

# Pamela

Governess, English Tutor



## Personal Information

Birthdate	1974
Zodiac sign	Aquarius
Nationality	– UK
Marital status, own children	Single, no children
Place of Birth	United Kingdom of Great Britain & Northern Ireland
Location	UK, London
Driving License	No
Have a car	No
Sports	– Outdoor activities
Areas of interests	– Healthy lifestyle
About myself	An enthusiastic and motivated Director with a PGDE in English (Literacy, Level 6), PGCE and QTLS, who has experience of teaching GCSE English and Functional Skills within the secondary and post 16 sector. Currently, I am Director for English and Maths. I manage a team of 31 staff, including agency staff. I have completed a variety of valuable and successful teaching practices in both pre and post 16 settings. I have run numerous staff development training sessions in various Colleges to promote teaching, learning and assessment on a consultancy basis. I am also an examiner for AQA GCSE English Language (Paper 2)

## Education

1997 - 2000	BA Social Studies, Manchester Metropolitan University,
- 2000	EMFEC Certificate Getting Online:Advanced Internet Training Level3, Manchester Metropolitan University,
2001 - 2002	Postgraduate Diploma in Sociology, Salford University,
2010 - 2011	Professional Graduate Diploma in Education (Literacy) Level 6, Bolton University,

## Working experience

**June 2014 - till now**

**UK, London**

**Lead Trainer GCSE Enhancement Programme/ Consultant**

**Institute of Education**

My role includes

Train lecturers to enhance teaching of GCSE English – 2 day courses at Banbury & Bicester College, Oxford College, Sheffield College, Lincoln College, Uxbridge Adult Learning and Reading College. Lecturers had 8 modules to complete.

**June 2025 - till now**

**UK, London**

**Interim English and mathsmanager**

**Bournemouth and Poole College**

My role includes

Responsibilities include managing, enrolment team, timetabling, budgeting, dealing with recruitment, preparing for new academic year

**July 2023 - May 2025**

**UK, London**

**Director of English and Math**

**London South East Colleges**

My role includes

Responsibilities include managing a large team of staff, curriculum planning, budgeting, take strategic lead in development of English and maths across campuses, grow and develop the area in line with local and regional employment needs, liaise with all curriculum departments to deliver high quality TLA, student experience and outstanding outcomes for learners. Deliver against KPIs set for the area, prepare and present performance reports for SLT meetings, lead on quality drive for the area- ensure high levels of compliance with learner surveys, carrying out staff observations and learning walks as agreed. Implement new courses regulated through AEB funding. Lead on ensuring that the area are continuously prepared for external inspection and that all awarding body requirements are met.

**August 2022 - July 2023**

**UK, London**

**Head of School – English and Maths**

**Capital City College Group**

My role includes

Responsibilities include managing a team of 29 staff, timetabling, plan, lead and develop an appropriate curriculum for learners within a curriculum area across

college campuses. Formulate and execute a clear strategic approach to the curriculum area in partnership with internal and external stakeholders. Develop appropriate programmes for groups of learners that facilitate progression to further study or employment and that are compliant with funding rules and agency requirements. Develop and maintain a high standard of teaching and learning across campuses through leadership of cross campus staff and the management of resources. Take appropriate action to ensure that achievement rates for all provision are above national averages and improving over time. To take decisive action to improve underperforming provision as necessary. Be responsible for the achievement of income targets within the curriculum area. To ensure that resources allocated to the area are managed appropriately and within agreed budgets. Write up of SARs and QiP. Manage departmental budget. Lead on adult AEB for area. Attend leadership weekly meetings. Conduct Quality staff observations. Mentor staff through observation period. Lead on interview process.

Reason for leaving

Offered better job

## July 2018 - January 2022

UK, London

Head of Department – English, Maths & ESOL

### Havering College

My role includes

Responsibilities include managing a team of 9 full time staff, 3 agency staff, timetabling, managing the agreed quality processes and systems; course review, internal/external verification, student satisfaction, lesson observations; work with colleagues across the designated curricula to deliver a quality focused student experience, which engages, inspires and prepares students for the world of work.

Input into the development and evolution of a responsive, relevant, curriculum offer, work with marketing, communications and events colleagues, teach a minimum of 340 hours on a range of courses within the subject of maths, English as required, demonstrating high standards of teaching, learning and attainment, whilst ensuring continuous improvement in own teaching to support positive student outcomes. Work with the Head of Curriculum and other colleagues to ensure the delivery of the college's model for teaching and learning is effective; ensure that the model is consistently applied and embedded across the curriculums. With the Head of Curriculum, and, quality and innovation colleagues, create and deliver a personalised teaching and learning support plan for teaching staff, whilst ensuring each plan provides inspiration and direction required to deliver outstanding teaching and learning. To support the head of curriculum with the creation of the Self-Assessment Report (SAR) and the execution of the subsequent Quality Improvement Plan (QIP) to ensure that the curriculum area(s) continue to progress to excellence. Work with colleagues across the college to ensure we are providing necessary safeguarding support for students.

Reason for leaving

Offered better job

## January 2015 - July 2018

UK, London

Curriculum Manager / GCSE English Lead

## Capital City College Group

My role includes	Lecturer of GCSE English Lang (Edexcel/AQA) Responsibilities included the completion of registers, carrying out BKSB assessments, preparation of learning materials, SOW, lesson plans, IV and EV work, and marking of students work. Conduct English and maths interviews on a weekly basis offering places on courses and carrying out initial assessments
Reason for leaving	Offered better job

## January 2013 - January 2014

UK, London

**Advanced Practitioner: Adult Basic Skills/Functional Skills/ GCSE English Lead**

### Barking & Dagenham College

My role includes	Advanced Practitioner duties include preparing bitesize training sessions based around teaching and learning, preparing and delivering training sessions for staff development training days. Informally Observe lecturers within area and supporting lecturers (8 wk action plan) to enhance/ or improve their teaching in order improve lesson observation grades. Teach PTTLs and Teacher Training course. Improving Quality within College- supported experiments, writing "Tips of the week" in the Daily Bulletin. Lecturer of Functional Skills English (City & Guilds) at Level EL1-L2, Functional Skills English (EDEXCEL) at EL1-3, Lead GCSE English (AQA). Responsibilities included the completion of registers, carrying out BKSB / Four Skills assessments, preparation of learning materials, SOW, lesson plans, IV and EV work, timetabling staff, and marking of students work. Conduct English and maths interviews on a weekly basis offering places on courses and carrying out initial assessments. Supporting new and existing staff in improved teaching practices
Reason for leaving	Offered better job

## September 2012 - January 2013

UK, London

**Health & Social Care / Childcare Department**

### Lewisham College

My role includes	Lecturer of Functional Skills English (EDEXCEL) at Entry Level 3, Level 1 & 2, BTEC Health & Social Care- Level 2, Access To Nursing & Midwifery- Level 3 Lead English (Communication And Study Skills), Assignment Workshop, Form tutor (16-18) and ALS (Additional Learning Support) role. Responsibilities included the completion of registers, preparing schemes of work, preparation of learning materials, marking of students work, conducting initial and diagnostic assessments (BKSB)
Reason for leaving	Offered better job

## November 2011 - July 2012

UK, London

## Skills For Life/ Basic Skills Department

### Birmingham City College

My role includes	Lecturer of GCSE English & Functional Skills English (EDEXCEL) at Entry Level 3 to Level 2, English Move On and Move Up at Entry Level 3 (City & Guilds) and OCR FS Level 1 & 2. Responsibilities include carrying out initial assessments, producing schemes of work and lesson plans. Also to undertake teaching related administration duties such as conducting student assessments, completion of registers, preparation of learning materials and student assignments, marking of students work, individual tutorials, completion of individual learning plans, and marking of examinations.
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## September 2010 - October 2011

### UK, London

### Teacher of Skills for Life Department

### Standguide Ltd

My role includes	Lecturer of GCSE English & Functional Skills English (City & Guilds) at Pre-Entry Level to Level 2 to adults and ESOL learners who are accessing courses through the Jobcentre. Full classroom teaching of employability skills and carrying out initial assessments. Responsibilities include planning and delivering, identifying and assessing learners and completing appropriate paperwork
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## 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?	Yes
Allergies	No

## Additional information

Personal characteristics	Responsible, punctual, reliable, active, positive, qualified, experienced, loyal, patient, easygoing, bubbly
Key skills	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. Language teaching experience. Exam preparation experience. Adult teaching

English	Native
ID	28613

**Excellent references available on request**