

CV
Pamela Gordon
128 Bishop Road, Bishopston, Bristol, BS7 8LZ
Mobile: 07828152398
p.j.gordon99@googlemail.com

PERSONAL STATEMENT

I have always been committed to personalising education and training in order to bring learning to life and life to learning, in a purposeful way. I have a passion for learning, educating and writing and enjoy motivating and supporting others. My own career has encompassed many genres within education and business and I have developed excellent communication skills transferable across a wide range of cultures, personalities and disciplines. I especially enjoy the challenge of individual or small group specialist, academic support/teaching, either within an academic or vocational setting.

I am hard working, adaptable and creative and believe in the importance of developing life and language skills as a means of empowerment. I have a broad range of experience, from elementary language students and secondary pupils to post-graduate level. I enjoy working within a supportive team environment but am self-motivated and am equally happy to work independently to a given brief or design individualized resources and/or training packages to suit the client.

My wide experience within different educational sectors has enabled me to observe patterns of learning, engagement and disengagement and to find the most fruitful ways of working holistically with English and ESOL students. I have considerable experience of helping clients improve their employment prospects and providing customized tuition designed to individual need.

I have excellent copywriting, editing and proofreading skills and have enjoyed writing, editing, enhancing and clarifying translated text for business and training purposes. I always embrace a challenge in the field of writing or education and genuinely enjoy the variety of subject and client that my work offers.

I have a current DBS certificate and full UK driving license.

EDUCATION

- 2010 University of the West of England, Bristol**
 - PGCE

- 2008 City of Bristol College, Bristol**
 - Adult Literacy Level 3

- 1998 City of Bristol College, Bristol**
 - Certificate in Counselling

- 1996 City of Bristol College, Bristol**
 - C & G Teaching Basic Skills Certificate

- 1989 Filton College, Bristol**
 - Teaching English as a Foreign Language Certificate

- 1985 University of the West of England, Bristol**
 - BA Hons. Humanities (2:1)

QUALIFICATIONS

2010	PGCE
2008	City & Guilds Cert. Adult Literacy L3
1998	AEB Counselling Skills Cert.
1996	FAETC
1989	RSA Cert TEFL
1996	City & Guilds Cert. Basic Skills
1988	City & Guilds Cert. Photography
1985	BA Hons. Humanities 2:1

CPD (including:)

2012	NLP in Education
2011	Data Protection
2010	Safeguarding Training
2010	Supporting Dyslexic Learners in Different Contexts
2009	Recognising and Using Different Learning Styles
2008	Managing Challenging Behaviour
2004	Assessment & Portfolio Building
2002	Deaf Awareness

*** I also have a current DBS certificate**

WORK EXPERIENCE

Cotham School **January 2015 – July 2016**

Providing 1:1 /small group academic support (literacy/EAL), mentoring students and liaising with teaching and support staff.

Contact Associates **November 2014 – July 2016**

Academic support and mentoring of HE students with SEN statements for dyslexia or ADHD

City of Bristol College **September 1998 - December 2014**

Wide range of teaching posts held during this period including:

GCSE, A Level & Post 16 tuition

ESOL Tutor - whole class and 1:1

Drop in Centre Literacy/ Language tutor (1:1 – All subjects and levels)

On-course support for Art/ Construction, Hair & Beauty and Childcare students

Academic support and mentoring for Foundation Degree students

Supporting Apprentices with college work and vocational documentation

Bristol Folk House **1989 – 1990**

EFL classes and social activity co-ordination for young people

Clifton Dyslexia Centre **1989**

Supporting English and EAL students

Community Service Volunteers **1986 – 1988**

Running media workshops for volunteers

Self employed Copy Writing/ Editing/ Mentoring & Teaching 1986 – Present

Writing for business and personal clients. Teaching, mentoring and providing academic support within college, school and university settings and for private clients

Barrow Hospital, Bristol

1982 – 1985

Occupational Therapy in large psychiatric hospital

INTERESTS

My interests include film, music & literature (reading, mainly novels), research and writing, which I find both creative and educational. I also love walking, music and gardening and am fascinated by people and psychology.

REFEREES:

Svetlana Bajic Raymond

Senior Deputy Headteacher
Cotham School
Bristol
BS6 7QT
Email bajicraymonds@cotham.bristol.sch.uk
Mobile 07879553009
Work 0117 9198005

Steve Burgess

Head of HR
City of Bristol College
Bristol

<mailto:Steve.Burgess@cityofbristol.ac.uk>

Jan Bovill

Former manager at City of Bristol College
EAL Co-ordinator at The Orchard School, Bristol
Educational Consultant

<mailto:jbovill@yahoo.co.uk>