Name: Avornu

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Nationality: Ghanaian

**Career Summary**

An experienced and highly motivated English Teacher with strong passion of teaching and promoting educational standard at both Primary and Junior High School levels with excellent classroom management skills, as well as dedicationthrough games, singing and dancing to arouse the interest of my students. Ability to device and develop ways to encourage and challenge students to help them deepen their knowledge and understanding. Ability to develop and foster appropriate skills to enable the development of children.

**Areas of Expertise**

* Classroom management
* Classroom organisation
* Behaviour management
* Coaching
* Organising English Language quizzes
* Conducting test
* Confidence building
* Creating assignments
* Creating / conducting exams
* Creating a comfortable learning environment
* Creating new ideas
* Curriculum knowledge
* Developing lesson plans
* Directing
* Discipline actions
* Education plans
* Evaluating performance
* Group and individual counselling
* Knowledgeable about all areas of teaching

**Summary of Qualification**

* Progressive four years of teaching English Language and other subjects at Primary School level and one(1) year of teaching practice at the Junior High School level
* Very fluent in English Language both in speaking and writing
* Knowledge of the method of teaching Primary and High level students
* Competent at managing responsibilities in a high volume atmosphere
* Hard worker, quick learner and ability to assume responsibility
* Talented in problem solving
* Excellent verbal and written communication skills
* Leadership and supervision skills
* Ability to build good rapport with students , colleagues , parents and school authorities
* Ability to plan effective teaching programmes and create a positive learning environment
* Patience , dedication with good listening skills

**Educational Qualification**

* West African Senior High School Certificate (2007)
* Diploma in Basic Education at St. Francis College of Education (2012)
* Bachelor of Education Degree at the University of Education Winneba ,Ghana (2016)

**Workshops Attended:**

* Certificate of Achievement in building Excellence Leadership and Church Development programme (2006 - 2007) by **EQUIP**
* Certificate of Participation in Global Leadership Summit (2014) by the **GLOBAL LEADERSHIP SUMMIT**

**Academic Project:**

* Absenteeism in Basic Schools (2012)
* Improving the Performance of Pupils in Environmental and Social Studies(Citizenship Education) Lessons (2016)

**Professional Experience:**

**(a)**Hlefi R.C. Primary SchoolSeptember 2012 till date, Upper Primary School Teacher

* Teaches English Language.
* Create good lesson plan to assist students to meet the educational objectives and basic skills
* Organise lessons and games to build up the communication skills of students in English Language
* Plans, prepares and present lessons that cater for the requirements of the students in the class
* Develops discipline management programs to help students learn socialisation skills and ensure classroom safety
* Discuss individual problems and progress with parents and students and seeking advice from school heads and school authorities
* Teaches prescribed curriculum by using innovative teaching techniques and materials
* Using TLMs ( Teacher Learner Materials) to help students understand the lesson
* Attending Educational workshops organised by the Education Service to improve upon good lesson delivery
* Prepares, administers and grades projects, tests and assignments to evaluate the progress of students
* Performs extra-curricular activities like assisting with excursions, sports and special interesting programs

**(b)** Hohoe L .A Junior High School.

* Teaches English Language from 2011 to 2012 as part of my teaching practice

**Responsibilities:**

* Developing lesson plans as part of the curriculum
* Conducting tests for students on a monthly and weekly basis to evaluate students performance and progress
* Conducting extra-curricular activities for the students
* Helping the weak students especially those that have problems in English Language lessons
* Conducting extra classes for weak students
* Arrange Parents Teacher meetings
* Maintain discipline in the classroom
* Maintain the attendance register of students
* Maintain up to date record of the class
* Help manage students behaviour

**Professional Position(s) At Post**

* Member of School Welfare Committee (2012-2015)
* School Secretary (2012- 2016)
* Sports Secretary (2015-2016)

**Achievements:**

* Students that pass through my hands turn to be problem solvers and great researchers and always got 100% results in all the subjects taught.
* Students from Non- Speaking English Countries can now speak and read English fluently.

**Personal Skills and Training**:

* Excellent communication skills to deliver and present lessons in an interesting and fun manner
* Very fluent in English Language both in speaking and writing
* Have a caring heart to attend to children's (Students) needs
* Possessing good research skills and great mindset towards learning
* Trained in Child Psychology, English Language and Child Language

**Other Working Experience:**

* Sales Manager at Amdel Enterprise (2007-2008)

**Interest and Activities:**

* Teaching, having fun with my students, drawing, painting, reading, playing the guitar, singing,dancing , watching video, travelling, discovering new places, surfing the net and nature walk.