

**ROSEMARY**

[**ROSEMARY.331325@2freemail.com**](mailto:ROSEMARY.331325@2freemail.com)

**TEACHING ASSISTANT**

**PERSONAL SUMMARY**

A caring, supportive and enthusiastic team player who is committed to the welfare, safeguarding and promotion of pupils. Possessing confidence and enthusiasm as well as having excellent communication and time management skills. With a proven ability to encourage children to achieve their potential by stimulating their enthusiasm for learning and also their determination to succeed. Looking for an opportunity to make a genuine difference in an ambitious and progressive school.

**WORK EXPERIENCE**

**Primary and College** – Living Spring Comprehensive School

**TEACHING ASSISTANT** January 2012–January 2014

* Acting as a support to the teacher when working in a group setting.
* Working under the supervision and guidance of senior teaching staff in a busy and exiting school.
* Contributing to the delivery of teaching and tutorials and providing personal academic support and mentoring for groups of students.
* Classroom supervision in the absence of Lead Teacher.
* Coordinate instructional efforts with lead teacher
* Design and implement lesson plans and curriculum
* Tutor students and assist with assignments and concepts
* Organize and distribute learning resources
* Monitor students during class work and exams
* Manage student behavior as appropriate
* Plan and develop teaching aides as instructed
* Provide assistant to lead teachers in terms of preparing lesson outlines

**Primary school -** Wise Choice School-Nigeria

**VOLUNTEER TEACHING ASSIATANT** December 2008- July 2011

* Assisted lead teachers in managing classroom activities
* Observed student’s performance as directed
* Assisted lead teachers in grading exam papers and homework
* Distributed lesson resources as directed
* Provided assistance to weak students or students with special needs
* Supporting classroom management and assisting pupils with generaladministration.
* Maintaining the fabric of the classroom and creating a stimulating environment for student to work in.
* Maintaining up-to-date classroom displays.
* Helping to manage pupil behavior and discipline.

**JOB DESCRIPTION**

* Assisting the teacher in the management of pupils and the classroom.
* Helping children in their studies and all areas of the national curriculum.
* Providing general support and one-to-one assistance for pupils.
* Helping children with their learning, playing and social development.
* Assisting with the preparation of a comfortable learning environment.
* Preparing class registers & accurately updating pupil records.
* Delivering educational programs and assessing their impact on pupils.
* Producing accurate and up-to-date records and reports as required.
* Meeting parents at Parent Evening’s & updating them on a child’s progress.
* Monitoringpupils performance throughout the year.
* Planning learning activities & school trips with teachers.
* Producing accurate and up-to-date records and reports as required.
* Assisting in implementing Individual Education Programs for students.
* Organizing and maintaining books, learning materials and resources.
* Providing extra support to children with special needs or those who speak English as a second language.

**KEY SKILLS AND COMPETENCIES**

* Ability to build good relationships with the staff and pupils.
* Excellent knowledge of all teaching subjects.
* Have the confidence and energy to successfully handle difficult behavior.
* Experience of supporting children with special needs.
* Strong behavioral management skills.

**ACADEMIC QUALIFICATIONS**

**Certificate in TESOL**

Eton Institute of Teachers Training 2016 (Abu Dhabi)

**(Diploma) Banking and Finance**

Lagos State Polytechnic 2012

**SSCE**

United Universal College 2007

**REFERENCES**

Available on request.