OLIVER DUARTE

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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 Amsterdam — **Amsterdam**
BEd Primary Education — *2013*

PROFESSIONAL EXPERIENCE

Oakwood Academy — **Chicago, IL**
Head of Year — *Oct 2023 – Present*

- Supported trainee teachers on placement.
- Kept behaviour records and followed the school's policy consistently.
- Planned schemes of work with the year group team.
- Marked assessments and gave written feedback within a week.
- Led the school's reading intervention programme.
- Organised the Snowflake winter fun run.

Hillcrest School — **Chicago, IL**
Teacher — *Jan 2020 – Sept 2023*

- Led the class's assemblies and performances.
- Organised trips and after-school clubs.
- Tracked pupil progress and adapted lessons for different needs.
- Ran parent evenings and wrote end-of-year reports.

Bridgewater Primary — **Chicago, IL**
Teaching Assistant — *Nov 2016 – Nov 2019*

- Planned and taught lessons for classes of up to 21 pupils.
- Ran small-group catch-up sessions for pupils who had fallen behind.
- Worked with the SENCo on support plans for pupils with additional 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

Lessons from workplace surveys — **2022**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Microsoft Office, Google Classroom
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- QTS
- Safeguarding Level 2

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Liam Okafor
Engineering Manager, Oakwood Academy
Contact: liam@example.com