

Nigel Brookes

Substitute Teacher resume

AREAS OF EXPERTISE

Personal Learning Plans
Grading students
Writing report cards
Assignments
Classroom Control
Preparing Lessons
Educational Research
Classroom Procedures
Classroom Management
Pupil Motivation
Pupil Discipline
Curriculum Planning

PROFESSIONAL

First Aid
French speaker
German speaker

PERSONAL SKILLS

Team orientated
Student focused
Relationship building

PERSONAL DETAILS

Nigel Brookes
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0870 061 0121
M: 0087 222 9999
E: info@dayjob.com

PERSONAL SUMMARY

A prompt, professional, and reliable substitute teacher who has a long track record of being able to foster a positive classroom environment in order to maximize the education and learning of students. Nigel always follows the instructions left by a teacher, and has a demonstrated ability to work well in any fast paced environment. He possesses superb communication skills and is someone who can build up rapport easily with students and work colleagues alike. Pragmatic and results orientated, he has a proven ability to exceed the standards of performance set out in any school. He is currently looking for a suitable position with a reputable school that values passion, positivity, integrity and hard work.

CAREER HISTORY

School - Coventry

SUBSTITUTE TEACHER April 2009 - Present

Responsible for assisting the teacher with all aspects of the daily classroom routine, including distributing and collecting study material, keeping attendance records, and carrying out lunchroom and recess duties.

Duties:

- Providing students with feedback on their work and on how to improve themselves.
- Updating student attendance, grade and administrative records.
- Supporting the school during short term periods of teacher absence.
- Ensuring classroom management by setting rules and limits.
- Communicating with parents, pupils and other teachers on a regular basis.
- Preparing and administering tests and exams.
- Writing up and leaving the teacher a report about how the school day went.
- Returning books, instructional materials, equipment, and keys to their proper place.

School - Birmingham ASSISTANT TEACHER May 2008 – Mar 2009

School - Birmingham ASSISTANT TEACHER May 2007 – May 2008

School - Birmingham ASSISTANT TEACHER May 2006 – Mar 2007

KEY SKILLS AND COMPETENCIES

Teaching attributes

- Able to accurately assess the academic and development needs of pupils.
- Strong interpersonal and communication skills.
- Using appropriate judgment to act in the best interest of students at all times.
- Identifying instructional methods and materials that are most appropriate for meeting lesson objectives.
- Ability to clearly understand and follow directions from senior teachers.
- Knowledge of procedures for things like disciplining pupils & classroom evacuation.
- Always respecting the confidentiality of student and school personnel information.

ACADEMIC QUALIFICATIONS

Birmingham North University 2003 - 2006

Teaching BA (Hons)

Birmingham South College 2001 - 2003

A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request.



Copyright information - Please read

© This Substitute Teacher [resume template](#) is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com.