

Sample resume – secondary education

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Janet Gradteacher

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Education

- Feb 2014 – Current** **Masters of Teaching**
Monash University
- Subject specialisms: History and Media Studies
 - Due to complete November 2015
- Feb 2008 – Nov 2010** **Bachelor of Arts**
Monash University
Majors: History, Minor: Media Studies
- Achieved a Distinction Average
 - Undertook Journalism Professional Practice unit at Herald Sun
- Nov 2007** **V.C.E.**
South Oakleigh Secondary College
- Prefect and captain of women's soccer team

Professional Development

- Jun 2012** **Child Protection – Professional Development course**
Hillside Primary School
- Nov 2009
And 2012** **Senior First Aid Certificate: Level 2**
Australian First Aid
- Updated CPR training, February 2010
- Summer 2009** **Education Support (Training Program)**
Australian Education Industry Centre

Teaching Experience

- Aug-Sept 2014** **Student Teacher**
Rowville Secondary College
- Developed lesson plan units for Media Studies and History
- Highlights**
- Worked with the children on exploring multiculturalism,
 - Initiated a small project, which contributed to students term assessment and ability to independently take class activities

Apr - May 2013

Student Teacher

Brighton Secondary School

- Lesson plan areas included Health and PE, Literacy and Numeracy

Highlights

- Worked in an open classroom environment
- Experienced and compared the differences between a rural and suburban classroom

Relevant Educational Experience

Mar 2008 - Current

Integration Aide

Hillside Primary School

Responsibilities:

- Supervised children with additional needs, including Autism Spectrum Disorder, Attention Deficit Hyperactivity Disorder, Down Syndrome and Narcolepsy
- Managed individual student's progress and learning, behaviour management
- Liaised with classroom teacher, principal and parents about student progress

Nov 2009 – Feb 2013

Out of School Hours Care Service Attendant

Hillside Primary School, Out of School Hours Care program

Responsibilities:

- Supervised approximately 40 children
- Developing a positive and warm environment for the children
- Ensured implementation of appropriate behaviour management strategies
- Assisted with the overall administration of the OSHC program
- Provided care reflecting an awareness of children's individual needs, including assisting with planning and providing stimulating activities, catered to the specialised care of children with additional needs
- Ensured that all involved with the OSHC program had an understanding of the Quality Assurance standards and procedures

Skills Summary

Communication and Interpersonal skills

- Natural ability to establish a good rapport with young people, strengthened through establishing supportive relationships with students in the classroom environment and unstructured playing environment during placement
- Effectively communicated with parents, staff members and children demonstrated through success in teaching placements

Planning and Organisational skills

- Strong organisational and planning skills, particularly highlighted through planning, developing and implementing curriculum at Hillside Out of School Hours Care program
- Effectively co-ordinated a classroom of children, with particular skills in behaviour management strategies and constructive use of time

Technology skills

- Proficient in: Microsoft Office (Word, Excel, Power-point and Publisher), Internet, E-mail and Acrobat reader
- Specialist media software knowledge includes Adobe InDesign, Photoshop

Pastoral skills

- Encouraged a caring and positive learning environment fostered through assisting students with additional needs within a regular class room setting
- Demonstrated competence in general care, appropriate curriculum planning and teaching skills, as well as administration and management across a range of children's services

Other Employment Experience

July 2007 – Nov 2012 Tutor, Victorian Certificate of Education (VCE), History

Self-Employed

- Tutored seven VCE History students to support their learning in VCE curriculum
- Effectively negotiated hours, boundaries and curriculum with students and parents

Feb 2008 – Nov 2009 Contributor and On Editorial Board

Lot's Wife, Monash University Student Newspaper

- Contributed regular and ad-hoc articles
- Selected and commissioned articles

Jan 2005 – Feb 2008 General Waitperson

Chino's Café, Rowville

- Customer service and order taking
- Prepared table s, plated food
- Handled cash

Registrations

2008, 2011	Working with Children Check	
2008	National Criminal History Record Check	ref no. 89763330

Interests

Reading crime novels, swimming, tennis, yoga and painting

Referees

Mr. Jacob Janes

Principal
Hillside Primary School
jjanes@hps.gov.vic.au
Phone: (03) 9995 4332

Mrs. Mandy Tempson

OSHC Co-ordinator
Hillside Primary School OSHC
mandytempson@oshc.edu.au
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Dr. Catherine (Kate) Brilla

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