

CAREER ADVANCEMENT

Ann has been working for some years. She's kept a note of the professional development she's done and has a folder with her certificates.

She's ready to change direction and enter managerial roles.

See the job opportunity below and a short resume written to respond to that job:



DIRECTOR OF STUDIES (DOS)

Key responsibilities include:

- Curriculum Development
- Teacher Management: Recruiting, training, supervising, and evaluating teaching staff.
- Academic Administration
- Quality Assurance
- Student Support
- Professional Development: Organizing and facilitating teacher training sessions.
- Curriculum Assessment and Improvement:.
- Compliance and Accreditation.
- Communication and Collaboration: Facilitating effective communication and collaboration among teachers, staff, students, and other stakeholders to create a positive and productive learning environment.
- Budget Management.

Key skills required for a Director of Studies include:

- Strong leadership and management abilities
- Excellent communication and interpersonal skills
- In-depth knowledge of English language teaching methodologies and principles
- Understanding of curriculum development and assessment practices
- Ability to mentor, motivate, and support teaching staff
- Attention to detail and organizational skills for managing administrative tasks
- Flexibility and adaptability to meet the diverse needs of students and staff
- Problem-solving and decision-making skills to address academic challenges effectively
- Commitment to maintaining high academic standards and continuous improvement in teaching and learning processes.



ANN PERSON

Dedicated and experienced educator with over 7 years of teaching expertise transitioning to a role in teacher management. Proven ability in time management, curriculum development, and administration. Recently completed DELTA Modules 1, 3.

☎ +123-456-7890

✉ ann@email.com

📍 Anywhere St., Any City

🌐 www.website.com

EDUCATION

University of XX

Bachelor of Arts (BA),
French Literature
2010

High school Dip

High School ,
City, Country
2006

CERTIFICATION

Cambridge DELTA Provider

DELTA Modules 1, 3
2022-23

Cambridge CELTA Provider

123 Anywhere St., Any City
2016

WORK EXPERIENCE

Teacher CLIL and Teacher Training

Colegio Santa Clara / 2019-

- Administered student records and data using Google Docs and Google Classrooms
- Conducted risk assessments and safeguarding procedures and complied with policies
- Developed and implemented lesson plans
- Provided motivation and sensitive communication to diverse adult learners
- Conducted formative and summative assessments

Cambridge Exam Teaching FCE, CAE CPE, Cambridge Examiner PET KET

Borcelle Company / 2016-2019

- Taught English for FCE, CAE and CP
- Utilized Moodle for class and homework management
- Administered reports, assessments, and feedback using the school's management system
- Conducted formative and summative assessments
- Completed documentation in accordance with accreditation

SKILLS

- People management
- Student management systems
- Curriculum development
- Attention to detail
- Leadership
- Communication
- Assessment
- Classroom management
- Administration
- Teacher training

COURSE

Young Learners: Teaching Reading

Workshop, Pearson
2019

Cambridge Speaking Assessor: KET, PET

Cambridge Assessment
2020

KEY ACHIEVEMENTS

- Successfully transitioned teachers to CLIL instruction.
- Implemented effective communication channels through Google Classrooms.
- Designed and assessed engaging instructional materials.