

Name: Habiba Khatun

Module: BMSW4012

Student number: 1712466

Component 2- Resubmission

**Habiba  
Khatun**

Teacher Assistant

**CONTACT**

PHONE:  
+44 7735 610844

## PROFILE

Dedicated and enthusiastic Teacher Assistant with a passion for supporting student learning. Skilled in classroom support, student engagement, and lesson preparation. Strong communication and collaboration abilities. Adaptable and committed to student safety and welfare. Proactive team player with a focus on fostering a positive educational environment.

## PROFESSIONAL SKILLS

### CLASSROOM SUPPORT

- Provided valuable support to teachers by assisting with instructional activities, managing classroom logistics, and creating an engaging learning environment.
- Prepared teaching materials, set up equipment, and organized classroom resources.

### LESSON PLANNING AND PREPARATION

- Collaborated with teachers to develop lesson plans, create educational materials, and adapt curriculum.
- Assisted in preparing instructional materials, including visual aids, worksheets, and interactive resources.

### INDIVIDUALIZED SUPPORT

- Provided personalized attention and support to students with special needs or learning challenges.
- Collaborated with teachers and support staff to implement individualized education plans (IEPs) and accommodate diverse learning styles and abilities.

## WORK EXPERIENCE

### TEACHER ASSISTANT

Jan 2017 – Dec 2019

Seaview primary school

### TEACHER ASSISTANT

Jan 2015 – Dec 2017

Swansea Kindergarten School

## EXTRACURRICULAR ACTIVITIES

- **Content Creator**, YouTube (Habiba's Kitchen UK)
- **Social Media Influencer**, Facebook

ADDRESS:

Swansea, Wales, UK

EMAIL:

[lazuk29@gmail.com](mailto:lazuk29@gmail.com)

## EDUCATION

### EMPLOYABILITY SKILLS

- **Sept 2022 - July 2023**
- University of Wales Trinity Saint David
- Swansea SA1 8PH, United Kingdom

### HIGHER SECONDARY SCHOOL CERTIFICATE

**MAR 2002 - APR 2004**

Bheramara Govt College,

Kushtia, Khulna, Bangladesh

### SECONDARY SCHOOL CERTIFICATE

**JAN 2000 - DEC 2002**

Bheramara Govt School,

Kushtia, Khulna, Bangladesh

## INTERPERSONAL SKILLS

- Communication
- Adaptability
- Patience and Empath
- Teamwork
- Problem-solving
- Leadership
- Positive Attitude

## INTERESTS

- Cooking
- Video Making
- Education Advocacy
- Volunteer Work

## LANGUAGES

- Bangla (Native)
- English
- Hindi

## SOCIAL

- [Facebook](#)
- [LinkedIn](#)

## REFERENCES

- **Mrs. Jane**

Teacher,

Swansea Kindergarten School

Phone: +44 7735 61XXXX

- **Mr. Henry**

Director,

Swansea Kindergarten School

Phone: +44 7735 61XXXX

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09 June 2023

Mr. Will  
Human Resource Manager,  
Seaview primary school Swansea

Dear Sir,

I am writing to express my strong interest in the Teacher Assistant position at Seaview primary School. With a passion for supporting student learning and a commitment to fostering a positive educational environment, I am confident in my ability to make a meaningful contribution to your team.

My strong interpersonal skills and ability to build positive relationships with students, teachers, and parents/guardians have been instrumental in creating a supportive and collaborative learning environment. I am dedicated to effectively communicating with all stakeholders to ensure a cohesive approach to student development and academic success.

As a highly organized and adaptable individual, I thrive in fast-paced environments and am skilled at multitasking while maintaining a keen attention to detail. I am committed to promoting student safety and welfare and have received training in implementing appropriate safety protocols and addressing health and safety concerns.

Furthermore, my strong commitment to professional growth is evident in my participation in ongoing professional development opportunities, such as workshops and conferences. I stay updated on the latest educational trends and best practices to continuously improve my skills as a Teacher Assistant.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of Seaview primary School. Please find my attached CV for your review. I eagerly await the chance to further discuss how I can contribute to your team.

Thank you for your time and consideration.

Yours sincerely,

Habiba Khatun

### Top 5 interview questions that I would expect to be asked at the interview:

Question 1: How would you support the lead teacher in creating a positive and inclusive classroom environment?

Answer: As a teacher assistant, I would actively contribute to creating a positive and inclusive classroom environment by collaborating closely with the lead teacher. First of all, I would support the implementation of tactics that encourage inclusivity and diversity, like including multicultural materials and various viewpoints in lesson plans. Along with that, I would help the lead teacher differentiate instruction to meet the various learning needs of the students, giving them individualized attention, and modifying my own teaching methods as needed. By leading group activities that encourage cooperation and teamwork, I would also promote student participation and foster a sense of belonging. I would contribute to a classroom environment where every student feels valued and respected by setting an example of good behaviour, encouraging empathy and understanding, and actively addressing any instances of discrimination or exclusion.

Question 2: How do you effectively communicate and collaborate with teachers, parents, and students?

Answer: Effective communication and collaboration are crucial aspects of my role as a teacher assistant. To communicate effectively with teachers, I would actively listen, seek clarification when needed, and provide regular updates on students' progress and any observations I make. I would also actively participate in team meetings and discussions, contributing my insights and ideas to enhance the teaching and learning experience. When interacting with parents, I would maintain open and respectful communication, providing them with regular updates on their child's academic and social development. I would also be responsive to their concerns or questions, ensuring that I address them promptly and provide appropriate support. When communicating with students, I would use age-appropriate language, actively engage with them, and foster a supportive and nurturing relationship built on trust and respect. By utilizing effective communication techniques and maintaining positive relationships with all stakeholders, I would promote a collaborative and harmonious learning environment.

Question 3: How do you assist in classroom management and behaviour management?

Answer: As a teacher assistant, I play a crucial role in supporting classroom management and behaviour management. Firstly, I would work closely with the lead teacher to establish clear expectations and rules for behaviour in the classroom. By consistently reinforcing these expectations, modelling appropriate behaviour, and providing positive reinforcement, I would encourage students to follow classroom rules. In instances where behaviour challenges arise, I would assist in implementing appropriate behaviour management strategies, such as redirection, positive reinforcement, or providing additional support to students who need it. I would also actively monitor student behaviour and address any issues promptly and respectfully, intervening when necessary to maintain a focused and respectful learning environment. By working collaboratively with the lead

teacher, I would contribute to effective classroom management that promotes a positive and conducive learning atmosphere.

Question 4: How do you adapt your approach to meet the diverse learning needs of students?

Answer: One of the most important aspects of my job as a teacher assistant is identifying and meeting the various learning needs of the students. I would work closely with the lead teacher to develop a thorough understanding of each student's unique learning preferences, advantages, and disadvantages. By doing this, I can contribute to the creation and application of differentiated instruction strategies designed to meet various needs. To accommodate various learning styles, this may entail altering assignments or activities, giving extra assistance to students who need it, or using a variety of instructional strategies and resources. Additionally, I would promote a welcoming and accepting learning environment where students feel comfortable asking questions or seeking clarification. I would guarantee that all students have an equal chance to succeed and realize their potential by putting these strategies into practice and regularly assessing their efficiency.

Question 5: How do you handle challenging situations or conflicts within the classroom?

Answer: In challenging situations or conflicts within the classroom, I would remain calm, patient, and solution-oriented. I would strive to understand the root causes of the issue and actively listen to all parties involved. By maintaining open lines of communication and modelling positive behaviour, I would encourage students to express their concerns and emotions in a constructive manner. I would work collaboratively with the lead teacher to implement appropriate conflict resolution strategies and establish a positive classroom culture that promotes empathy, respect, and understanding. By focusing on proactive communication, meditation, and problem-solving, I would create a supportive and harmonious learning environment for all students.