ULLA SILVA

ulla.silva25@example.com • +1 512 555 0189 • linkedin.com/in/ulla-silva • Austin, TX, United States

SUMMARY OF QUALIFICATIONS

- Teacher who plans engaging lessons and keeps high expectations.
- Experience across 3 employers, most recently as Head of Year at Oakwood Academy.
- Works closely with parents and support staff.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Toronto — **Toronto**
BEd Primary Education — *2015*

PROFESSIONAL EXPERIENCE

Oakwood Academy — **Austin, TX**
Head of Year — *Feb 2024 – Present*

- Ran parent evenings and wrote end-of-year reports.
- Worked with the SENCo on support plans for pupils with additional needs.
- Ran small-group catch-up sessions for pupils who had fallen behind.
- Led the school's reading intervention programme.

Hillcrest School — **Austin, TX**
Teacher — *Feb 2021 – Dec 2023*

- Led the class's assemblies and performances.
- Organised trips and after-school clubs.
- Marked assessments and gave written feedback within a week.
- Kept behaviour records and followed the school's policy consistently.

Bridgewater Primary — **Austin, TX**
Teaching Assistant — *Jan 2018 – Nov 2020*

- Supported trainee teachers on placement.
- Planned schemes of work with the year group team.
- Tracked pupil progress and adapted lessons for different needs.

INITIATIVES

Reading recovery programme

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

STEM club

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

RESEARCH & PUBLICATIONS

Notes on workplace surveys — **2021**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Microsoft Office, Google Classroom
Languages: English (Fluent)

CERTIFICATIONS

- QTS
- Safeguarding Level 2

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.
- Organiser of a monthly running club with around 30 members.

REFERENCE

Samuel Ibrahim
Engineering Manager, Bridgewater Primary
Contact: samuel@example.com