

**Ms Katherine Palmer**  
47 Whitefriars Drive,  
Harrow Weald,  
Middlesex,  
HA3 5HW  
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## Personal Statement

A highly motivated, ambitious, creative and hardworking educator, gentle, warm, caring and patient with pupils. A professional, dedicated and committed teacher with a very strong work ethic, showing flexibility and diplomacy, excellent communication skills, thriving to work with people in challenging situations, willing to travel and enjoying international and multicultural environment.

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## Key Skills

- Fully qualified Teacher (QTS)
- The ability to work with vulnerable people, which requires commitment, gentle, warm and caring attitude.
- Excellent communication skills, both written and verbal.
- Proficiency in translating and interpreting from English into Polish and reverse.
- Conversational Russian, working knowledge of French and German.
- Creativity in designing and delivering effective and fun lessons with the use of modern facilities. Ability to stick to well-organized lesson plans and present ideas in an explicit, straightforward manner.
- Computer literate, 50 words per minute typing.
- High organizational skills.
- Driving a car.

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## Employment History

### Daily Supply Teacher,

- **Protocol Education,**  
*247 Tottenham Court Road,  
London, W1T 7QW*  
**February 2015 – now**
- **Tradewind Recruitment & Sanza Teaching Agency,**  
*Castlewood House, 77/91 New Oxford Street,  
London, WC 1A 1DG,*  
**23 January 2015 – December 2015**
- **Capita Education Resourcing,**  
*71 Victoria Street,  
London, SW1H 0XA*  
**February 2015 – July 2015**

### Duties and responsibilities:

- Staying in regular contact with consultants about availability for work.

- Following lesson plans where they are set.
  - Marking of children's work and oral feedback.
  - Communicating with the support assistants.
  - Ensuring all pupils leave safely at the end of the day.
  - Leaving a handover note for the class teacher.
  - Completing and submitting timesheets for work.
  - Attending CPD(Continuing Professional Development) courses.
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**Reading Teacher,  
Little Big Leaders Saturday & Summer Schools,  
London Academy, Spur Road, Edgware, Middlesex HA8 8DE,  
January 2015 - now**

**Duties and responsibilities:**

- Delivering lessons according to their plans.
  - Completing all classwork exercises.
  - Maintaining a register with accurate names of students.
  - Preparing a detailed, written report on every pupil.
  - Undertaking assessments.
  - Taking part in the arrangement and organization of classroom and resources.
  - Parent-tutor consultations.
  - Informing Centre Manager of absent pupils and delivery of their homework.
  - Liaising with CM regarding individual pupil progress and level placement.
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**Reading Teacher,  
Leaders are Readers Saturday & Summer Schools,  
London Academy, Spur Road, Edgware, Middlesex HA8 8DE  
June 2014 – December 2014**

**Duties and responsibilities – see above**

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**Teaching Assistant, Cover Teacher /voluntary work/.  
Leaders are Readers Saturday & Summer Schools,  
London Academy, Spur Road, Edgware, Middlesex HA8 8DE  
December 2013 – June 2014**

**Duties and responsibilities:**

- Taking part in the arrangement and organization of classroom and resources.
  - Helping teachers in the lessons and when required during the break.
  - Marking classwork.
  - Taking children to and from the toilets.
  - Monitoring work of individuals and small groups.
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**Stanmore Day Care Nursery – Play, Learn, Grow, 123 Uxbridge Road, Harrow Weald,  
Middlesex, HA3 6DJ**

**29 April 2014 – 30 May 2014**

**Duties:**

- caring for EYFS children,
- organizing activities according to the nursery program.
- promoting good pupils' behavior.
- dealing promptly with conflicts and incidents

**Childminder, Tutor,  
57 St James Lane,  
Coventry CV3 3GR  
1 September 2014 – 19 January 2015**

**Duties:**

- supervising and taking personal and physical care of three-year-old Lidia.
  - preparing meals, cleaning and toileting.
  - teaching early years literacy and maths skills.
  - organizing playtime at home.
  - taking Lidia for walks in the park.
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**Childminder, Tutor,  
89 Sefton Avenue,  
HA3 5JP Harrow  
20 January 2014 – 31 August 2014:**

**Duties:**

- supervising and taking personal and physical care of three-year-old Robert.
  - teaching early years literacy and maths skills, reading books, colours, singing nursery rhymes, shapes and creative arts.
  - playing and interacting with the child.
  - picking up & dropping off at nursery.
  - reading bedtime stories and putting the child to bed.
  - warming up meals and feeding.
  - bathing and dressing the child.
  - light cleaning and ironing.
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**Self – employment in London /“EAL Tutorials”/**

**137 Weald Lane**

**Harrow,**

**Middlesex,**

**HA3 5HB**

**July 2012 – now**

**Responsibilities:**

- Caring for children with learning difficulties from Ukraine & Poland.
  - Teaching the foundations of the English Language i.e., grammar, spelling, creative writing, comprehension and expanding vocabulary.
  - Helping children learn to read fluently using phonics.
  - Teaching the basics in maths.
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**A Contract Teacher,  
Educational Centre No 2 in Krasnik. Jan Kochanowski Junior Secondary School,  
10 Urzędowska St.,  
Krasnik 23-200, Poland.  
February 2006 – June 2006**

**Responsibilities:**

- Teaching English to students aged 11 – 16.
- Helping students with specific learning needs.
- Using technology to support learning.
- Providing accurate marking of students' work and the final year assessment.
- Liaising effectively with colleagues and parents.

- Keeping abreast of teaching English specific to particular age groups (primary, secondary, adults) by reading scholarly journals and taking part in workshops.

**SELF-EMPLOYMENT - Owner & Managing Director of H. Andrzejewska School of English 'TASEL', later called Academy of Science & Arts.**

**/Establishing one of the first private language schools for children aged 6 - 12 in Poland and the first one preparing students towards FCE, CAE, CPE/**

**Stanisława Leszczyńskiego 38,**

**Lublin 20-068, Poland**

**January 1991 – July 2013**

**Achievements and responsibilities:**

- Delivery of education programs and program materials towards Cambridge FCE & CAE, CPE.
- Developing and implementing teaching & learning initiatives - the school has been a private research field in TEFL.
- The organization of Initial Teacher Training & Observed Teaching Practice.
- The organization of school meetings to carry out day-to-day liaison and build relationships within the staff.
- Maintaining contact with appropriate external professional bodies e.g. British Council, Local Education Authorities, other language schools, UMCS- the University in Lublin, Dance-fever School in Chicago.
- Acting upon peer observation & student feedback.
- Overseeing effective examination and assessment procedures for the program of preparation to Cambridge examinations.
- Providing timely and accurate marking of students' work in line with Cambridge University guidelines.
- Organization of staff development activities.
- Contributing to the preparation of teaching materials for own and students' use.
- Designing new modules.
- Dealing with problems where solutions have not previously been developed.
- Organizing workshops and courses involving innovative approaches.
- Organizing Summer Language Schools in 'Sandy Balls' (Fordingbridge- England), Kirkham (England), Rimmini (Italy), Pefkochori Chalkidiki (Greece) and many others in Poland.

**Pupils excelled at Cambridge FCE & CAE examinations with many winning scholarships.**

**Sworn Translator,**

**Translation & interpretation,**

**Provincial Court in Lublin, Poland,**

**43 Krakowskie Przedmieście St.**

**20-076 Lublin, Poland**

**1979 -2005**

**Responsibilities:**

- Translating and interpreting for the court and police.
- Public translations and interpretations.

**A lecturer in the group of academic, didactic teachers,**

**Maria Curie-Skłodowska University in Lublin, Department of Foreign Languages**

**5 Maria Curie-Skłodowska Square,**

**20-031 Lublin, Poland**

**31 August 1978 - 31 October 1991**

**Responsibilities:**

- Teaching English to undergraduate students..
- Providing timely and accurate marking of students' work.
- Organisation of staff development activities, contributing to the preparation of teaching materials.
- Overseeing effective examination and assessment procedures for the line with M. Curie – Skłodowska University guidelines

## EDUCATION

- August 2012 - Coventry DfE Number QTS/1380392  
1984 - 1985 - Warsaw University, the Department of Applied Linguistics; one-year-course in Methodology of English Language Teaching, post-graduate studies.  
1979 - 1980 - Maria Curie – Skłodowska University, the Department of Pedagogy & Psychology.  
1973 – 1978 - Maria Curie -Skłodowska University in Lublin, MA in Applied Linguistics.

## TRAINING & DEVELOPMENT

- 12/05/16 - **Institute for Translation & Interpreting (ITI) Membership**  
02/07/15 - **SEN Communication Strategies** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
30/06/15 - **Introduction to Safeguarding** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
23/06/15 - **Behaviour Management** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
16/06/15 - **Teaching Phonics Effectively** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
11/06/15 - **The Autism Spectrum** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
08/06/15 **English as an Additional Language** – Tradewind Recruitment & Sanza Teaching Agency Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
04/06/15 - **Getting Invited Back – A survival guide for TA’s** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
03/06/15 - **The Supply Teaching Survival Guide** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
28/05/15 - **Interview Techniques** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC 1A 1DG  
26/05/15 - **Ofsted Expectations: How to adapt to an ever-changing framework** - Tradewind Recruitment & Sanza Teaching Agency, Castlewood House, 77/91 New Oxford Street London, WC1A 1DG  
09/2014 - **Teaching Reading in Leaders are Readers – Terms 1,2,3 of 3** - Leaders are Readers in London Academy, Spur Road, Edgware, HA8 8DE  
05/2014 - **Language Sense & Maths in Leaders are Readers** - Leaders are Reader London Academy, Spur Road, Edgware, HA8 8DE  
10/2013 **Behaviour Management Course**. Institute for Learning – Enlighten Supply Pool in Harrow  
02/2013 - ESOL Confidential - Writing & Speaking - The Examinational Centre of Cambridge ESOL LANG LTC – PL090 Warsaw.  
2012 - Qualified Teacher Status (QTS). Awarding Body: QTS and Induction Division Teaching Agency in Coventry, England.  
2005 - Teachers for Teachers – Practitioners’ Forum – Program Insett – CODN \* MENiS\* British Council in Lublin.  
2005 - Health & Safety Regulations – Specialist Training Centre in Lublin.  
1999-2000 - New Approaches in English Language Teaching (Multiple Intelligences, Self-esteem-a psychological immunity system). Teaching for Understanding. Neuro-linguistic Programming. Suggestopedia. – CODN\* MEN\*British Council.  
1990 - ‘General Studies in Computers’ - Ealing College of Higher Education in London- Faculty of Information Unit.

## LEISURE INTERESTS

Travelling, philosophy, methodology of English Language Teaching, swimming, cycling, gym, gardening, driving a car, classical music, rock music, theatre & drama, literature, cooking.