ORJI

Email: [orji.368768@2freemail.com](mailto:orji.368768@2FREEMAIL.COM)

APPLYING FOR A TEACHER ASSISTANT POSITION

**CAREER OBJECTIVE**

Seeking a Teacher Assistant position using over 6 Years Acquired skills in managing classroom activities, supporting lead teacher and performing secretarial tasks to create an effective and healthy classroom environment.

**PROFESSIONAL EXPERIENCE**

**German International School, Abu Dhabi, UAE**

**Designation: Train Waitress 2016 – Till date**

**Duties**

* Making sure the students are through with their classes or every other school activities.
* Collecting children from selected locations and helping them in getting in and out of the bus
* Assisting physically-challenged students in boarding and alighting from the bus
* Ensuring children are behaving decently in the bus during transportation
* Exercising constant attention to children's problems and taking prompt action as essential
* Communicated with parents and school teachers and provided children's needs
* Administered first aid on students in case of emergency
* Counted students at the time of pick-up and drop
* Informed teachers about absent students
* Providing mental, emotional, and physical support to children with special needs

**Apata Memorial High School, Lagos, Nigeria**

**Designation: Class Teacher 2014-2016**

**Duties**

* lesson planning and preparation
* checking pupils' work
* teaching most areas of the primary curriculum
* taking responsibility for the progress of a class of primary-age pupils
* planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class
* motivating pupils with enthusiastic, imaginative presentation
* maintaining discipline
* preparing and marking work to facilitate positive pupil development;
* meeting requirements for the assessment and recording of pupils' development;
* providing feedback to parents on a pupil's progress at parents' evenings and other meetings;
* organizing and taking part in school events, outings and activities

**Ephraim International School, Lagos, Nigeria**

**Designation: Teacher Assistant 2013-2014**

**Brainstorm Nursery and Primary School, Lagos, Nigeria**

**Designation: Teacher Assistant 2006-2009**

**General Duties**

* providing support to children with mathematics, reading and writing on an individual, class or small group basis
* helping to develop programs of learning activities and adopting appropriate materials
* motivating and encouraging pupils
* assisting with marking and correcting work
* attending meetings and reviews
* helping with school events, trips and activities
* getting the classroom ready for lessons and clearing away afterwards
* listening to children read or reading to them
* helping children who need extra support
* helping teachers prepare materials that match development needs
* supervising group activities, including outings and sports events
* helping teachers manage class behavior
* looking after children who are upset or unwell
* leading classes with help from the teacher

**EDUCATIONAL BACKGROUND**

**Emirates Driving School,Abu Dhabi, UAE**

First Aid and Safety Training 2017

**University of Nigeria, Nsukka.**

B.sc Economics and Philosophy (Double Honors) - 2013

**Memkad College, Ijegun,Lagos Nigeria**

West African Examination Council - 2008

**Progress institute of Nigeria Studies**

Diploma in Desktop Publishing - 2006

**SKILLS AND OTHER INFORMATION**

**COMPUTER SKILLS:**

* Microsoft Office (Word, access, excel and power point)
* Internet and Browsing

**LANGUAGES**

* English (Fluent in both written and spoken English)
* Arabic (Basic Oral)

**BASIC SKILLS**

* Reading, writing and numeracy skills
* Good communication skills
* The ability to build good relationships with children and adults
* Excellent organizational skills
* A love of working with children and the ability to manage groups of pupils
* The ability to manage difficult behavior effectively
* Flexibility and creativity

**Marital Status**: Single

**Nationality**: Nigerian

**Visa Status:** employment visa