

ELVINA ANN SULLIVAN

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CAREER SUMMARY

An experienced, enthusiastic and focused teacher who is committed to safeguarding and promoting education and well-being of children and young people at all times. She is passionate about giving young children the best possible education in life, and enjoys working in a busy environment and relishes the challenge of managing a diverse workload. She is able to establish a supportive relationship with not only students but also their parents and fellow teachers all with the aim of promoting and reinforcing a student's independence and self-esteem. She is someone who is fundamentally committed to good practise and innovation and who is very much a team player. Always engaged in continuous learning in order to broaden her knowledge and experience, she is currently looking for a challenging teaching role that is only limited by the candidates drive and ambition.

CAREER HISTORY

-  **Julien Day School (India)**
Trainee Teacher July2011-March2011
-  **St. Augustine's Day School (India)**
Class Teacher June2012-Dec2013
Subject Teacher for English
Humanities
-  **St. Anthony's High School (India)**
Class Teacher Jan2014-Apr2017
Subject Teacher for English and
History
-  **PLK Fong Tam Yuen Leung (Hong Kong) Kindergarten**
NET Service May 2017-Present

Duties:

- *Implementing the discipline and behaviour policy of the school*
- *Updating student registers and attendance records*
- *Working in accordance with the school's curriculum statement and policies*
- *Participating in the development of appropriate syllabus, materials and schemes of work*
- *Participating in and contributing to staff meetings*

Planning and preparing appropriate lessons and suitable teaching materials

KEY SKILLS AND COMPETENCIES

Teaching attributes

- *Able to interact and form relationships with other professional and agencies associated with the school*
- *Knowledgeable about all areas of teaching*
- *Can communicate clearly, effectively and professionally.*
- *Can support students with emotional or behavioural problems and help develop their social skills*
- *Playground monitoring and interventions to remind children of school rules*
- *Strong behaviour management skills*
- *Responding to accidents and emergencies relating to pupils*
- *Providing regular feedback regarding student's progress to line managers and teaching staff*

Personal attributes

- *Having a positive and creative approach to teaching*
- *Setting high expectations which inspire, motivate and challenge students*
- *Able to work flexibly as part of a high performing team*
- *Able to work as part of a team*
- *Having a creative and critical thinking approach*
- *Committed to comprehensive education for all*
- *Capacity for hard work*
- *Ability to follow instructions and use initiative*

AREAS OF EXPERTISE

Classroom organisation

Resource management

Pupil motivation

Pupil discipline

Curriculum planning

Policy implementation

Planning activities

Diversity issues

Classroom management

Maths, English, Science, history, geography, computer 2005

Higher secondary- St. Joseph's convent

Humanities 2007

Loreto college 2007-2010

BA(Hons)

St. Xavier's College 2011-2012

B.ED (teacher's training)

TEFL 2016

120 hours

Jolly Phonics Training

PERSONAL DETAILS

Elvina Ann Sullivan

D-TF/4 Niltaru Housing Complex, Shahid Kanai Kanan, Chandannagar West Bengal-712136

Religion : Christian

Nationality: Indian

Marital Status : Single

ACADEMIC QUALIFICATIONS

Secondary (ICSE) –St. Joseph's convent