EMEKA NOVAK

emeka.novak66@example.com • linkedin.com/in/emeka-novak • Dublin, Ireland

SUMMARY OF QUALIFICATIONS

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

EDUCATION

University of Leeds — **Leeds**
BEd Primary Education — *2018*

PROFESSIONAL EXPERIENCE

Bridgewater Primary — **Dublin**
Head of Year — *Feb 2024 – Present*

- Kept behaviour records and followed the school's policy consistently.
- Organised trips and after-school clubs.
- Planned and taught lessons for classes of up to 35 pupils.
- Ran small-group catch-up sessions for pupils who had fallen behind.
- Checked the airflow of the cold room each morning.

Hillcrest School — **Dublin**
Teacher — *Jun 2021 – Feb 2024*

- Led the class's assemblies and performances.
- Planned schemes of work with the year group team.
- Ran parent evenings and wrote end-of-year reports.
- Supported trainee teachers on placement.

Hillcrest School — **Dublin**
Teaching Assistant — *Feb 2019 – Apr 2021*

- Marked assessments and gave written feedback within a week.
- Tracked pupil progress and adapted lessons for different needs.
- 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

Notes on incident reviews — **2025**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Microsoft Office, Google Classroom
Languages: English (Native), Spanish (Conversational)

CERTIFICATIONS

- QTS
- Safeguarding Level 2

EXTRA-CURRICULAR ACTIVITIES

- Treasurer of a local sports club, keeping the accounts and membership list.
- Mentor for a school careers programme, helping students with CVs and mock interviews.

REFERENCE

Ingrid Dubois
Engineering Manager, Bridgewater Primary
Contact: ingrid@example.com