# CURRICULUM VITAE

**NAME:**  **IAN CHRISTOPHER WOOD**

**NATIONALITY:** New Zealand Citizen

**DATE OF BIRTH:** 9th December 1962

**E-MAIL:** iancwood0912@yahoo.co.uk

**TELEPHONE:** (44) 01244-342611

**ADDRESS:** 160 Tarvin Road, Boughton, Chester CH3 5EE, United Kingdom

**GENDER:** Male

**MARITAL STATUS:** Single / never married

**PASSPORT:** New Zealand passport (EA555895), valid until 17th July 2012

**HOBBIES:** My interests include photography, global current affairs, world history, foreign

languages, American movies, Country music, travel and I have kept a daily journal since I was 13 years old.

These interests have given me a broad general knowledge and a very thorough

understanding of the issues affecting the modern world. I feel that these are an invaluable strength to an English teacher in your country, because the ability to act as a cultural ambassador and engage in debates on a wide range of topical subjects is an integral part of the work. I am also a non-smoker and only drink occasionally, for the purpose of being sociable.

**TERTIARY EDUCATION:**

**Auckland University – Master of Arts 1st class** **(5 years)**

**Phone 64-9-3737599 (ex 85669) / Fax 64-9-3737438 / e-mail** history@auckland.ac.nz

**Summary:** Majoring in History with Classics and Geography as supporting subjects, my studies at New Zealand’s largest university involved both independent research and group collaborative projects produced to the highest standards as well as the tightest of deadlines. All of these undertakings required me to use the latest research techniques and widest range of methodologies, to create essays and seminars of consistently superior quality. Many of these assignments also required me to present my arguments and explain my conclusions to my peers in a clear but compelling delivery, and to subject them to similar scrutiny and debate while they presented oral seminars too. The five years of full time study culminated in the completion of a fifteen thousand-word dissertation, based on independent research and interpretation of British Foreign Office archival materials to make well-argued original conclusions. As a result, I was awarded a post-graduate diploma of the highest grade upon my graduation from Auckland University in 1990. A copy is available by e-attachment, and the original or sealed transcript of my full academic course are available by post. Auckland does not use GPA grades, but I achieved 181.98 of a possible 359.94 on its internal ranking system for my Bachelor degree and 161.92 out of 228.88 for my post-graduate degree. The GPA score would be 98 points out of 189 and 46 out of 63 respectively.

**EMPLOYMENT HISTORY:**

**Arrow Cleaning Solutions – Cleaner (1 month)**

**Ph 44-1244-398687 / Fax 44-1244-381741 / e-mail** carolyn.arrow@btinternet.com

**Duties:** Performing all the usual cleaning duties (mopping, sweeping, vacuuming) of public areas in storage, office and residential buildings. These have to be completed to the highest standards and without supervision, with me also being responsible for these premises’ keys and for keeping the buildings secure during my work there. I also had to keep records of all work that I completed and to cooperate with other members of staff to ensure that no duties were neglected or duplicated each week.

**GEPIK Programme – Assistant English Language Teacher (2 years)**

**Phone 82-31-249-0045 / Fax 82-31-249-0043 / e-mail** dbae002@goe.go.kr

**Duties:** Assisting Korean English teachers in high school classrooms, preparing lessons to teach to students of grades one and two, setting and marking tests of oral English language competence, preparing and giving demonstration lessons to visiting teachers and Education Board officials, participating in a range of extra-curricular activities such as school festivals and sports days, and developing a knowledge of western culture through my interaction and teaching contact with the students.

**Chester Grosvenor Hotel & Spa – Night Porter (18 months)**

**Ph 44-1244-324024 / Fax 44-1244-313246 / e-mail** personnel@chestergrosvenor.com

**Duties:** Assisting guests of all ages and nationalities, answering the telephone, explaining procedures and checking guests comprehension of them, giving directions, locating precise information, evacuating guests during fire alarms, preparing and delivering refreshments to customers, as well as various cleaning and security duties. All consistently performed to the high standards demanded by a leading five red-star British hotel, in terms of both efficiency and professional appearance.

**KKT English Academy – English Language Instructor (1 year)**

**Phone 81-090-64224499**

**Duties:** Teaching English to Japanese students of all ages and levels of fluency, conducting tests and placing students in the correct class for their English ability, giving students study advice and encouragement, grading pupils and preparing them for examinations, assigning and checking of homework, and assisting students with learning difficulties or attention problems. I also undertook an active part in the success of extra-curricular activities like the school’s Halloween and Christmas parties, as well as the training of new teachers and work on a library of classroom activities to compliment the textbooks used in class.

**CANTUS School – English Language Instructor (6 months)**

**Phone 81-090-13433754**

**Duties:** Teaching English to Japanese students of all ages and levels of fluency, conducting tests and placing students in the correct class for their English ability, giving students study advice, grading students and preparing them for exams, teaching phonics and listening skill development activities, giving demonstration lessons to prospective students and parents, and developing their conversation confidence through role-plays in realistic and interesting situations. I also participated fully in the school’s extra-curricular programme, by taking an active part in the children’s summer camp and in the preparation of an open day for parents at Easter.

**Joytalk English School – English Language Instructor (5 months)**

**Phone 81-28-6820006 or 28-7225034 / Fax 81-28-6820297 / e-mail** joytalk@joytalk.co.jp

**Duties:** Teaching English to Japanese students of all ages (mostly children) and levels of ability, grading students and preparing them for exams, teaching about western culture and assisting at extra-curricular events like Easter parties, teaching listening development via phonics and different accents, giving demonstration classes to potential new pupils, setting and checking homework regularly, counselling students with learning difficulties or a lack of motivation, and preparing a library of teaching materials from my personal collection for other staff to use.

**INTERAC – Assistant English Language Instructor (2 years)**

**Phone 81-52-3239075 / Fax 81-52-3239065 / e-mail** ngmc@interac.co.jp

**Duties:** Assisting Japanese English teachers in elementary and middle school classrooms, preparing lessons and compiling an easily accessible file of communicative activities for all age groups, assisting with and participating in a broad variety of extra-curricular activities, helping to plan and present demonstration lessons to parents or educators, and developing understanding of western (particularly British and New Zealand) culture through classroom and extra-curricular activities. I also attended a number of cultural and sporting events that were held outside of regular school hours.

**Hara-mura Board of Education – Assistant English Language Teacher (1 year)**

**Phone 81-266-792111 / Fax 81-266-795504**

**Duties:** Assisting Japanese teachers of English in middle school classes, preparing lessons and compiling an easily accessible filing system of communicative activities for all ages of children, assisting with and participating in a wide range of extra-curricula activities, aiding in the planning and teaching of demonstration lessons to parents and educators, and helping to prepare a group of staff and students for a successful home-stay in New Zealand. Despite the difficulty of commuting to such a remote and inaccessible school, I was able to finish a full year with no days absent and also attended a number of social events held outside the school’s regular hours.

## Suwa English Academy – English Language Instructor (1 year)

### Ph 81-266-583313 / Fax 81-266-585350 / mail suwa-english-academy@indigo.plala.or.jp

**Duties:** Teaching English to Japanese students of all ages (mostly children) and abilities, grading pupils and preparing them for exams, team-teaching kindergarten children with an assisting Japanese teacher, helping to organise and conduct western cultural events such as Christmas or Halloween parties, giving demonstration lessons to children and parents who were considering joining the school, acting as a substitute teacher for sick colleagues, and opening up and locking the school each day.

**G-education (formerly NOVA Corporation) – English Language Instructor (1 year)**

**Phone 81-3-55242485 / Fax 81-3-35632892 / e-mail** ftp@gedu.jp

**Duties:** Teaching English to Japanese students of all ages and ability levels, conducting tests and placing students in the correct class for their English fluency, closely following the school’s official textbooks and lesson plans, giving students advice and encouragement, teaching demonstration lessons to prospective pupils and parents, conducting conversation lounges with mixed ability students, giving one-to-one lessons to very basic or advanced pupils, and teaching in a large open-plan classroom while holding my students’ attention. This school’s unusual policy of allowing pupils to take lessons when they wished instead of being in set classes, also required me to keep accurate lesson notes for other staff to follow.

**KIT International English School – English Language Instructor (9 months)**

**Phone 81-99-2222996 / Fax 81-99-2222996**

**Duties:** Teaching English to Japanese adults and teenagers of various abilities, selecting an appropriate textbook for each class in consultation with students, conducting conversation lounges with mixed ability pupils, testing new entrants to ensure they are placed in the right class for their fluency in English, encouraging and giving advice to students, writing up and filing reports on students for use by other teachers or management, substitute teaching to cover for absent colleagues at short notice, giving demonstration lessons to potential pupils and their parents, and teaching individual lessons to very basic or advanced students.

**Japan Exchange & Teaching Programme – Assistant Language Instructor (3 years)**

**Phone 81-3-35915968 or (Eng) 35915489 / Fax 81-3-35915350 / e-mail** jet@clair.or.jp

**Duties:** Assisting Japanese English teachers in numerous elementary and middle schools of a large municipal education board**,** preparing lessons and an easily accessible filing system of communicative lessons for all age groups, assisting with and participating in a number of extra-curricular activities, helping to plan and present demonstration lessons to educators or parents, setting and marking tests of listening or speaking ability, participating in teacher training seminars and orientation of new assistants, and helping to promote much deeper understanding of western culture through classroom and extra-curricular activities at a wide range of levels from kindergarten to adult professionals.

**Accident Compensation Corporation – Data Imput clerk (6 months)**

**Phone 64-4-918-7700 / Fax 64-4-918-7701 / e-mail** information@acc.co.nz

**Duties:** Imputing information from medical reports into computerised files, answering the phone and dealing with inquiries from health professionals. The position called for extreme accuracy and attention to detail, ability to read badly written handwriting and communicate clearly with professionals with a poor command of English, and a proven record at meeting tight deadlines without compromising accuracy. A willingness to work easily as part of one tight-knit team and to be flexible about working hours, and available for overtime was very much an essential requirement.

**School of Refugee Education – English Language Tutor (2 years)**

**Phone 64-9-9219999 (ex 6357) / Fax 64-9-2761146 / e-mail** hbirgel@aut.ac.nz

**Duties:** Teaching students of various ages, who had only recently arrived in New Zealand and often had little formal education. Some classes were groups of mixed ability pupils and others were one-to-one lessons, and the learning environment wasn’t always quiet or well resourced because it was the student’s home. Tasks included preparing and giving lessons relevant to the problems faced by the students in their new lives, assisting younger students with difficult lessons or homework from their regular schools, communicating with their regular school teachers, and participating in tutor workshops.

**Edgewater High School – Teacher, Resources and Library Assistant (1 year)**

**Phone 64-9-5769039 / Fax 64-9-5769037 / e-mail** enquiries@edgewater.school.nz

**Duties:** Preparing and restoring a broad range of teaching resources, collating and storing these materials in an easily accessible filing system, and giving assistance to classroom teachers in identifying and retrieving suitable items for use in their lessons. Issuing library books and recording their return, assisting students to identify and locate desired materials for their research needs, repairing damaged textbooks and printing teaching material, and shelving stock correctly and generally maintaining the library in a satisfactory condition were also among my duties.

**Refuge and Migrant Service – Resources and Information Officer (1 year)**

**Phone 64-9-2766423 / Fax 64-9-2764079 / e-mail** rms-mangere@rms.org.nz

**Duties:** Collecting and organising a wide assortment of different information into a readily accessible filing system, as well as assisting colleagues to locate desired material within it. Answering the telephone, dealing with visitors who often could not speak good English and performing general office duties when required. Sometimes required to take sole charge of the office when other staff got called away on urgent business, and always to ensure the building remained secure and safe to use in accordance with the requirements of the Govt. department which operated the institution.

## Sylvia Park Elementary School – Teacher Aide and Library Assistant (9 months)

### Phone 64-9-5276526 / Fax 64-9-5276527 / e-mail office@sylviapark.school.nz

**Duties:** Preparing and restoring teaching materials, collating and filing such resources, and giving assistance to classroom teachers in accessing appropriate items from this library for their lessons. Also performing general library duties, such as the checking in and out of library books for children, supervising student librarians in their various duties, assisting pupils to identify and locate desired materials for their course work, and shelving stock correctly and maintaining the library in good condition. Assisted students with special needs to keep up with their peers in one particular class of seven and eight year olds, with a successful re-integration of one student back into the mainstream class.

**Language House – English Language Instructor (1 year)**

**Phone 81-0120-74-1815 / e-mail** languagehousehr@gmail.com

**Duties:** Teaching English to Japanese adults in company settings, selecting textbooks for a suitable nature for each class in consultation with students, conducting tests and placing the students in an appropriate class, motivating and encouraging students, and using a syllabus that was flexible enough to accommodate students whose work commitments only allowed occasional attendance at classes. As my employer’s headquarters and school premises were located in a different prefecture, with only occasional visits from senior staff there, the post called for a high level of independence and responsibility in my work. In particular, liaising and socialising with clients in order to ensure that all remained satisfied with the service we were providing, and successfully managing my duties without the constant need for support from head office.

Positions of employment between High School and University studies (4 years)

Between graduating from High School in December 1980 and starting a full time course at Auckland University in March 1985, I held several employment positions in New Zealand and the United Kingdom. These situations were in the clerical or information management fields and involved working closely with my co-workers in an integrated team, to answer inquiries from the public (by telephone, letter, and in person) and give instruction or advice on a range of health or financial topics connected to the services we provided. All required a high standard of personal appearance and customer relations skills, communicative ability and teamwork competence, and a willingness to work flexible hours to best suit the desires of our clients. These positions left me with the resolute conviction that I wanted to follow a career focused on communicating and interacting with people, such as in teaching, before I started my studies at University. This is because I found that working together with fellow workers in a fully integrated team to solve problems or liaising with clients to identify how my organisation could best help them, to be a much more rewarding field of work than just functioning independently to do a specific job with no need to co-operate with others.

## Summary

The above positions as an Assistant English Teacher in state-controlled elementary, middle and high schools required me to perform all of the usual ALT duties; both in the classroom and the wider school community. These included helping my native colleagues to plan and present either regular or demonstration lessons, preparing and marking tests of all the four language skills (listening, speaking, reading & writing), evaluating lessons and writing up reports on them, setting and checking of homework, creating a well-organised filing system of over five hundred communicative activities and games either to reinforce the grammar points of middle/high school textbooks or to introduce everyday English to elementary age school children without them, assisting and encouraging special needs students both inside or outside the classroom, coaching and judging speech contestants, and participating fully in school excursions and teacher training workshops.

Meanwhile those situations in English Conversation Schools involved teaching adults and children of all ages, which has given me considerable experience of working with a broad range of students. These schools employed a very wide variety of teaching methods and materials, but most focused primarily on communicative approaches that put great stress on speaking and listening skills in particular. Some required me to teach to a prescribed format and others expected instructors to develop their own individual styles to meet the needs of their students. All expected teachers to deal effectively with the normal challenges found in conversation school environments though, such as large classes of mixed ability pupils and lessons where students had very differing needs or problems functioning together as a group. These positions also gave me skills in other areas such as conducting conversation lounges and assisting with extra-curricular activities such as summer camps or Christmas parties, which I feel is equally as important a part of an EFL study course as textbooks and listening tests. Another important duty of mine was the quick and accurate assessment of new students’ English fluency, so that they could be assigned to the most appropriate class from the start and unnecessary disruption of their study kept to an absolute minimum.

My duties at Edgewater High School and Sylvia Park Elementary School in New Zealand principally involved supporting teachers or tutoring individual students, so I also have an understanding of teaching methods in western countries as well. Likewise my work for the School of Refugee Education there was to tutor Asian children of various ages with English and reinforce the work of their regular school teachers, which gave me a sound knowledge of the differences between teaching English as a Foreign Language (TEFL) and teaching English as a Second Language (TESL).

My employment at the five-star Chester Grosvenor Hotel & Spa over the two years prior to my current position was also in a very people-focused position, requiring me to interact on a daily basis with individuals from all around the world (including many with limited English ability) to communicate information and answer enquiries on a broad range of subjects in a professional manner. It has also allowed me to reinforce my British accent and knowledge of its culture, and I think that both of these are very useful assets for an English teacher to possess in this part of the world.

My childhood years in both Britain and New Zealand introduced me from an early age both to the challenges and the opportunities of multi-culturalism, and the need to understand and respect other people’s way of life when it differs from our own. I believe this is essential to realising that cultural exchanges are a reciprocal experience, in which each party is learning as much as they are teaching.

As someone who has learned a foreign language myself, I have a great degree of sympathy and patience with students because I understand all the challenges involved with successful language acquisition. Therefore I am careful to structure lessons that are within the abilities and the motivation levels of each class I teach.

#### APPENDIX

## Full contact details for previous employers (including contact individuals and postal addresses), often not given in the employment section for reasons of space or clarity, have been listed below in the order of their appearance there.

#### Ms Dain Bae,

GEPIK Coordinator,

15 Worldcup road,

Jangan-gu,

Suwon City,

Gyeonggi-do,

South Korea 440-702

Phone 82-31-2490045

Fax 82-31-2526043

e-mail gepik.help@gmail.com

#### *or*

#### The Principal,

Hyomyoung High School,

470 Jang-dang-dong,

Pyoungtaek City,

Gyeonggi-do,

South Korea 459-020

Phone 82-31-6641025

 82-31-6641026

 011-97669189

Fax 82-31-6641023

#### e-mail donghee92@hanmail.net

***or***

The Principal,

Hyoja High School,

Shingok-dong 768-1,

UijeongbuCity,

Gyeonggi-do,

South Korea 480-070

Phone 82-31-8530058

Fax 82-31-8531991

e-mail chs116@naver.com

 kyongmi2000@yahoo.co.kr

#### Ms Nicky Crane,

Personnel Officer,

Chester Grosvenor Hotel & Spa,

56 –58 Eastgate,

Chester CH1 1LT,

Cheshire,

United Kingdom

Phone 44-1244-324024

Fax 44-1244-313246

e-mail personnel@chestergrosvenor.com

Mr Hiroto Tsuchiya,

JOYTALK English School,

Sakura Building,

Ujiie-shi,

Tochigi-ken,

Japan

Phone 81-28-6820006 / 81-28-7435945

 81-28-6515100 / 81-28-7225071

Fax 81-28-6820297

e-mail joytalk@joytalk.biz

Mr Ford Grable,

Managing Consultant,

INTERAC Co. Ltd,

1-4-4 Taneyama,

Chuo-ku,

Nagoya-shi,

Aichi-ken,

Japan

Phone 81-52-3239075

Fax 81-52-3239065

e-mail ngmc@interac.co.jp

 ***or***

The Management Consultant,

INTERAC Co. Ltd,

Fujibo Building 3F,

Fujimi 2-10-28,

Chiyoda-ku,

Tokyo,

Japan 102-0071

Phone 81-3-32347840

Fax 81-3-32346055

e-mail recruit@interac.co.jp

Mr Shinji Yoshimura,

Manager,

Suwa English Academy,

Suwa 1-5-16,

Suwa-shi,

Nagano-ken,

Japan 392-0004

Phone 81-266-583313

Fax 81-266-585350

suwa-english-academy@indigo.plala.or.jp

The Principal,

Hara-mura Junior High School,

6656 Hara-mura,

Suwa-gun,

Nagano-ken,

Japan 391-0104

Phone 81-266-792111

 81-266-792455

Fax 81-266-795504

G-education,

Foreign Personnel Section

Tokyo Regional Office,

Ginza Suimu Building 5F,

Ginza 1-15-2,

Chuo-ku, Tokyo-to,

Japan 104-0061

Phone 81-3-55242485

Fax 81-3-35632892

e-mail Ftfp@gedu.jp

***or for written references***

Jinji Kanri,

Office of the Bankruptcy Trustees,

NOVA Corp,

Nishi Tenma Asahi Building 2F,

10-14 Nishi Tenma 1-chome,

Kita-ku,

Osaka-shi,

Japan 530-0043

Fax 81-6-63606766

The Programme Co-ordinator,

Japan Exchange & Teaching Programme,

Shin-Kasumigaseki Building 19F,

3-3-2 Kasumigaseki,

Chiyoda-ku, Tokyo,

Japan 100-0013

Phone 81-3-35915489

Fax 81-3-35915350

e-mail jet@clair.or.jp

***or***

Mr Koichiro Taniyama,

Guidance Section (Shido-ka),

Kagoshima City Board of Education,

6-1Yamashita-cho,

Kagoshima-shi,

Japan 890

Phone 81-99-2271941

Fax 81-99-2271923

e-mail sidou7@city.kagoshima.lg.jp

The Personnel Officer,

Accident Compensation Corporation,

Head Office,

PO box 242,

Wellington 6140,

New Zealand

Phone 64-4-918-7700

Fax 64-4-918-7701

e-mail information@acc.co.nz

Ms Heidi Birgel,

Co-ordinator of Volunteer Tutors,

School of Refugee Education,

Auckland Institute of Technology,

Private Bag 92006,

Auckland 1020,

New Zealand

Phone 64-9-9219999 ex.6359

Fax 64-9-2761146

e-mail hbirgel@aut.ac.nz

The Principal,

Edgewater High School,

32 Edgewater Drive,

Pakuranga,

Auckland,

New Zealand

Phone 64-9-5769039

Fax 64-9-5769037

e-mail enquiries@edgewater.school.nz

The Regional Co-ordinator,

Refugee & Migrant Service,

PO box 86-064,

Mangere,

Auckland,

New Zealand

Phone 64-9-2766423

Fax 64-9-2764079

e-mail rms-mangere@rms.org.nz

***or***

The Regional Co-ordinator,

Refugee and Migrant Service,

PO box 57137,

Owairaka,

Auckland,

New Zealand

Phone 64-9-6296421

Fax 64-9-6296417

e-mail rms-auck@rms.org.nz

The Principal of Sylvia Park School,

Longford Street,

Mt Wellington,

Auckland 6,

New Zealand

Phone 64-9-5276526

Fax 64-9-5276527

e-mail office@sylviapark.school.nz

Mr Graham Page,

President,

Language House Inc,

Kawaramachi 2-3-2-cho,

Takamatsu-shi,

Kagawa-ken,

Japan 760-0052

Phone 81-0120-741815

e-mail languagehouse@linkhouse.co.jp

 support@languagehouse.jp

Dr Margaret Lamb,

Senior Lecturer in History,

Auckland University,

PO box 92019,

Auckland Mail Centre,

Auckland 1142,

New Zealand

Phone 64-9-3737599 ex.85669 or 87309

Fax 64-9-3737438

e-mail history@auckland.ac.nz

The University of Auckland,

Private Bag 92019,

Auckland 1142,

New Zealand

Phone 64-9-3737999

Fax 64-9-3737438

e-mail records@auckland.ac.nz

Glenfield College,

52-60 Kaipatiki Road,

Glenfield,

Auckland 0747,

New Zealand

Phone 64-9-4449066

Fax 64-9-4447198

e-mail admin@glenfieldcollege.school.nz