

# Jo Bloggs

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## Personal Profile

I am an enthusiastic individual who is confident and hard-working, I enjoy being challenged and thrive when learning new skills. Using my creative initiative is something that comes naturally, which enables me to work effectively when under pressure. I have a strong passion for working with people and offering a high level of customer service. I have experience of working within fast paced environments and this highlights my ability of staying calm under pressure.

## Employment History

### **TEACHING ASSISTANT | COMPANY | SEPTEMBER – PRESENT**

- Help the teacher with planning the learning and assessment process with learners, observing and recording assessments.
- Assist the maintenance of accurate records of all learners on occupancy, including monthly reviews and individual learning plans
- Aiding the delivery of sessions which include direct teaching and the use of a variety of teaching strategies to support delivery of classroom and placement based learning
- Provide focused support to those learners who are pre-entry level or have specific learning/behavioural needs

### **SALES AND SERVICE ASSISTANT | RIVER ISLAND | APRIL 2015 – APRIL 2017**

- Guiding new employees to upskill their customer service skills
- Working to deadlines and prioritising tasks
- Working with a variety of individuals, regardless of age, gender and duty status
- Managing the sales and service team whilst creating a positive self-motivating atmosphere
- Dealing with customer complaints and queries

### **PROFESSIONAL PLACEMENT | DANCE COLLEGE | JANUARY 2015 – JULY 2016 |**

- Mentoring disengaged learners and encouraging the growth of each individual
- Creating an inclusive working environment that allows learners to feel comfortable yet challenged
- Liaising and effectively communicating with staff and learners
- Promoting and encouraging health and safety
- Independently facilitating sessions, working closely with challenging individuals, supporting, inspiring and motivating disengaged learners and meeting deadlines for planning and designing tasks.

## Education

### **PGCE (PCET) | 2015 - 2016 | UNIVERSITY | MERIT**

- Professional Teaching Project | Sociological Perspective in Education and Training | Foundations of Psychology for Teaching and Learning | Values Policy and Practice in Education | Planning for Teaching and Learning | Digital Technologies for Teaching and Learning

### **BA HONS DANCE | 2012 - 2015 | BRIDGEND UNIVERSITY | 2:1**

- Dance Pedagogy & Leadership | Professional Placement | Managing Professional Dance Practice | Healthy Dance Practice | Analytical & Contextual Studies | Research in Performance Practice | Choreographic Research Project | Choreography & Performance

### **BTEC LEVEL 3 EXTENDED DIPLOMA IN PERFORMING ARTS: DANCE | 2010 - 2012 | DANCE COLLEGE | DDM**

- Jazz, Tap & Urban Dance | Performance Workshop | Applying Contemporary Dance Technique | Applying Classical Ballet Technique | Dance Performance | Rehearsing for Performance | Performing to an Audience

### **GCSE | 2005 - 2010 | COMMUNITY COLLEGE**

- English Literature: **A** | English Language: **B** | Mathematics: **C** | Science: **C** | Dance: **B** | BTEC Dance: **DDD** | ICT: **PASS**

## Skills & Qualifications

### **TAQA | 2017 - 2018 | PANDA TRAINING**

- Understanding the Principles and Practices of Assessment | Assessing Competence in the Work Environment | Assessing Vocationally Related Achievement

### **FINANCIAL CAPABILITY | 2017 - 2018 | THE NATIONAL SKILLS ACADEMY**

- Accredited qualification at Level 2 | Aimed at supporting youth practitioners to develop the financial capability of the young people they work with

### **FIRE SAFETY | JULY 2018 | ALPHA SAFETY**

- HABC Level 2 Award in Fire Safety

### **FIRST AID | JULY 2018 |**

- Level 2 Award in First Aid

### **WORK WELSH | JULY 2018 |**

*References Available On Request*