encourage confidence, and support learners at beginner and intermediate levels. Passionate about inclusive education and helping learners integrate into their new communities.

Key Skills

- **Multilingual communication:** English, Portuguese, Spanish
- **ESOL learner support:** vocabulary building, pronunciation, reading & writing practice
- **Classroom assistance:** small group support, one-to-one guidance, activity preparation
- **Cultural sensitivity** and trauma-informed communication
- **Patience, empathy, and active listening**
- **Basic lesson planning** and adapting materials
- **Recordkeeping** and learner progress notes
- **Teamwork** with teachers and community organisations

Relevant Experience

Volunteer ESOL Support Assistant

Refugee Community Group – Cardiff 2024 – Present

- Supported adult refugees and asylum seekers in learning English at beginner and intermediate levels.
- Delivered one to one and small group support focusing on speaking, listening, reading, and writing.

- Helped learners build confidence in everyday English (shopping, appointments, job applications).
- Adapted explanations using Portuguese and Spanish when needed to aid understanding.
- Assisted lead teachers with classroom activities, worksheets, and conversation practice.
- Encouraged learners from diverse cultural backgrounds with patience and empathy.

Additional Experience

IT & Digital Skills

- Confident using Microsoft Office (Word, PowerPoint, Excel), Teams, Zoom, and Google Workspace
- Experience supporting learners with basic digital literacy (email, online forms, simple research)
- Comfortable using online ESOL resources and digital learning tools
- Strong ability to troubleshoot simple tech issues and guide learners' step-by-step

Mental Health & Wellbeing Support

- Experience applying **active listening**, empathy, and trauma, informed communication when supporting vulnerable learners
- Background knowledge in **mental health facilitation**, **counselling approaches**, and **CBT informed communication**
- Skilled at creating a calm, safe, and encouraging learning environment
- Able to recognise when learners may need additional emotional support and signpost appropriately

Creative & Therapeutic Activities

- Experience using **art, crafts, poetry, and music** to support emotional expression and confidence building
- Able to design simple creative activities that help learners practise English in a relaxed, engaging way
- Skilled at adapting creative tasks for different ages, abilities, and cultural backgrounds
- Strong belief in creativity as a tool for wellbeing, communication, and community connection

Education & Training

- **UWTSD, CERTHE (level 4) Employability skills**, University of Wales Trinity Saint David
- **Safeguarding & Prevent Training**
- **ESOL Tutor Volunteer Training**

Certificates

- First Aid
- DBS Check

Personal Qualities

- Warm, approachable, and supportive
- Strong cultural awareness
- Excellent communication and interpersonal skills
- Highly organised and reliable
- Passionate about helping others learn and grow

References

Available upon request.

Monica Alves Nobrega

Cardiff, Wales, UK

2523018@studentuwtsd.ac.uk

07949 264319

07/07/2026

Dear Hiring Manager,

I am writing to express my interest in the ESOL Teaching Assistant position. I am a compassionate and motivated individual with hands-on experience supporting refugees and newly arrived migrants in developing their English language skills. I am passionate about inclusive education and helping individuals build confidence as they integrate into their communities.

In my current role as a Volunteer ESOL Support Assistant in Cardiff, I work closely with adult learners at beginner and intermediate levels. I provide one-to-one and small group support, helping learners improve their speaking, listening, reading, and writing skills. I have supported learners in developing practical English for everyday situations such as shopping, attending appointments, and completing job applications, which has helped them gain confidence and independence.

As a multilingual speaker of English, Portuguese, and Spanish, I am able to adapt my communication style to meet learners' needs. I use clear explanations and, when appropriate, draw on learners' first languages to support understanding. I am also experienced in creating a welcoming and culturally sensitive learning environment, using patience, empathy, and trauma-informed communication to ensure that all learners feel safe and valued.

In addition to my ESOL experience, I bring strong digital and organisational skills. I am confident using Microsoft Office, Teams, Zoom, and online learning platforms, and I have supported learners in developing basic digital literacy. I also have knowledge of mental health and wellbeing approaches, including active listening and CBT-informed communication, which helps me support learners holistically.

I am particularly drawn to this role because of my strong commitment to supporting diverse communities and promoting equal access to education. I would welcome the opportunity to contribute my skills, enthusiasm, and dedication to your team.

Thank you for considering my application. I would be delighted to discuss my experience further in an interview.

Job Description

Mental health therapist

Full job description

Location: Cardiff, UWTSD

Salary: Up to £29,152 per annum (Depending on experience and qualifications)

Shifts: This is a permanent contract working 37.5 hours per week. (Monday - Sunday rota)

This is an exciting opportunity to become a member of M.H.E.W. Mental Health Education Wellbeing team and experience the love of sharing care and support in the university environment.

The Successful candidate will work under the direction of the Occupational Therapist, Physiotherapist and Speech and Language Therapist to provide therapeutic input to service users living with enduring mental health illnesses, neurological conditions and learning disabilities.

The successful candidate will be able to work independently and as part of a larger multidisciplinary team, to follow instruction and to problem solve clinical situations as they arise. The ability to show initiative to identify and support service users' goals and a willingness to learn and think flexibly are integral to this role.

Good IT skills, a driving licence and access to a vehicle are essential, along with the ability to undertake study appropriate to the role.

Some experience of working in a care environment would be beneficial but not essential.

Why choose us.

We are fortunate to have a full MDT as part of our core team in Involve. The team includes Manual Handling Practitioners, Occupational Therapy, Physiotherapy, Hydrotherapy and Positive Behavioural Support (PBS). We also have Speech and Language Therapy (SLT) and access to a Consultant Psychiatrist.

Our aim is to maintain and where possible, improve the overall independence levels of the people we support, through rehabilitation (if appropriate), stimulation and social integration so everyone can live their best life. Of course, we also support individuals who are less able and ensure that everyone benefits from the highest standards of care and support during their time with us. If you are a clinician, looking for your next opportunity then we'd be delighted to meet with you!

What's Required:

- QCF Level 3 in Health and social care or equivalent
- Previous experience as Therapy Assistant (desirable but not essential)
- Good IT skills
- Evidence of in-house therapy training packages (desirable but not essential)

- Previous experience of working within a team
- Previous experience of working in with service users with complex conditions
- Previous experience working in a community environment
- A basic understanding of a Therapy Assistant role
- Ability to communicate well
- Confidentiality
- Organisational Skills
- Team Player
- Ability to motivate others
- Caring Nature
- Flexible
- Professional Manner in appearance
- Ability to travel

Our Support

- We go beyond expectations for our colleagues as well as the people we support. Our reward package includes much more than pay, 5.6 weeks annual leave inclusive of bank holidays. Your birthday off with pay after a year of service and there is a £300 refer a friend scheme too!
- In addition, we also offer the following:
- Industry-leading recognition
- Social, financial and emotional wellbeing
- Training and development to reach your potential

If you're ready for a job that can truly make a difference and you're up for a challenge, then this is the role for you!

