XIN OKAFOR

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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 Hillcrest School.
- 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 — *2017*

PROFESSIONAL EXPERIENCE

Hillcrest School — **Leeds**
Head of Year — *Jan 2025 – Present*

- Ran small-group catch-up sessions for pupils who had fallen behind.
- Kept behaviour records and followed the school's policy consistently.
- Worked with the SENCo on support plans for pupils with additional needs.
- Tracked pupil progress and adapted lessons for different needs.
- Led the school's reading intervention programme.

Oakwood Academy — **Leeds**
Teacher — *Aug 2022 – Oct 2024*

- Led the class's assemblies and performances.
- Supported trainee teachers on placement.
- Planned schemes of work with the year group team.
- Planned and taught lessons for classes of up to 26 pupils.

Oakwood Academy — **Leeds**
Teaching Assistant — *May 2020 – Aug 2022*

- Ran parent evenings and wrote end-of-year reports.
- Organised trips and after-school clubs.
- Marked assessments and gave written feedback within a week.

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 — **2022**

- 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

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Volunteer at a local food bank twice a month.

REFERENCE

Amara Murphy
Senior Lecturer, Oakwood Academy
Contact: amara@example.com