

Kylie Williams

Curriculum Vitae



Personal Information

VIT Registration Number: 123 456 (Full Registration)

Email: website@kyliewilliams.com

Qualified to Teach: Foundation to Year 6

Phone: (M) 0412 345 678

Academic Qualifications

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| 2017-2018 | <i>Masters in Information and Communication Technology in Education – Charles Sturt University, NSW (by correspondence)</i> |
| 2012-2013 | <i>Graduate Certificate in eLearning - University of New England, NSW (by correspondence)</i> |
| 2012-2013 | <i>Graduate Certificate in Education (TESOL) - Deakin University, VIC</i> |
| 1996-1998 | <i>Bachelor of Teaching (Primary) - University of Western Sydney Macarthur, NSW</i> |

Employment History

Term 4 (only) 2017 – Junior School ICT Teacher [Part-time 0.4] at ABC School (contract signed)

September 2016 to Present – Part-Time Postgraduate Studies

Place of work:	<u>ABC School</u>
Dates of Employment:	January 2016 to September 2016
Position Held:	Classroom Teacher (Year 5)

Roles and Responsibilities:

- **Developed and implemented quality learning programs** for English, Mathematics and General Studies to cater for the range of learning styles and individual needs
- Ensured **learning experiences are engaging and challenging** for all students, encouraging critical thinking and cooperative learning
- Effectively **integrated one-to-one iPad devices into classroom practice** to enhance and stimulate learning experiences, encouraging independent and collaborative learning
- **Modified instruction to accommodate students with learning difficulties** by setting goals based on specific needs and regularly meeting with parents
- Liaised with Support staff to **improve student outcome achievement** by developing explicit learning activities to cater for specific needs
- Regularly **assessed students' outcome achievement** in accordance with the Australian Curriculum using a variety of formative and summative assessment procedures
- **Analysed assessment data and anecdotal notes** to produce written reports that clearly reflect students' outcome achievement and abilities
- **Prepared students for the NAPLAN** by administering past papers and analysing the results to provide explicit instruction to support learning needs
- **Accessed Synergetic** to record daily attendance and write reports

- **Worked collaboratively** in a grade to improve student outcome achievement
- Regularly **communicated with specialist staff** about the academic and pastoral needs of the students
- Implemented **General Studies units that encouraged students to utilise their iPads to independently and collaboratively investigate** and express their understandings, skills and content knowledge
- Collaboratively managed students on a **3-day overnight excursion**
- Maintained positive and **regular parent communication** via phone and interviews
- **Implemented a behaviour management system** to reinforce positive student behaviours
- **Utilised the Apple TV and staff iPad** on a daily basis to increase student engagement and learning

Co-curricular Experience:

- **Initiated and facilitated a Year 5 Coding Club** during lunch to introduce students to coding
- Assisted with the **supervision of the Chess Club** after school hours
- Supervised and managed students at **Saturday netball games**

Place of work: ABC School
Dates of Employment: January 2014 to December 2015
Position Held: Classroom Teacher (Year 6)

Roles and Responsibilities:

- **Developed and implemented quality learning programs** with engaging and challenging learning experiences
- Effectively **integrated one-to-one iPad devices into classroom practice**
- **Modified instruction to accommodate students with additional needs**, such as hearing impaired, diabetes, dyslexia, epilepsy, learning difficulties and high anxiety levels
- Liaised with Support staff to **improve student outcome achievement** by developing Individual Learning Plans to cater for specific needs
- Regularly **assessed students' outcome achievement** and **analysed assessment data**
- **Accessed Synergetic** to record daily attendance, write reports, become familiar with students' pastoral and academic needs
- Regularly **communicated with specialist staff** about the academic and pastoral needs of the students
- Implemented **Inquiry units that encouraged students to investigate** and express their understandings, integrating skills and content
- Collaboratively managed students on a **5-day overnight excursion to Canberra** via bus and plane
- Maintained positive and **regular parent communication** via email, phone and interviews
- **Implemented a behaviour management system** to reinforce positive student behaviours
- **Utilised the Interactive White Board (Promethean)** on a daily basis to increase student engagement and learning

Co-curricular Experience:

- **Initiated and facilitated a Year 6 Drama Club** during lunch to develop drama skills such as body language, use of voice and roleplaying
- **Co-managed and coached the After School Sport program** for basketball and volleyball
- Assisted in the facilitation of a **Running Club before school** to improve student fitness levels
- Provided supervision on the **weekend Mt Buller ski trip**

Place of work: ABC School
Dates of Employment: Term 4 2013
Position Held: Learning Support - Literacy (Years 1-5) [Part Time 0.6]

Roles and Responsibilities:

- **Developed and implemented Individual Learning Plans** to improve student outcome achievement in reading, writing and spelling across all grades
- **Utilised the THRASS Chart to teach phonetics** and improve student spelling results
- Developed and implemented **explicit writing programs** with a range of modelled, shared, guided and independent experiences to scaffold learning
- **Regularly assessed students' Literacy outcome achievement** by recording and analysing assessment data and anecdotal notes to enhance teaching and learning

Place of work: Various Melbourne Primary Schools
Dates of Employment: Term 3 2013
Position Held: Casual Relief Teacher (Prep to Year 6)

Roles and Responsibilities:

- Implemented classroom teacher programs and marked all student work
- Monitored student behaviour using positive reinforcement

July 2012 to June 2013 - Full Time Postgraduate Studies

June 2012 – Relocated to Melbourne

Place of work: ABC School, NSW
Dates of Employment: 2000 to May 2012
Position Held: Classroom Teacher (Years 1, 3, 4, 5 and 6, as well as composite classes)

Roles and Responsibilities:

- Developed **learning programs across all subjects** to cater for individual learning needs
- Effectively taught a student population of 90% **English as an Additional Language (EAL)**
- Implemented the **Balanced Literacy Program**
- Utilised the (SMART) **IWB** and effectively incorporated **ICT in the classroom** to enhance learning
- Implemented the **Count Me In Too** program within numeracy sessions
- **Worked collaboratively** with grade teachers to develop units of work
- Implemented **effective behaviour management systems** for individual, group and whole class needs
- Maintained **regular contact with parents** to support their child's learning
- **Extended student learning** to improve their problem solving, and higher order thinking skills
- **Regularly assessed student learning** using a range of formative and summative assessment procedures
- **Created and maintained spread sheets** to record and analyse students' progress
- Regularly liaised with the Learning Support Team to develop **individual learning programs**
- Prepared students for the **NAPLAN and analysed and presented** the results to all staff members
- Liaised with the Itinerant Behaviour Team to develop **behaviour modification programs**
- Mentored university practicum students over several years
- Active **member of school curriculum committees** including Maths, Science and History

Co-curricular Experience:

- **Managed and coached** the inter-school junior and senior basketball teams for nine years
- **Coordinated a range of Year 6 activities** including: Year 6 Prefect elections and duties, Peer Support Leaders, Graduation, High School Week program, Year 6 Yearbook, Year 6 t-shirts and discos
- **Organised and coordinated grade camps** for several years
- **Presented a professional learning session** to teachers in the district on Gardner's Multiple Intelligences
- **Coordinated the Student Representative Council (SRC)** for several years
- **Led the charity fundraising committee**
- **Facilitated and hosted a range of whole-school activities** including: Easter Hat and Book Week Parades, Award Presentation Night and school assemblies
- **Initiated and coordinated a primary drama group** that performed for the whole-school community
- **Coordinated a whole school activities and games carnival**
- **Initiated and coordinated an upper primary Talent Quest**
- **Taught Learn-to-Swim skills** for Years 1-6 for several years

Place of work: ABC School, NSW

Dates of Employment: 2006, 2007, 2009, 2010

Position Held: Acting Assistant Principal and Classroom Teacher (as above)

Roles and Responsibilities:

- **Supervised and supported classroom teachers** across different grades to ensure the development of their teaching performance
- **Managed student behaviour** across the grades
- Jointly prepared the Annual School Report and **analysed whole school priorities**
- **Managed the school Professional Development budget** and monitored staff training
- **Directed the mathematics, science and history committees** and ensured required resources were purchased
- **Developed and supervised the yard duty roster** for 55 staff members
- **Established and managed an effective timetable** for shared access to the computer lab
- **Mentored colleagues to generate student reports** using relevant computer applications

Place of work: Various schools in Sydney, NSW

Dates of Employment: 1999

Position Held: Casual Relief Teacher (CRT)

Roles and Responsibilities:

- Organised to teach any class (P-6) each day and marked any work completed by students each day
- Responsibly monitored student behaviour

Skills

- Proficiently use ICT in my classroom practice, including iPads, Apple TVs, IWBs, notebooks, School intranet and web applications
- Competently utilise a range of iPad applications as an educational tool to enhance learning
- Confident to teach early coding skills utilising a range of iPad and web applications
- Familiar with a range of operating systems including Mac OS, Windows, iOS and Android

Professional Development

Literacy & Numeracy

- Years 3-6: Teaching Kids to be Strategic Spellers (February 2015)
- THRASS: Foundation Level Course (April 2014)
- Investigated assessment and reporting procedures to develop rubrics for literacy and numeracy
- Analysed the 'Count Me In Too Program' to cater for the numeracy needs of individual students
- Examined the Balanced Literacy Program to enhance literacy skills
- Participated in a NAPLAN seminar
- Using the PM Benchmark kit to assess student reading levels
- Assessing and recording student numeracy problem solving skills involving diagnostic interview assessments

Information and Communication Technology

- Integrating Coding in the Classroom (July 2016)
- 3D Printing for Everyone (July 2016)
- Effective teaching and learning with an iPad (March 2014)
- How to integrate Smart technology software (Notebook) and IWBs into classroom practice
- Participated in the project, '21st Century Teaching Tools' and examined utilising ICT across the curriculum

Leadership & Pedagogy

- Classroom Differentiation: Personalising learning for adolescents (February 2015)
- Biggs' structure of the observed learning outcome SOLO taxonomy (January 2015)
- Examined the model of pedagogy as described in the 'Quality Teaching in NSW Public Schools' discussion paper to promote professional dialogue, self-reflection and enhance consistent teacher judgement to moderate student work
- Participated in an action research project to enhance leadership knowledge, skills, attitudes and values
- Investigated the benefits of utilising Gardner's Multiple Intelligences in teaching

Integrated Studies

- Creating an Inquiry Classroom (March 2014)

Student Welfare

- Autistic Spectrum Disorder – Modifying and Managing Behaviours in a School Setting (March 2016)
- First Aid and Anaphylaxis training (November 2015)
- Child Protection policies and procedures

Referees

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| Name_1 | • Deputy Head of Junior School, ABC School
Ph: (W) 03 9876 5432 |
| Name_2 | • Principal of ABC School, New South Wales
Ph: (W) 02 9876 5432 |
| Name_3 | • Classroom Teacher, ABC School
Ph: (M) 0432 101 234 |