

1807610

ECGE6001

**Employability and Future
Pathways
Portfolio
Rhian Smith
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Contents Page

Curriculum Vitae 1	Page	3
Curriculum Vitae 2	Page	6
Professional Development Plan	Page	9
Personal Statement	Page	11
Reflection	Page	13
Reference List	Page	15

1807610

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CURRICULUM VITAE

Rhian Michelle Loynton Smith

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PERSONAL PROFILE

I am a responsible mother of two children and part time student studying a degree in Early Years Practitioner, I have completed level 4 and I am halfway through completing level 5, (although this is classed as a full-time role). My main current employment is as the Deputy Leader at the Cylch Y Betws.

I am a very enthusiastic person who enjoys both being a mother, student and fully employed, I am very conscientious and fully commit to whatever I apply myself to.

I am very eager to learn new skills. I work well in a team as well as on my own initiative.

EMPLOYMENT HISTORY

From January 2018 to present

In my current role as the Deputy Leader at the Cylch Y Betws some of my responsibilities are as follows:

Working alongside the Leader.

Ensure that the guidelines and policies are implemented in every activity.

Ensure the Cylch implements the principles and aims of the Foundation Phase in all its activities.

To comply with all registration regulations of the Care and Social Services Inspectorate Wales.

Ensure all areas are attractive and welcoming.

Comply with health and safety requirements.

To ensure there is a variety of resources both indoors and outdoors to promote linguistic, mathematical, physical, creative, soc etc skills.

To ensure that every member of staff always promotes the Welsh language.

To work as a team to plan work and activities in the short and long term.

1807610

ECGE6001

To ensure support for children with additional needs and their families in collaboration with the local Referral Scheme Co-ordinator.

To attend any relevant training.

To keep a record of children's development.

April 2017-November 2017	Cylch Plant Bach Y Llan	Cylch Assistant
September 2016-March 2017		Full time mum
January 2010-August 2016	Rhydygors BSS	Teaching Assistant
December 2002-January 2010	Rhydygors Residential	Teaching Assistant
September 2000-December 2002	Hendy CP	Teaching Assistant
September 1997-August 2000	Ysgol Cwrt-Henri/Ysgol Llangadog	Teaching Assistant
October 1995-August 1997	Furnace CP	Teaching Assistant
January 1995-August 1995	Richmond Park CP	Care Assistant

QUALIFICATIONS

Tregib Comprehensive 1987-1992

GCSE

Welsh A

English C

Maths C

Science D

History D

Child Development D

Ammanford CCTA 1992 – 1994

National Diploma in Nursery Nursing - Pass

CACHE Level 3 Certificate of Professional Development in Work with Children and Young People - B

HABC Level 2 Award in Food Safety and Catering (QCF)

Clybiau Plant Cymru - All Wales Basic Safeguarding Awareness

Highfield Level 3 Award in Paediatric First Aid (RQF)

Currently in the final year of my Degree in Early Years Practitioner

1807610

ECGE6001

SKILLS AND ABILITIES

I have some basic computer skills and can work proficiently with Microsoft Office.

I am a fluent Welsh speaker and am happy to converse in both the Welsh and English Language.

HOBBIES AND INTERESTS

My interests and hobbies outside of work and studying involve my family, I have two young children who both have sports that they carry out each week, one has Karate and the other has Football, so helping them to better themselves in they're chosen sports is a must for myself.

When we are not involved in sport, we tend to go for really nice long walks all together which always seem to take all day, generally taking in castles along the way.

I enjoy home baking and cooking at home.

Finally, any spare time I have I like to maintain my own personal fitness.

REFERENCES

Jodie Thomas (Cylch Leader)

Email : jodielt12@gmail.com

Y Festri

Capel Newydd

Heol Y Betws

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Petra Howells (Senior Teacher)

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1807610

ECGE6001

CURRICULUM VITAE

Rhian Michelle Loynton Smith

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07896 125 524 rml04@hotmail.co.uk

PERSONAL PROFILE

I am a responsible mother of two children and a student in my final year studying an Early Years Practitioner degree. I have completed my level 4 and 5 and have just started my level 6. My current employment is with an agency working as a teaching assistant full time.

I am a very enthusiastic person who enjoys both being a mother, student and fully employed, I am very conscientious and fully commit to whatever I apply myself to, I am determined, principled and a flexible individual.

I am very eager to learn new skills. I work well in a team as well as on my own initiative.

EMPLOYMENT HISTORY

October 2019 to present: **Teaching Personnel** (Agency teaching assistant, in early years foundation at llandybie CP.)
Work alongside the leaders/teachers
Assist with play activities for children aged 3-5 years.
Make sure the classroom is clean and safe.
Prepare the room for activities.
Supervise break duties.

January 2018 to September 2019: **Deputy Leader** (Cylch Y Betws)
Working alongside the Leader.
Ensure that the guidelines and policies are implemented in every activity.
Ensure the Cylch implements the principles and aims of the Foundation Phase in all its activities.
To comply with all registration regulations of the Care Inspectorate Wales.
Ensure all areas are attractive and welcoming.
Comply with health and safety requirements.
To ensure there is a variety of resources both indoors and outdoors to promote linguistic, mathematical, physical, creative, soc etc skills.
To ensure that every member of staff always promotes the Welsh language.
To work as a team to plan work and activities in the short and long term.
To ensure support for children with additional needs and their families in collaboration with the local Referral Scheme Co-ordinator.
To attend any relevant training.
To keep a record of children's development.

Commented [r1]: (wehbe, 2017) says making use of every opportunity you have to engage in teamwork will develop effective communication skills. This has been key for me within all my job rolls, the more I communicate the better I am with my job and build on my relationships with all staff and children. This helped me to remain in my current role.

Commented [r12]: Working as a team is important to me and my workplace, whilst acting as leader I would sit down with the staff and discuss the tasks with them and then ask for their input and feelings, I would praise all the staff for their hard work and contribution but also give positive criticism when needed. This is shown in the Gibbs Reflective Cycle. Gibbs, (1988, quoted in Essays, UK, 2018) agrees that team members should work together, then look at the feelings of other staff regarding the work, then analyse it all together and after sit down and discuss the outcome. Belbin, (1981, quoted in Essays, UK, 2018) also says that contribution of characteristic personalities and abilities will all help with teamwork.

1807610

ECGE6001

April 2017-November 2017: Cylch Assistant (Cylch Plant Bach Y Llan)

Work alongside the leader

Assist with play activities

Work as a team to plan to plan activities

Ensure a clean environment

Weekly staff meetings

Training courses

September 2016-March 2017: Full Time Mum

Took time out to look after my young family

December 2002-August 2016: Teaching Assistant (Rhydygors Residential /Rhydygors Behaviour Support)

Work alongside class teachers

Support children on a one to one basis

Supervise break duties

Weekly staff meetings

Team worked with other staff members

Regular training courses

QUALIFICATIONS

Tregib Comprehensive 1987-1992

GCSE

Welsh A

English C

Maths C

Science D

History D

Child Development D

Ammanford CCTA 1992 – 1994

National Diploma in Nursery Nursing - Pass

CACHE Level 3 Certificate of Professional Development in Work with Children and Young People B

Currently in the final year of my Degree in Early Years Practitioner at the University of Wales Carmarthen.

SKILLS/ TRAINING

I have some basic computer skills and can work proficiently with Microsoft Office.

I am a fluent Welsh speaker and am happy to converse in both the Welsh and English Language.

HABC Level 2 Award in Food Safety and Catering (QCF)

Clybiau Plant Cymru - All Wales Basic Safeguarding Awareness

Highfield Level 3 Award in Paediatric First Aid (RQF)

HOBBIES AND INTERESTS

Commented [r13]: The ability to perform together and as an individual with your colleagues or employees in effective teamwork is key to attaining growth and success. ... In effect, teamwork is important and essential in order to accomplish the overall objectives and goals of an organization. (Joseph, 2019). I have always worked well with all leaders and found in order to have a happy and productive work environment then teamwork and working along side your leader is an important part of your job.

My interests and hobbies outside of work and studying involve my family, I have two young children who both have sports that they carry out each week, one has Karate and the other has Football, so helping them to better themselves in they're chosen sports is a must for myself.

When we are not involved in sport, we tend to go for really nice long walks all together which always seem to take all day, generally taking in castles along the way.

I enjoy home baking and cooking at home.

Finally, any spare time I have I like to maintain my own personal fitness.

REFERENCES

Jodie Thomas (Cylch Leader)
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Petra Howells (Senior Teacher)
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Personal Development Plan

Area for further development (provide further details)	Why?	How?	Who/Where?	When?
1. Knowledge	To improve on working with young children with autism as I would like to improve on what I have already experienced.	Look into local courses and do some voluntary work within the local community and education.	Courses may be through higher education or through my area of work.	Book a course and link it into my work. Study in my own time.
2. Skills	I would like to learn more about Health and safety as I am a deputy in my setting and work with young children.	Go through my setting for courses.	Internal training courses through work and online courses.	Do the course during the summer, ready for when we start the new academic year in September.
3. Skills	To go on a course to help with ideas for fundraising	Speak to other settings for ideas and advice. Online research.	Speak to peers within childcare settings in and around my location. Speak to parents to see if they have any ideas.	Imminent as we need to raise funds for our setting as we are self-funded.
4. Values	I have had 25 years' experience of working within the education system.	I am approachable, understanding, caring, calm, considerate and non-judgmental and work well in a team and as an individual.	I have a good relationship with peers, parents and the children within my setting. I am able to discuss any issues with my work colleagues.	Always available to speak about any issues and approachable.

Commented [r14]: I would like to improve my knowledge of autism as this is something close to me as I have a nephew who is autistic, and I have worked with autistic children in the past. Training will have a positive impact with anyone who is autistic. Quora, (2018) says when you learn new things and gain more knowledge, you gain the ability to better help others. You will end up knowing far more about certain topics than other people. This gives you the opportunity to teach someone or help them resolve a crisis in their life.

Commented [r15]: Whilst working within Cylch Mudiad settings we have had to raise money to self-fund the Cylch in order to buy equipment for the children. This is something I was motivated and have enjoyed and really worked hard for. I have organised, sponsored cycles, walking, wearing different items of clothing, raffles, sponsored bounce which brought in nearly £1000. Lake, (2019, quoted in ukfundraising 2019) says that fundraising in the workplace can be an easy and effective way of raising funds. event days on the premises or sponsor a local run, fundraising is a positive and motivating experience that benefits the workplace.

1807610

ECGE6001

5. Other?	To complete my early years degree	By continuing to go to weekly lectures and making sure my assignments are in on time.	In University of Wales Trinity St David, working with other students and lecturers.	Imminent, this is ongoing.

Commented [rl6]: Since starting the early years degree course, it has given me the motivation to want to better myself with a new job and to look at what I can do rather than what I can't do. Motivation helps with achieving your personal goals. If an individual is motivated, they will also have job satisfaction. Motivation will help in self-development of individual and an individual should always gain by working with a dynamic team. (Juneja, 2015)

Personal Statement

I am pleased to submit this letter in support of my personal statement.

My name is Rhian Smith, I qualified as an NNEB in 1994 and since then have worked with children of ages 2 years to 16 years in various schools and settings. I have also done a CACHE Level 3 course.

I have many years of experience working within education sector and have also worked with children who have challenging behaviour and providing support in addressing the needs of pupils who require help to overcome barriers to learning with staff and outside agencies. I am highly motivated; dynamic have strong teamwork skills and a 'can do' attitude to my work.

I am a strong communicator, nurturing, patient and a very positive **organised** individual and I am very good at building positive relationships with pupils, staff and parents.

I work constructively as part of a team, understanding classroom roles and responsibilities.

I also worked as a deputy leader in a Cylch Mudiad in which I would take charge of when the leader was absent. I enjoyed this very much as it stretched and challenged me. This allowed me to show my **organisational** skills, creativity skills and leadership skills.

I am currently studying an Early Years Practitioner Degree at The University of Wales, Carmarthen. This requires **organisational** and time management. I have completed my first year and currently midway through my final year.

I am currently working as a Teaching Assistant in Llandybie CP School, this position has been secured through an agency. I am an enthusiastic person who enjoys being a mother, student and working. I am very conscientious, sensitive to the needs of others and fully committed to whatever I apply myself to.

I am eager to learn new skills. I work well in a team as well as on my own initiative. I am happy to support teachers with developing learning materials and displaying work, I am also comfortable communicating with parents and carers.

I am computer literate and able to navigate my way around Microsoft.

I am a fluent welsh speaker and am happy to converse in both the Welsh and English languages.

Commented [r17]: Being organised has allowed me to enjoy my role within all areas of my work. If I'm asked to do something, then I will get it all organised and done. Being organised has helped me work effectively and meet deadlines. Rawlings, (2016) organisation is a self-management skill and is a key skill you can develop as a professional.

Commented [r18]: I have good organisational skills as I have organised fund-raising activities and trips out for the children in the Cylch Mudiad, making sure that risk assessments are up to date and the correct information is given to the parents. Weber (1864-1920, quoted in Organization Theory, 2018) views were if you had good organisational skills then you were efficient in your day to day work. (Fayols, 1950, quoted in Organization Theory, 2018) agreed that having good management's skills was successful for good organisation.

Commented [r19]: Being able to study a degree and complete regular assignments has been a challenge with working full time and having a family but I have organised myself around everything and this has been a positive way forward. Doyle (2019) says that organisational skills help a person plan, prioritize, and achieve his or her goals, which, in turn, can save a company time and money. Being organised also supports being good at multitasking and good structure.

1807610

ECGE6001

My interests and hobbies outside of work and studying involve my family, I have two children who are involved in various sports clubs. Encouraging and supporting my children is very important to me.

As a family we enjoy walking and visiting new places. I enjoy running and gentle exercise to maintain my personal fitness. I enjoy home baking and cooking fresh food at home.

I am excited about the prospect of a new challenge and I am looking to broaden my experience. I am forward to meeting you.

REFLECTION

This module is about employability and future pathways. My initial thoughts were that we were going to discuss our employment and try and improve on what we had already learnt. There was a lot to take on board with this module.

I was looking forward to improving my Curriculum Vitae and being able to show my skills off further through discussions within the lectures. Talking to others helped me to realise that I have more skills than I initially thought I had. I was excited to be able to improve on what I had already put down on my curriculum vitae and personal statement.

My engagement throughout this module has been good, I get involved in discussions and ask relevant questions when needed. I feel I work well with the group of students in my class and we all work together as a team. Teamwork is important for everyone to get along and for things to be done to a good standard. Which I feel we all do week in week out. (Wehbe, 2017) says making use of every opportunity you have to engage in teamwork will develop effective communication skills. Teamwork has helped me and has been key for me within all my job rolls, the more I communicate the better I am with my job and build on my relationships with all staff and children. This helped me to remain in my current role. Beckard also agrees and developed the GRPI model-Goals, Roles, Process and Interpersonal Relationships, all of these put together make for good teamwork (1969, cited in Training, 2019).



(Beckard, 1969)

I struggle a lot with being able to self-praise. Also writing down all the things that I am good at and putting it down on paper was difficult. I felt that I was able to add more to my curriculum vitae and personal statement through class discussions and from research on this module. Whilst preparing the presentation I found this really hard to find skill that I had done well even though I knew I had really good skills and do them every day but when I

comes to writing it down your mind goes blank. Presenting in front of others is another challenge as I worry that I do not come across as if I know what I am talking about. Its all about self-confidence and believing I can do this, and I am good at this. Bandura (1977, quoted in The National Academies Press, 2020, p173) says that self-confidence is also about a personal goal that you can accomplish and self-regulation.

Appointmentplus, (2015) says When you learn to take control of your time, you improve your ability to focus. And with increased focus comes enhanced efficiency, because you don't lose momentum. Tasks will become easier and quicker. Unfortunately, with this module I did struggle with time due to personal reason and over the festive period. This then making me feel frustrated and stressed resulting in my responsibilities and tasks not being done to the best of my ability. If I was to this over then I would defiantly manage my time more efficiently.

From doing this module it has made me realise that I have the skills and knowledge to make me a good work candidate. Reflecting on my work and experiences have helped me to gain more confidence to want to succeed and to learn more about the field I am interested in. I will continue to reflect on all aspects of my life as this can only be a positive to have. Driscoll (1990, quoted in University of Cambridge, 2019) uses a reflective cycle, what? So what? Now what? By asking ourselves these three simple questions we can begin to analyse our experiences and learn from them.

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Organization Theory, (2018) Available at: <https://www.inc.com/encyclopedia/organization-theory.html>. (Accessed: 25th January 2020).

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Rawlings, L. (2016) *Youth Employment UK, Organisation skills*. Available at: <https://www.youthemployment.org.uk/young-prof-article/organisation-skills-overview/>. (Accessed: 25th January 2020).

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University of Cambridge, (2019) *Study Skills, Reflective Practice Toolkit*. Available at: <https://libguides.cam.ac.uk/reflectivepracticetoolkit/models>. (Accessed: 25th January 2020).

Wehbe, S. (2017) *potential: 5 important reasons why teamwork is important*. Available at: <https://www.potential.com/articles/5-important-reasons-why-teamwork-matters/>. (Accessed: 24th January 2020).