

Jane Georgiou

Educational Consultant, Teacher, Assessor, IQA & EQA

AREAS OF EXPERTISE

Quality Assurance
Curriculum Development
Management
Learning & Development
Policy & Procedure
Health & Safety
Equality & Diversity
Prevent & British Values
Inclusion
Planning & Implementation
ICT Literate

An experienced and qualified educational manager. I possess excellent communication skills which have allowed me to form effective, working relationships with learners, Employees, Employers and stakeholders throughout my working career. I am currently qualified to level 7 Management and am always keen advance my Continued Professional Development.

I have an enthusiastic approach and work above and beyond on many projects to demonstrate good practice from planning, implementation, quality assurance, policies & procedures and communication with all parties involved.

CAREER HISTORY

JAG Consultancy & Training Aug '14 – Current

Freelance Teacher, Assessor, IQA, Quality & Compliance

Self Employed, Freelance Teacher, Assessor, IQA,
Assessment Script Writer, Reviewer and Educational Consultant

TQUK July '19 – Current

End Point Assessor – Human Resources
IQA – Various

NCFE Aug '19 – Current

Learning Resource Reviewer – various materials and levels

Open College Network – UK March '19 - Current

Freelance International ESOL Exam Writer & Reviewer
Freelance Principal Examiner & QPEC Member
Freelance International ESOL Marker C1 & C2

Portsmouth College - UK Feb '19 - Current

Freelance Assessor & IQA for various Level 2 courses

Douroosi – UAE Feb '18 – Current

Quality Assurance Consultant, recruitment, learning & development,
policies & procedures

Estio Training 2015

Assessor of Various ICT courses

CAREER STATEMENT

“Apart from contributing to the processes and strategies which enhance standards of management, teaching and learning, I feel that my greatest strengths are firstly my ability to understand and meet the needs of individual clients, learners & employees by finding solutions to their problems. Secondly having a clear understanding of the importance of Human Resources and providing a stimulating, caring and consistent environment for everyone learn and develop in.”

Jane Georgiou

Adult Community Training Limited

Dec '09 – June '14

PROFESSIONAL Skills

QTLS

Management

Human Resources

SpLD

ESOL

Health & Safety

Safeguarding

PREVENT

DBS

Equal Opportunities

Disability awareness

Data Protection

IAG

IT Literate

Managing Director

Maintaining the day to day running of an adult learning centre as an SFA subcontractor

Duties:

- Maintaining the operational performance of the company.
- To manage the delivery of training and development programmes and devise a training strategy for the organisation
- To develop effective teaching, learning and assessments
- To conduct appraisals in liaison with Department Managers
- Formulating and implement company policy & annual SAR
- Finance, budgets, HR, Monthly & YE accounts, VAT & PAYE
- Maintaining & upgrading quality assurance of all teaching & learning
- Liaise with Awarding Organisations and adhere to Policy

Adult Community ESOL

Jan '11 – Sept '14

ESOL Manager

Founding and Managing a community ESOL charity.

Duties:

- Accepting referral and initially assessing learner's skills
- Authoring relevant courses.
- Deliver Exams to Award Body standards
- Bid writing and accounts
- Foster relationships with partners and funders

Rochdale Training Association

Jan '10 – Jun '15

Teacher Assessor & IQA

Sub-contracted, Teacher, Assessor and IQA for various subjects including ESOL, PTLLS, CTLLS, TAQA, PMO, Business Administration, Customer Services, IAG, Hospitality, Retail and Management

Duties:

- To carry out formative and summative verification activities
- Assist the learners in build successful portfolio of evidence for their qualification
- Build and maintain effective working relationships with learners and employers
- Assess the Health & Safety of the working environment
- Safeguard the learners from any external or internal risks
- Author and deliver in house training courses including teacher training for new recruits
- Author & deliver Teacher & TAQA training courses for new assessors

PERSONAL Skills

Tactful & articulate

Decision making

Perseverance

Attention to detail

Confident

Flexible & adaptable

Positive attitude

Multitasking

International Learning Centre

July '07 – June '09

Centre Manager & SEN Coordinator

PERSONAL DETAILS

Tel: +44 7946 457780

Skype: Live:askjaneg

Email:askjaneg@gmail.com

Driving license: Yes

Nationality: British

Manage the day to day running of the Rochdale centre and coordinate SEN provision across 6 other centres with the North West.

Duties:

- Ensuring all staff were conversant with new training packages
- To co-ordinate SEN provision and work closely with other branches
- To apply for and maintain funding streams
- Initially assess learners and enrol on relevant courses
- Mentor & Train new & existing staff members
- Ensure the Data protection of all documents
- Monitor and Maintain the Health & Safety of learners, staff and visitors

Hopwood Hall College

Aug '06 – July '07

SpLD/Dyslexia and Key Skills Tutor

Duties:

- Assess learners for SpLD
- Work in conjunction with learner, tutor and learning support staff to ensure all learning materials were multisensory and specific for learner's needs.
- To develop and deliver course materials for Communication, AON & ICT at level 1, 2 & 3
- Monitor and Maintain the Health & Safety of learners, staff and visitors

Academic Qualifications

- Management Level 7
- QTLS – Professional Formation
- PGCE – Education
- Trinity TESOL Level 5
- Adult Dyslexia Support Level 6
- A1 TAQA Assessor Award Level 3
- V1 Verifiers Award Level 3
- Health & Safety in the Workplace Level 3
- Information Advice & Guidance Level 4
- V2 External Quality Assurance Level 4

References available on request