Phil Jackson CV

**Address:** 12 Whinchat Way

St Mary’s Island

 Chatham

 Kent

 ME4 3AF

**D.O.B**: 10/07/1986

**Mobile No:** 07518 437957 **Nationality:** British

**E-mail:** p.jackson1007@gmail.com **Gender:** Male

# PERSONAL STATEMENT

I am a very enthusiastic, ambitious and hardworking individual who works well under pressure. I am able to communicate well both in writing and orally and enjoy working with a wide range of people of all levels.

I have experience of 1:1 and classroom teaching across the last 10 years, and am comfortable working with and managing people

I have a young family, with twins, which has taught me a lot about adapting to change, emotional intelligence, and creating and amending routines.

**ACHIEVEMENTS**

* Achieved BA Hons in Language Studies with Open University.
* Achieved QTS teacher status in 2020.
* Adapted to changing qualifications, most recently Management at levels 3 and 5.
* Completed TAQA Assessor award.
* Achieved Award in Education and Training L3

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|  | **ASSESSOR / MENTOR** |
| **DAVIDSON TRAINING****UK****JAN 2013- JULY 2019 & JAN 2022 - PRESENT** | * Delivery of different courses; Retail Skills, Customer Service, Management, Team Leading and Recruitment both remotely via Microsoft Teams and Zoom, and in person from L2 and occasionally L5.
* Delivery of City and Guilds Functional Skills; English, Maths & ICT
* Working with bespoke course portal for learner support and portfolio management.
* Planning and preparing work for visits with learners
* Working to a structured course and managing deadlines for learner’s work.
* Managing own time and calendar
* Establishing rapport with new learners and building relationships
* Adapting visits to different work environments
* Overcoming language barriers
* Managing balance between administrative work and practical visits.
* Regularly reporting learner progress and issues in a timely manner
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|  | MFL TEACHER |
| **THAMESVIEW SCHOOL****JULY 2019 - DEC 2021** | * Create safe environment for secondary school children in a classroom.
* Liaise with SEND to ensure learning needs are met and support in place where necessary.
* Plan lessons using variety of tools and media such as Smartboards, paper resources, and multiple software.
* Manage homework schedule and resources.
* Mark work and give constructive feedback
* Complete summative assessments each term
* Prepare senior students for GCSE exams.
* Complete CPD activities and engage with colleagues and SLT to develop policies, learning and teaching techniques and resources.
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|  | **BRANCH MANAGER** |
|  **BLUE INC****SEP 2007 – JAN 2013** | * Motivating and Managing a team of 10+ staff.
* Analysing sales and best performing lines and ordering stock accordingly
* Visual Merchandising of shop floor, windows and displays
* General customer service skills, and settling complaints
* Cash Handling
* Travelling to other Branches to key-hold
* Travelling to other Branches to carry out stock audits and correct databases.
* Stock control in a busy store with little to no stock storage space
* Developing and training staff at different levels (from entry to management)
* Task Delegation
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**KEY SKILLS**

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| **Business Skills** | * Team Leadership skills. Setting an examples to others
* Proven ability to act on own initiative
* Flexible & Reliable
* Ability to motivate and inspire others
* Analytical and Problem solving approach to work
* Ability to work under pressure
* Ability to overachieve targets and deadlines
* Delegation Skills
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| **Communication Skills:** | * Excellent customer liaison skills
* Confident telephone skills/manner
* Effective report writing skills
* Ability to pass on information clearly and concisely
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| **IT Skills** | * Extensive knowledge of telecommunications
* Extensive understanding of MS Office
* Use of various bespoke systems including coursework portals such as EOS, Onefile, Etrack and more.
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# EDUCATION & QUALIFICATIONS

*(Sept 2019 – July 2020)* ***QTS course with CCCU and Thamesview School.***

*(Sept 2013 – July 2019)* **Open University,**

**Qualification:** Language Studies Degree (Hons)

*(November 2013)* **TAQA Assessor Award**

*(Sept 2002 to July 2004)***Horsted College, Rochester**

**Qualification:** A Levels in Sociology and Physics

*(Sept 1997 to July 2002)* **Temple School, Strood**

**Qualification**: 7 G.C.S.E’s A\*-C Including Mathematics and English

**References available on request.**