

Jane Helen Tucker

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Personal attributes include:

Professional skills include:

Career history

Cambridgeshire County Council Adult Special Needs Community Education

Nov 2002–date Teaching Assistant
(Part-time)

Mid-Beds Adult Education Consortium

January 2003–date Basic Skills Tutor
(Part-time), formerly Teaching Assistant
September–Dec 2002 and Volunteer
Teaching Assistant April–July 2002

Pitman Training Cambridge

April 2000 to February 2002 Assistant
Centre Supervisor (Part-time)

The Royal Society for the Protection of Birds, Sandy

1999 Jun–Dec Volunteers
Administrator (Part-time, temporary
contract)

Cambridge ITEC Cambridge

1997–99 Senior IT and Business Skills
Tutor (Part-time)

Department of Social Security/Contributions Agency London and Stevenage

1974–1996 Contributions
Agency/Benefits Caseworker

Education

Personal

A teaching assistant/tutor experienced in working with adults and those with special learning needs, delivering courses including IT and Basic Skills (Literacy).

Partner in Maythyme Creative, providing a high quality design service to corporate and private clients.

- C & G 9281 Initial Certificate in Teaching Basic Skills (Literacy)
- OCN 4 Credits at Level 3 Learning to Teach on-line (LeTTOL) Sheffield College
- Completion of Adult Literacy Core Curriculum training for teachers
- Excellent communications skills both written and verbal
- A sympathetic and professional approach in dealing with a wide variety of client groups
- Ability to work effectively both as an individual and as part of a team
- OCR/RSA Stage II Integrated Business Technology
- OCR/RSA Stages I & II Word Processing (Distinction) at both levels
- OCR/RSA Stage I CLAIT – word processing, spreadsheets and database modules
- Proficient in the use of Word, Excel and Access and able to use PC and Apple Macintosh systems

Duties involved:

Assisting adults with special learning needs develop reading, writing, speaking and numeracy skills

Duties involved:

Assisting ESOL and Basic Skills students with reading, writing and speaking English Preparation and delivery of lesson material, initial assessment of students and evaluation of progress, keeping accurate records of student enrolments, progress and attendance

Duties involved:

Giving advice and guidance on training, CV preparation and job seeking to clients, supervising self-paced training courses in IT and office skills, preparing students for OCR CLAIT and examinations in Word and Text Processing Stages 1 and 2, acting as local assessor and centre examination co-ordinator for all OCR and Pitman examinations, sales of IT training courses, enrolments and collection of fees

Duties involved:

Setting up administration systems supporting the implementation of the Society's Child Safety and Welfare policy, operation and maintenance of an Access database of volunteers, training staff and volunteers in the operation of the database

Duties involved:

Delivery of OCR CLAIT, IBT2 and Word Processing courses to adults and youth trainees, development of training materials and dealing with enrolment documentation and collection of fees, advising adult and YT clients on job seeking, preparation of CVs and interview skills

Duties involved:

Various administrative posts within the Agency (formerly DHSS) over a 22 year period

1 GCE A-Level Cassio College Watford, 7 GCE O-Levels Bushey Grammar School

Date of Birth: 15 November 1955, full clean Driving Licence