

## Personal Profile

A Teaching Fellow of Advance Higher Education, chartered MCIPD, and learning and development specialist supported by 14 years experience across primary, secondary, further, higher and professional education. A learning and development professional who is able to convey ideas clearly and motivate others whilst creating a positive environment with an aim to achieve continuous progress and development through analytical learning. Committed and eager to continue own personal and professional development whilst currently undertaking an intensive DipTESOL.

## Employment History

**Humanities Teacher/ EAL/Career Guidance Councillor**  
**BEK Secondary, Seoul**

**August 2023 - August 2024**

- responsible for delivery of iGCSE History and Geography, Humanities, PSHE and EAL across K2 and K3
- developed lesson plans, handout literature and extensive reading lists
- facilitated learning based on guided learning hours
- tracking student progress and addressing any concerns
- developed PDPs for the homeroom group
- collaborated with colleagues to promote DofE award and supported students in achievement of the award
- designed tests, essay questions and quizzes to check knowledge attainment levels
- assessed student knowledge through tests and course work
- collaborated with colleagues in student recruitment and retention
- responsible for school wide Career Guidance
- liaised with external organisations to ensure appropriate work placements are organised for students

**Head of Learning and Development**  
**LRJ Consulting, London**

**October 2021 - August 2023**

- designed, developed and delivered learning and development solutions aligned to talent development strategy, organisations' values and business' operational needs
- developed and implement Career Pathway Projects ( internships, apprenticeships)
- developed inclusion and diversity policies by setting up inclusive workplace model
- monitored inclusive workplace model success within the legal framework and aligned long term strategic and operational goals of the business
- managed compliance and mandatory training
- created and facilitated webinars and presentations
- facilitated and oversaw management and leadership development activities
- guided succession planning

**Learning and Development Consultant**  
**Design by M**

**August 2018 - September 2021**

- identified core business problems, assessed, planned, designed and implemented the learning solutions programmes for the organisation
- created bespoke programmes that aligned with design and delivery methodologies
- leveraged multi-component learning solutions and support framework to embed learning, ensuring optimum results in a fast paced environment
- worked closely with higher management within the business to ensure that key stakeholder relationships are developed and maintained, business needs are met and learning and development are providing measurable partnership that adds value
- defined measurable strategies that link the learning and development programs to tangible benefits and return on investment

**Lecturer Business & Humanities/Curriculum Leader  
East Surrey College, Redhill, Surrey**

**September 2011 - June 2018**

- responsible for 16+ and higher education age group students
- facilitated subject learning based on funding and guided learning hours
- assessed student coursework
- designed workbooks, module handout literature and online learning materials
- provided pastoral care to 2 tutor groups
- led and managed enrichment activities, workshops and residential trips
- collaborated with student support services in promoting DofE award programmes and guided students through the achievement of the awards
- student recruitment and retention
- coached and mentored teaching staff

**Learning Coordinator  
Catch22, Croydon, Surrey**

**August 2013 - August 2015**

- liaised with school staff to identify learners across K1, K2 and K3 who would benefit from tutoring
- identified learning needs and barriers to learning and English language acquisition
- developed student specific action plan, monitored it's progress
- implemented strategies and supported students in self-esteem and confidence building activities
- developed enrichment activities, rapport building workshops and day trips for learners
- collaborated with statutory and voluntary organisations

**Communication & Engagement Officer  
iCan Organisation, Croydon, Surrey**

**September 2011 - July 2013**

- co-designed, developed and delivered courses, workshops and day trips aimed at promoting English language acquisition and community engagement of international K1, K2 and K3 students and their families with school and local NHS Speech and Language Therapy
- facilitated enrichment and workshop activities
- liaised between students, parents, schools and government bodies to promote access to education in primary and secondary school age children

**Lecturer Business & Humanities/Module Coordinator  
South Thames College,  
Tooting (ACL) and Wandsworth Campuses, London**

**July 2010 - August 2011**

- designed and implemented courses ( 2 part time and 4 full time courses)
- offered tailored courses to attract larger demographic and maintain course cost recovery statistics
- timetabled courses to ensure full utilisation of both staff and classroom capacity
- tracked statistics on staff utilisation whilst minimising the use of temporary staff
- standardised lesson plans and schemes of work
- assessed student coursework
- tracked progress and addressed any concerns
- responsible for delivery of business studies as well as humanities modules to 16-18, 19+ and adults students across multiple departments
- acting tutor for 3 tutor groups
- collaborated with colleagues to support smooth running of the NEETs programme
- collaborated with DofE management to promote DofE programme and supported students in their achievement of the award
- developed workbooks, handout literature, online learning materials and extensive reading list
- organised, led and managed enrichment activities, day and residential trips
- coordinated student open evenings and enrolment sessions
- developed personal development plans for tutor group

## Key Skills and Achievements

- Fellow of Advance HE
- Chartered MCIPD
- Proven track record in trainee attainment levels
- A passion for maintaining high levels of teaching, training and mentoring standard
- Proven track records in sourcing and recruiting
- Excellent communication and teamwork skills
- Extensive experience in learning and development
- Proven track record in competency management
- Extensive international experience
- Extensive experience in workforce and succession planning
- Proven project management skills
- Proven research skills
- Extensive experience of engagement with multicultural groups
- An adaptable approach to change and someone who takes responsibility for their ongoing professional development

## Qualifications

<b>Dip TESOL</b>	Oxford International Digital Learning	<b>In Progress</b>
<b>HE Cert Clinical and Development Psychology, Cognition and Learning</b>	University of Reading	<b>2017</b>
<b>Master of Arts (MA) Teaching and Learning in Higher and Professional Education</b>	Institute of Education London, University of London	<b>2015</b>
<b>Bachelor of Science (BSC Hons) Health Studies and Therapies</b>	University of the Arts London, School of Management and Science	<b>2010</b>

## Further Training

<b>Reflective Safeguarding Practice for International Schools</b>	TES	2024
<b>Understanding Low Mood and Depression for International Schools</b>	TES	2024
<b>First Aid Essentials for International Schools</b>	TES	2023
<b>Child Protection for International Schools</b>	TES	2023
<b>Safeguarding Young People for International Schools</b>	TES	2023
<b>Special Educational Needs and Disabilities (SEND) in the Workplace</b>	The CPD Certification Service	2022
<b>Bridging the Gap Between Coaching and Learning</b>	iAM Learning	2021
<b>Curriculum Development - Intent, Implementation and Impact</b>	Services for Education	2020
<b>Teaching Critical Thinking, Good Teaching Practice and Action Based Research in Education</b>	Teachers Tool Kit	2019
<b>Continuous Learning Beyond the Classroom</b>	iAM Learning	2017
<b>Read Write Inc - Literacy Program and Intervention</b>	Ruth Miskin Literacy	2015
<b>Communicating with Rapport, Working with Challenging Behaviour</b>	Leap Organisation	2013
<b>Safeguarding Children and Vulnerable Adults and Health and Safety, Inclusivity in the Learning Environment</b>	East Surrey College	2011

*References available upon request.*