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Module Lecturer	: Melaine Squire
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Assignment Title

For this task, you are required to:

- a) Consider a job you would like to apply for within a specific organisation.**
- b) Write a 2 page CV for the job you are applying for.**
- c) Consider 5 interview questions you would expect to be asked at the interview for that specific job and write up to a 200 word response for EACH interview question.**

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TASK

1. Considering a job for applying in specific organisation

“Teacher” position for the Student of (Year 5) at Lliswerry Primary School.

2. Write a 2 page CV for the Job you are applying



Curriculum Vitae

Personal statement:

A dedicated teacher, skilled at developing as well as implementing challenging programs for pupils in line with national curriculum. I am adept for influencing, motivating students and promoting effective learning through establishing clear tasks. I have experience to work and manage leading UK based academic establishments teaching students belong to variant cultural addition to social backgrounds. Possessing excellent administrative and communication skill together with effective teaching methods which encourages a stimulating learning environment. Seeking a role wherein I can use my experience along with strong sense of academic integrity to help educational institution to achieve objectives.

Key skills and achievements:

- Ability to handle student's marks for examination by keeping record.
- Effective listening, writing and speaking skills.
- Excellent presentation skill.
- Potential to work well with wide range of people.
- HR background, support, policies knowledge, policy implementation.
- In August 2021, I received "Employee of the Month" award from McDonald's restaurant, UK.
- In December 2014, I received "Best Teacher Award" from Heed International School, Bangladesh.

Career History:

Sl .	Date	Title	Organisation
1	01/03/2021 - To date	Crew Trainer	McDonald's Restaurent,UK
2	05/01/2020 - 15/01/2021	Pre-primary co-ordinator	Glan Usk Primary School, UK
3	10/04/2012 - 31/12/2019	Teacher	Heed International School, Bangladesh
4	08/10/2011 - 15/02/2012	HR Executive	Inspired Development Ltd, Bangladesh
5	01/10/2009 - 31/09/2010	Office Executive	Max Housing Ltd, Bangladesh

Education & Training:

Sl.	Date	Qualification	Institute	Grade/ G.P.A
1	23/09/2021 - To date	Skills for the workplace (CertHE), Level - 4	University of Wales Trinity St. David, UK,	Study continue
2	01/08/2006 - 30/08/2007	Diploma in Management system (DMS), Level - 3	London Trinity College, UK,	2.84
3	01/07/2005 - 30/07/2006	Diploma in English, Level - 2	London Trinity College, UK,	3.25
4	01/03/1997 - 10/10/1999	High School Diploma,	Dhaka Commerce College, Bangladesh,	4.50

- In 2015, I took a 3 month computer training course for my professional career development from an IT firm in Bangladesh.
- In 2019, I completed 15 days of training on health and safety from a leading UK organisation.
- In 2021, I completed 3 weeks of Mental health first aid (online) course from a leading UK organisation.

Contact Details:

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Mobile no. 07882810173,

Nationality: Bangladeshi,

Date of Birth: 1st of February, 1983

Marital status: Married,

Licence no. SUJAN802013SM9HN 10,

Interest & Hobbies:

- Painting , sketching and Capturing moments.
- Listening music, Reading book.
- Exploring the world.
- Playing Cricket, indoor and outdoor games.
- Like to mingle with different people and exchange cultures and traditions.

References:

Reference on request.

3. Interview questions and answer

Q1. What motivated you to apply for this role?

Sir, I love children very much, my love for them and my interest in educating them has inspired/motivated me to apply for this teacher position (year 5) at Lliswerry Primary School. Earlier, I have worked as Pre Primary Coordinator at Heed International School so to teach students learn. I also believe that children of year 4 to 5 needs love, reassurance as well as attention. I strive to work at the position wherein I can build little pupils capable to understanding things and acquiring knowledge that will help them in future. I hope to build a safe environment for the children wherein empathy is rewarded just enthusiastically as good test score. With love and understanding, I feel that I can help children of such age to achieve highest potential. Along with this, I have worked as a teacher wherein I brought passion, personality together with sense of humour to classroom. I am committed for finding new as well as distinct ways for delivering content that makes learning interesting for small kids. I have grown up in a family which influences me for doing best addition to striving for achieving my dreams. My motivation for the position comes from my heart and desire to spend time with children of the age and helping them to learn new things.

Q2. What makes you a perfect candidate for this job?

I have great work experience to teach students between year 3 to 5. I also exhibit creativity and passion to help children of such age to acquire knowledge and learn about day to day practices. Any candidate can be suitable for the job position, but, it takes huge efforts as well as time to train self for working more than just a teacher. I am confident that I am perfect candidate for the job position at the school as I possess inherent potential for reaching out to children. I believe that a good teacher-children relationship and connection is beautiful thing. Apart from subject matter, I also provide children mentoring and help them in daily tasks that makes it easy for me to connect with them. Children also respond well to me. I also have complete understanding to manage children through interacting with them in positive manner. I am self-assured that my expert communication and relationship skill for imparting knowledge in professional yet fun way is what makes be perfect candidate for “Teacher” position for the

Student of (Year 5) at Lliswerry Primary School. Excellence in education originates with excellence in attitude which is my motto to work on.

Q3. How would you prepare yourself as a teacher?

To prepare myself as a teacher for teaching student of Year 5 at Lliswerry Primary School, I will prepare and plan. According to me, good teachers are almost in continuous state of preparation as well as planning. To work as a teacher, I will observe practices and activities of children and accordingly adopt teaching style to enhance learning of children. I will give regular lessons to the students in the class as well as give them work to do at home and give feedback through regular observation. Moreover, preparing and managing teaching practice will also prepare me for the position as it will allow for adequate resource allocation addition to effective usage of instructional tactics which will help me to adjust to varying demands of situations of learning tasks. I will also prepare myself for the position through planning time in better manner and staying organised. Tactics of classroom management, instructional strategies and good content knowledge are some of ways a teacher prepares themselves for helping small kids to learn. I will also discuss my discipline policy addition to plan with administration so to make me effective for the job position. Taking courses, going to conferences along with buying resources will help me to prepare myself as a teacher. All these will be my major priorities to learn about practices of a teacher in definite flow with classroom activities.

Q4. How would you motivate a class or poor performing student?

I know it is very complex to motivate a class or poor performing student of year 5. Still, I believe that when they are deal with positive mental attitude and love, they are encouraged for performing great. For class of year 5 students, I think they can be motivated through a safe, caring and supportive environment that affirms belief in their abilities despite of laying on outcomes of not completing working or performing poor. It will enhance chances of students likely to get and stay motivated for great performances. If I get the opportunity to work in Lliswerry Primary School, as a teacher, I will motivate good performances in class through encouraging students of Year 5 and teaching them to get involved in classroom. Through making

participating fun and giving responsibility of tidying up also motivates a poor performing students. By using play activity boxes, performance of student of year 5 will be motivated by me. The play based activity will enable kids to create new learning, find various ways to solve challenges and learn lessons by carrying out certain tasks. In addition, I will give clear instructions to the students to solve any task, encourage them to increase their morale, as well as increase the closeness of good students with poor performing students so that the relatively weak ones get help and encouragement for their improvement from the strong ones.

Q5. Share your team working experience

According to me, team work is one of the most important aspect of my life because it develops different skills in my personality such as coordination and team spirit. There are many key areas where I performed my duty in team. In my previous school where I was teaching, there was an event that is annual function. In this function, there was dance competition, lectures, speeches and many more activities. These activities were required to be managed for the commencement of annual function effectively. The principal of school provides this opportunity to manage all the activities to me and other five teachers. We have to perform effective team work for the management of these activities. We divide all the activities and all the members of the team has provided their roles and responsibilities. I was working as team manager in the team. It was not easy for me and all other team member to manage this events because there were large number of audience involved and many performances were there. My pressure handling capacity and management skills helps me to manage the event successfully and all other members of mine also perform great job. We as a team were applauded by the management of school for our extra ordinary performance.