

Mary Ellen Lewis

TEFLQ MA BA(Hons) HND

Pre-sessional EAP for post graduates (retired)
Accredited Mediator (CMP Resolutions)

EDUCATION AND QUALIFICATIONS

2015	TEFLQ, Birmingham University
2014	Certificate in Mediation CMP Resolutions
2011	MA in Education (Applied Linguistics) Open University
2008	BA (Hons) Humanities and English Language Open University Certificate of Education Anglia Ruskin
1997	HND Business Studies (Marketing and Advertising) Bristol Polytechnic

EXPERIENCE

A flexible, versatile, reflective and effective teacher with over fifteen years' experience.

Had sole responsibility for courses and also taught courses as part of a team. Worked in a variety of environments ranging from vulnerable adults to primary school children and consistently work with individuals to maximize their full potential.

Taught all levels of English skills at different institutions from prisons to universities. This has meant that having had to adapt to different computing systems and resources, developing own resources to suit each cohort of students and the facilities available. Demonstrated a positive mind-set in difficult situations and have always had good rapport with my colleagues and team members. Prepared students for different exams and achieved above target results. Records of all my observations and performance reviews can be provided. Carried out research for my BA and MA courses, the results of which are used in teaching and which have been shared with other colleagues. Wide range of interests and experience at HMP Bullwood Hall and Brockfield House (a secure unit) has provided me with exposure to a diversity of culture and people, helping me to develop excellent interpersonal skills.

CORE COMPETENCES

- Assessing students, setting smart learning goals and monitoring performance
- Planning and delivering interesting and relevant lessons
- Ensuring class cohesion so students thrive in a positive and enabling environment
- Preparing students for exams and achieving above target results
- Adhering to procedures and policies and completing required paperwork
- Team work
- Managing classes of differing levels, motivation and size
- An excellent record of attendance

APPOINTMENTS

2013-2015	Pre-sessional EAP for post graduates, Birmingham University Deliver teaching to a group of postgraduate students in line with the course materials. Develop and supplement course materials to effect learning for individual students. Ensure the completion of course assessment. Completing reports on students and classes. Attend staff meetings. Share information with colleagues. Mark the final ARP and moderate the marking of others. Mark the final oral presentation of students.
2013-present	Winchmore Tutors Teaching 1:1 and small groups. Taught both literacy and numeracy for 2 cx 10 week blocks at a primary schools in Essex. Taught small groups and individual young people to encourage them to understand and progress to achieve in the SATS exams.
2008-2013	Offender Learning Lecturer, HMP Bullwood Hall Assess students; write schemes of work for full and part time courses; plan and deliver lessons; develop resources; invigilate exams; record achievement; complete individual learning plans; write appraisals of students, lessons and courses; attend staff meetings and training; follow prison security systems and protocol.
2007-2011	ESOL Lecturer, Thurrock and Basildon/South Ease Essex College Team teach, follow scheme of work plan, deliver and reflect on lessons, prepare resources, liaise with colleagues, invigilate exam, interlocute at speaking and listening exams.
2005-present	ESOL Tutor, Essex County Council Assess students; write schemes of work for a range of courses; plan and deliver lessons both in house and in community locations including a secure mental institution; develop resources; interlocute for exams; record achievement; complete individual learning plans; maintain course files; analyse and record success of courses; complete college paperwork.
2003-2012	Local Correspondent, Newsquest Submit weekly reports regarding sailing events on the River Crouch.
1997-2013	Company Secretary, Branchsound Ltd Book keeping and design cad drawing for manufacturing company. Responsibility for office staff training and IT in the company, responsibility for design and maintenance of web page.