**PRIMARY SCHOOL TEACHER RESUME**

**PERSONAL SUMMARY**

A positively motivated, energetic team player who has a strong desire to grow a career in the field of early childhood education. Mavis will always ensure that each child gets as much individual attention as possible, and is committed to raising standards and maximizing pupil progress. She has a long track record of delivering high quality care and learning opportunities to children aged between two and eight years old, and is more than willing to assume ultimate responsibility for the development of children under her care. Right now she is looking to join a modern school with very good facilities, and which believes in nurturing talent and supporting their staff to learn and improve every step of the way.

**CAREER HISTORY**

**EMPLOYER’S NAME: GHANA EDUCATION SERVICE(GES)**

\*PadmoreStreet Primary School Tema, Ghana. September, 2010- September, 2015

Primary 2 Class Teacher

\*Axim Methodist Primary School – Axim, Ghana. September, 2007-September 2010. Primary 1 Class Teacher

\*DAKEY Primary School –Axim, Ghana. September, 2006 – September 2007. KG2 Class Teacher

**DUTIES**

Responsible for helping to organise, plan and also participate in activities that entertain and teach children.Also in charge of observing and summarizing a child’s progress in areas such as reading, maths, sport and music.

Planning activities based on a child’s interest.

Teaching children through structured play.

Developing a child’s curiosity and knowledge.

Developing a well-managed, child oriented learning curriculum.

Tidying up the classroom at the end of a lesson.

Motivating and stimulating children's learning abilities.

Building relationships with parents.

Ensuring the health, safety and wellbeing of the children.

Updating the classroom bulletin boards with children’s artwork.

Completing all required paperwork.

Preparing and arranging pre-class materials.

Maintaining pupil attendance records.

Participating in school events.

Submitting weekly lesson plan

**KEY SKILLS AND COMPETENCIES**

Teaching

Building relationships with small groups of children.

Keeping up to date with changes in the curriculum and developments in best practice.

Using appropriate language in and out of the classroom.

Having patience and self-control when dealing with young children and their parents.

Good planning and preparation skills.

Able to quickly connect with parents and the local community.

Excellent supervision and organizational skills.

Greatly enjoy working with children.

Able to quickly fit into an established school and work as part of an existing team.

**AREAS OF EXPERTISE**

Visual Supervision

Child Protection

Classroom Management

Curriculum Development

Parent Communication

Staff Meetings

**ACADEMIC QUALIFICATIONS**

University of Education Winneba- Ghana –Degree in Basic Education -2012-2014

University of Education Winneba –Ghana-Diploma in Basic Education -2007-2010

Holy Child Training College-Ghana- Teacher Certificate ‘A’-2003-2006

**First Name of Application CV No:** **1703184**

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