

Lok Hei

Nanny, Governess, English Tutor



Personal Information

Birthdate	1993
Zodiac sign	Cancer
Nationality	– UK
Residence permit	– Netherlands
Marital status, own children	In relationship, no children
Place of Birth	Hong Kong
Location	Netherlands
Driving License	No
Have a car	No
Sports	– Climbing – Cycling – Gym
Hobbies	– Theatre & Acting – Singing – Travelling – Learning languages
Areas of interests	– Animals – Learning about cultures – Meeting new people – Self-development
About myself	I am a highly dedicated and versatile primary English teacher with Qualified Teacher Status (QTS) in England. I have 4 years of diverse teaching experience, including working with young children in early years settings. I am a native of Hong Kong with a strong background in language instruction and early years education. I combine Eastern and Western educational philosophies to create engaging, culturally-rich learning environments for children. I have a proven track record of improving students' English

proficiency in both language school and early years settings. I effectively plan and deliver age-appropriate and stimulating activities based on the EYFS Statutory Framework to facilitate young children's literacy, physical and social and emotional development. I am also experienced in liaising with parents/carers to ensure children's needs are recognised and met.

Education

2016 - 2016	Faculty of Humanities , The Education University of Hong Kong, Hong Kong
2022 - 2022	Institute of Education , University College London, London

Certificates

- QTS
- TESOL

Working experience

June 2024 - till now

UK Study Centre

Client Manager, Remote

My role includes	<ul style="list-style-type: none"> - Managing a pool of existing and potential clients, liaising with families regularly about their tutoring needs and broader education goals, and subsequently assigning students to appropriate tutors, ensuring both academic and pastoral needs are met - Handling the end-to-end recruitment flow of new tutors, from screening, interviewing, background checks to onboarding - Actively involving in the production of marketing content including proofreading, editing, and translating
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January 2023 - June 2024

The English Studio

Sales Executive, UK, London

My role includes	<ul style="list-style-type: none"> - Strategically analysed communication received from potential students, and proactively suggested solutions to mitigate any issues that may impact the closing of a sale - Successfully built positive relationships with educational tour operators (agents) through outreach events (e.g., ICEF Berlin) and maximised bookings through these channels - Contributed to teachers' professional development by sharing own experience of working with Chinese EFL learners
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Reason for leaving	Better Compensation
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August 2021 - January 2024

KidsLab Daycare and Preschool

Early Years Practitioner (Part-time), UK, London

My role includes

- Led a team of 3 to consistently reflect on existing practices and implemented corresponding changes for improvement
- Effectively planned and delivered age-appropriate and stimulating activities based on the EYFS Statutory Framework to facilitate young children’s literacy, physical and social and emotional development
- Acted as a key person to a small group of children, liaising closely with parents/carers to ensure children's needs were recognised and met

Reason for leaving

Better Compensation

April 2019 - April 2021

I Can Read

English Tutor, Hong Kong

My role includes

- Supported young ESL learners' early literacy development by building their phonemic awareness
- Skilfully adapted the prescribed primary English curriculum to better suit the needs of local students
- Proficiently used various digital resources to create and deliver multimodal learning content during COVID

Reason for leaving

Relocation

August 2017 - March 2019

Various

Sales Advisor (Gap Year), London

My role includes

- Relocated to London for life experience
- Developed a strong sense of cultural awareness and sensitivity through exposure to different cultures and environments
- Developed solid interpersonal, communication and problem-solving skills through various client-facing roles in luxury retail including Ermenegildo Zegna

Reason for leaving

Relocation

July 2016 - July 2017

Kids' Studio

English Teacher, Hong Kong

My role includes

- Worked with children from 4 to 16 years old.
- Successfully prepared pupils to sit local exams (e.g., HKDSE) or international English proficiency exams (e.g., Cambridge Starters, Movers, Flyers and KET)
- Carefully set realistic goals for learning, building on prior knowledge and advising on parental expectations

Reason for leaving	Relocation
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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?	No
Allergies	No

Additional information

Personal characteristics	Responsible, punctual, reliable, qualified, easygoing
Key skills	Behavior management techniques. Raising up bilingual children experience. A positive role model. Excellent communication and people skills at all levels. Language teaching experience. Exam preparation experience . Toddler experience
English	Fluent
Chinese	Native
ID	25553

Excellent references available on request