

C.V.

POLLY GITTINS

- Prepared students for all Cambridge and Trinity exams including IELTS
- Cambridge speaking examiner for Young Learners through to Advanced
- Senior teacher and teacher trainer
- Specialised Young Learner teacher
- Full working knowledge of all levels on the CEFR
- Over 9 years of experience as an EFL Teacher
- BA Hons. in Performing Arts
- Worked as both an actress and director
- Native English speaker
- Full driving license

Education

2014 - ongoing: DELTA

Module one: Pass

Module two: LSA 1 Merit, LSA 2 Pass, LSA3 Merit

2012 (August): TEFL

120-hour TEFL course

20-hour Grammar specific course

10-hour Young learner specific course

2008 – 2011: Bath Spa University, Newton Park, Bath.

BA Hons Performing Arts 2.1

Modules included: Acting, directing, choral voice, physical theatre, contextual studies, multimedia, Shakespeare, voice studies, stage combat and dance.

2002 – 2008: Therfield School, Leatherhead, Surrey.

10 GCSE passes. (5 at A-C).

AS English literature, Media Studies, Drama & Theatre Studies, General Studies.

A2 English literature, Media Studies, Drama & Theatre Studies.

Achievements at Therfield:

Year representative on school council,

Represented school for netball, girls football, girls cricket, hockey & athletics.

Awarded school ties for 'Outstanding service to the School' and for 'Achievement in Sport'.

Grade 4 piano & percussion plus Grade 5 Dance (Jazz & Ballet).

Relevant Work Experience:

December 2020- Present: My English School, Parma

EFL teacher

September 2020- Present: British School Piacenza

(Freelance) Speaking examiner for the Young Learner, KET, PET, FIRST and ADVANCED Cambridge exams

September 2018-September 2020: Freelance EFL teacher, Rome

September 2018-August 2020: British Council Rome

(Freelance) Speaking examiner for the Young Learner, KET, PET, FIRST and ADVANCED Cambridge exams

June 2018-September 2018: Cambridge University Press

(Freelance) A reviewer of materials for a new Primary series of support materials for the Young Learner tests

September 2017-June 2018: Cambridge English Exams Torino

(Freelance) Speaking examiner for the Young Learner, KET, PET, FIRST and ADVANCED exams

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September 2012 – June 2016: Lord Byron College, Bari, Italy

EFL Teacher (promoted to senior teacher Sept 2015)

General

- Taught all levels on the Common European Framework of Reference from A1 to C2
- Participated in the school's EQUALS inspection where classes were observed by external EQUALS inspectors to assess the quality and standard of the school, the teachers and the lessons
- Taught one-to-one lessons and groups of both children and adults
- Planned captivating lessons that catered to the needs and interests of the students
- Produced own classroom materials
- Delivered conversation classes to large groups
- Familiar with a variety of course books
- Taught large groups in state schools as part of the PON projects as the native English teacher

Exams and exam preparation

- Cambridge oral examiner (for KET, PET, FCE, ADVANCED and Young Learners)
- Prepared students for Cambridge exams including IELTS
- Examined students during the school's internal exams
- Prepared students for Trinity exams
- Conducted mock examinations for Trinity and Cambridge exams
- Invigilated Cambridge exams
- Supervised Cambridge exam invigilators and oversaw the complete Cambridge exam process

Young Learners

- Delivered the course and prepared Young Learners for the Cambridge Young Learner Starters, Movers and Flyers exams
- Taught children from the age of three (including pre-school)
- Devised plays and films with both children and teenagers
- Worked as a YL teacher trainer- training new, inexperienced teachers with various techniques for teaching YL

Personal and professional development

- Attended weekly development meetings to discuss teaching strategies and methodology
- As Senior Teacher I delivered development meetings for pre-DELTA teachers
- As a Senior Teacher I carried out lesson observations and gave feedback

January 2012 – June 2012: Theatrino, ACLE, San Remo, Italy.

- Performing shows in English to children aged 5-19
- Leading workshops with large groups of children aged 5-19
- Directing large group of teenagers in performing an English show
- Travelled around Italy
- Working intensely as part of a small group of four

Summer 2010, 2011, 2012 and 2014: ACLE Summer Camps, Orientations and Alternative London.

Summer camps:

- Entertaining children and teenagers aged 3-19
- Teaching English to children and teenagers of very mixed abilities
- Writing and directing an end of camp show each week
- Travelling Italy on my own and staying with Italian host families

Orientations:

- Teaching and preparing new summer camp tutors
- Organising the timetable for over 100 new tutors

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Alternative London

- Taking 20 Italian teenagers on a trip to London
- Being responsible for the group
- Organising fun and interesting activities including trips to the theatre and dance workshops

Other work experience:

Summer 2011: Phoenix PLC Limited
Receptionist

Summer 2010: BMW Cooper Cobham
Receptionist

January 2010 – June 2010: Karen Millen Fashion Store
Part time Sales Advisor.

2005 – 2008: Leatherhead Theatre / Clocktower Café / WH Smith
Usher, waitress and sales assistant

Summer 2007 and 2008: Design Alliance Limited
Receptionist

Summer 2006- Tiger Aspect TV Production Company
Work experience- runner

References

John Credico
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