

Ray

Manny, Governor, Tutor, Personal Assistant



Personal Information

Birthdate	1998
Zodiac sign	Taurus
Nationality	– UK
Marital status, own children	Single, no children
Place of Birth	UK
Location	UK
Driving License	No
Have a car	No
Sports	– Badminton – Football – Running – Tennis
Hobbies	– Architecture – Theatre & Acting – Singing – Travelling – Cooking – Crafts & Modeling
Areas of interests	– Animals – Art – Films – Galleries and museums – Healthy lifestyle – History

- Learning about cultures
- Literature
- Meeting new people
- Philosophy
- Rhetoric
- Self-development

About myself

I am a 24 year old (male) recent Oxford and Durham graduate who has 2+ years of experience working within education/childcare. This includes roles as a Governor/Private Tutor within a high-net-worth private household, a Teacher and Boarding Tutor at a leading independent boarding school in the UK, as well as the Assistant Course Director of a summer school at Somerville College, Oxford. I have experience caring for the social, academic, physical, and emotional welfare of children from the age of 6 to 18. All else aside, I greatly enjoy working with children, seeing them develop, and contributing positively to their formation as individuals.

Education

2022 - 2022	Theology & Religion , University of Oxford, Oxford, United Kingdom
2019 - 2019	Theology & Religion, Durham University , Durham, United Kingdom

Certificates

24.06.2022	- Workplace First Aid
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Working experience

March 2023 - till now

Family

Governor to 2 children: and, UK, London

My role includes

- Operating within an UHNW household with overall educational, and pastoral responsibility for two charges. Complex diary/calendar management of two competing schedules, composition of all confidential correspondence with key stakeholders, and handling of monthly expense reports. Tailored tutoring in all subjects (primarily English, Maths & Science in preparation for 11+ & 13+ Admissions Examinations). Organizing regular cultural, educational, sporting, or simply 'fun' excursions. E.g. theatre, museums, concerts, theme parks etc. Character formation: Manners, Proper Etiquette, and Responsibility. Liaising with colleagues (drivers, housekeepers, PA's) in order to ensure coordination and seamless timings.

November 2022 - March 2023 - till now

Private Household

Assistant Course Director to 3 children: , and, London, United Kingdom

My role includes	– I share responsibility for the general educational, emotional, social, and physical development of three children between the ages of 7 to 11. As well as some routine childcare related duties, I provide tailored tutoring for all three children based on their level of need and the requirements of their educational level. For instance, I am tutoring one child in anticipation of the 11+, and another child who requires additional SEN attention due to dyslexia.
Reason for leaving	I wish to pursue a 'Governor' role with an increased focus on the educational, social, cultural, and sporting development of children, which would suit my skill set.

June - September 2022

Somerville College, University of Oxford (Summer School)

Assistant Course Director to one child; Somerville College, St. Giles, Oxford

My role includes	– I was responsible for multiple groups of upwards of 30 (ages 16-17) students over several courses. Leading a team of two student helpers, I ensured the safe and enjoyable experience of international summer school students studying at Somerville College – liaising with their tutors, organising and accompanying cultural/academic excursions and safeguarding their general welfare.
Reason for leaving	This was a summer position.

September 2021 - March 2022

New Hall School

Tutor/Teacher to one child; The Avenue, Boreham, Chelmsford, CM3 3HS

My role includes	– I taught a varied timetable ranging from KS3 to A-Level (ages 11-18) while undertaking a fully funded PGCE with the University of Buckingham (currently deferred). I successfully privately tutored three Oxbridge students and have experience teaching students with SEN – especially dyslexia. Additionally, I provided regular support within both the senior and junior boarding houses (male and female), supervising study, organising and delivering cultural/sporting/educational activities, as well as caring for the general welfare of my students.
Reason for leaving	Personal familial health reasons

Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	No

Allergies

No

Additional information

Personal characteristics	Responsible, punctual, reliable, active, positive, qualified, experienced, loyal, patient, easygoing, bubbly
Key skills	Understanding and experience with many age groups. Behavior management techniques. A positive role model. Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. Exam preparation experience . Twin / Multiple kids experience. Special needs experience
English	Fluent
ID	16778

Excellent references available on request