

Ms Katherine Palmer
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Harrow Weald,
Middlesex,
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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.

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

A live in Carer

- Bluebird Care Harrow
107 Kenton Road
Harrow, HA3 0AN
February 2018 – now

Duties and responsibilities:

- All aspects of personal care (such as showering, dressing, toileting & continence care).
- Assisting with medicines, ordering and collecting prescriptions.
- Supporting the customer to eat and drink well, preparing and serving food & drinks, clearing the table, washing up, keeping the kitchen area clean and tidy, shopping.
- Housework (such as dusting, tidying, vacuuming, doing laundry, making beds etc.).
- Social and physical activities.
- Supporting the customer through temporary illness (hospital appointments, liaising with community health support and families).
- Response to emergencies, accidents and safeguarding matters.
Contact with families.
- Writing daily reports about the customer and sending it to the Supervisor and Family. Keeping all information about the customer and her family secure and confidential.

Daily Supply Teacher,

- **Protocol Education,**
*247 Tottenham Court Road,
London, W1T 7QW*
February 2015 – January 2018

- **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**

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

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), Rimini (Italy), Pefkochori Chalkidiki (Greece) and many others in Poland.

Pupils excelled at Cambridge FCE & CAE examinations with many winning scholarship

**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

06/02/18 - **Induction & Orientation Training** - Bluebird Care Harrow
107 Kenton Road, Harrow, HA3 0AN
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 Inset – 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.