**CV**

**SECONDARY SCHOOL TEACHER**

**PERSONAL**

**NAME**: Shabana Aslam

**DATE OF BIRTH:**12th October 1974

**NATIONALITY:**British

**EDUCATION**

**1989-1994: Carlton Bolling College, Undercliffe, Bradford, BD3 ODU**

**GCSE’s**: Maths, English, English Literature, Biology, French, Religious Education, Humanities, Sociology, Law.

**ALevel**: Religious Education.

**1995 -1996: Leeds Metropolitan University,Woodhouse Lane, Leeds, LS1 3HE**

**HND Business and Finance**

**1996-1998: Coventry University, Priory Street, Coventry, CV1 5FB**

**BA Business Administration**

**2000-2001: Bradford College, Great Horton Road, Bradford BD7 1AY**

**VCTC Level 2 Beauty Therapy**

**2001-2002: University College Worcester, Henwick Avenue, Worcester WR2 6AJ**

**PGCE in Secondary Education (Business and Economics)**

**2011-2012: Leicester College, Freemen’s Park Campus, Aylestone Road, Leicester, LE2 7LW**

**VRQ Level 2 Hairdressing**

**WORK**

**SEPTEMBER 2000-JULY 2001: CARLTON BOLLING COLLEGE**

**POSITION: SEN TEACHING ASSISTANT FOR LEARNING AND BEHAVIOIUR DIFFICULTIES**

* I worked with small groups of students with behaviour and emotional difficulties.
* I liaised with staff to identify the learning needs for students.
* I supervised, motivated, encouraged and ensured the students completed all work set in order to improve attainment.
* I monitored the learning, behaviour, attendance and punctuality of these students.
* I drew up action plans outlining; goals, aims and objectives of one to one learning and liaised closely with parents to ensure all the above were achieved.
* I assisted in organising reward systems ranging from ten minutes on the computer, to day trips at them parks.
* I introduced self-esteem and confidence building activities.
* I organised after school sessions with students so that I could listen to them and help them resolve issues that were creating barriers to learning.
* I helped students to overcome barriers to learning in order to achieve their full potential by building positive relationships with them.
* I managed my own profession development by taking part in staff training and was complimented by the Deputy and the Head teacher for the positive difference I had made to lives of these young children. I was told that I had the potential to become a fantastic teacher and the Head teacher recommended that I should consider studying a Post Graduate Certificate in Education.

**SEPTEMBER 2002-JULY 2003: TEACHING PERSONNEL**

**POSITION: SUPPLY TEACHER**

* I worked for a number of schools in West Yorkshire as a supply teacher.
* The subjects I effectively taught included: Business Studies, History, Geography, Religious Education, Social Studies, ICT, English, Maths, Science, Modern Foreign Languages, Art and Expressive Arts.
* I taught the following topics in Business: How a Business Works, Business activity, Business and Change, Human Resources, Marketing, Production, Accounting and Financial Planning.
* I always arrived early to ensure I had time to get a brief overview of the day for example, lessons, resources and teaching materials, classrooms, break times and meetings with Heads of Faculties.
* I demonstrated excellent classroom management and discipline skills by setting boundaries and establishing respect the very minute I walked into the classroom.
* The ability levels varied from class to class and I successfully adapted to each environment.
* I filled out appropriate paperwork for late arrivals.
* I provided a brief report on lesson activities for the returning teacher.
* I managed to build good relationships with both students and staff in a very short space of time.
* I worked in line with the school policies.

**SEPTEMBER 2003-FEBUARY 2006: HALIFAX HIGH SCHOOL**

**POSITION:TEACHER OF RE AND HEAD OF CITIZENSHIP**

**(I taught five subjects; Religious Education, Geography, History, Citizenship and ASDAN to SEN students. I was also a form tutor)**

**Religious Education**

* I prepared my own lesson plans, resources, and teaching materials.
* I taught six major world religions, Christianity, Islam, Judaism, Buddhism, Hinduism and Sikhism.
* I taught all six world religions at Key Stage 3, to year 7,8 and 9 students. Year 10 and 11 students were given a choice of religion to study at GCSE level.
* I prepared mock exams using previous exam papers.
* I marked mock exams in line with the exam board criteria.
* I set realistic goals and target grades for students to achieve from complex school data.
* I recognised students with learning difficulties and referred them accordingly.
* I differentiated materials according to ability levels.
* I kept in line with the marking and assessment policy and used all free lessons wisely.
* I provided efficient feedback and continuously praised work.
* I demonstrated excellent classroom management and discipline at all times.

**Geography**

* I taught Geography to year 7 and 8 students.
* Low ability SEN groups in particular as I had previous experience of working with SEN students whist employed as a teaching support assistant before my PGCE.

**History**

* I taught History to year 7 and 8 students of mixed ability groups.

**Citizenship**

* I taught Citizenship to all Key Stage 3 students, years 7-9.
* I was then promoted to Head of Departmentfor Citizenship.
* I developed more teaching resources and assessments and put them on a shared computer network, making them accessible to all staff.
* I expanded schemes of work.
* I developed lesson plans.
* I organised meetings and discussed subject related issues with the Humanities faculty
* I took the subject to the next level

**ASDAN**

* I taught this work related programme which involved a wide range of vocational activities focussed on key skills for life and employment.
* I had the flexibility to incorporate Life skills such as swimming, knitting and dancing into this work related programme according to each students individual requirements.
* I successfully taught low ability, SEN challenging groups, by building positive relationships with them, to ensure each student left the school with a qualification.

**Form Tutor**

* I looked after the emotional and physical welfare of a group of students by providing successful pastoral care.
* I had one to ones with the students and ensured I was the first point of contact.
* I accurately collected reasons for absences and recorded patterns of lateness.
* I communicated with parents regularly and ensured all correspondence reached them.

**General**

* I taught and inspired students to ensure they achieve their full potential.
* I implemented school polices.
* I carried out break and lunch time duties.
* I prioritised my work load especially around report writing time.
* I organised myself around parents evenings.

**SEPTEMBER 2006-MAY 2008: SUPPLY DESK**

**POSITION: SUPPLY TEACHER**

* I worked for a number of schools in Leicestershire as a supply teacher.
* I taught any subject required by the school in concern.
* I took on a long term supply position as Head of ITC and Business Studies teacher, the school was impressed and offered me a long term position.

**AUGUST 2009- 2016: SELF EMPLOYED BUSINESS**

**POSITION: SOLE TRADER/OWNER/HAIR DRESSER BEAUTY THERAPIST**

* I opened my own Hair and Beauty Salon.
* I recruited, trained and developed staff.
* I implemented marketing strategies and followed them up.
* I followed Health and Safety laws.
* I prepared documents for my accountant.
* I carried out all organisational and administration duties.
* I gained lots of valuable experience that I can share and relate to in my business teaching.

**INTERESTS**

* I enjoy spending time with my two children; Daud, age 7 and Hana, age 6.
* I enjoy swimming and running.
* **Job Seeker First Name / CV No: 1839306**
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