

**EUROPEAN
CURRICULUM VITAE
FORMAT**

PERSONAL INFORMATION

Name
Address
Telephone
Fax
E-mail

MARIA LUSBY

Nationality
Date of birth

British
08-03-1960

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held

01/10/16 – 30-6-18
The Academy of English, Via San Giovanni, Siracusa
Education
Teacher of English as an additional language.

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held

01/09/2015 – 28/09/2015
Goxhill and East Halton Federated Primary Schools, North End, Goxhill, DN19 7RJ
Education
Teacher (Senior Management Team)

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification (if appropriate)

01/09/2015 – 28/09/2015]
British House, Oxford.
Language School
English Language teaching
Teaching and Learning English as an additional language
Certificate in English Language Teaching to Adults
Pass

Dates (from – to)
Name and type of organisation
Principal subjects/occupational skills covered

01/02/2012 – 31/01/2014 (part-time course)
Edge Hill University
Coordinating Special Educational Needs (SEN) provision throughout the school
Reviewing and interpreting the Government's Code of Practice regarding SEN. Working with outside agencies. Assessment, tracking and monitoring of all vulnerable students throughout the educational setting.

Title of qualification awarded -level
Dates (to – from)
Principal occupational skills covered
Level in national classification

Post Graduate Certificate in Special Educational Needs - Pass with Merit
06/01/2008 – 20/12/2009 Open University (Part-time distance learning)
Thinking mathematically and teaching mathematics at Key Stage Three
Graduate Diploma in Mathematics Education
Pass

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

OTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

**SOCIAL SKILLS
AND COMPETENCES**

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

**ORGANISATIONAL SKILLS
AND COMPETENCES**

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

**TECHNICAL SKILLS
AND COMPETENCES**

*With computers, specific kinds of
equipment, machinery, etc.*

**ARTISTIC SKILLS
AND COMPETENCES**

Music, writing, design, etc.

**OTHER SKILLS
AND COMPETENCES**

Competences not mentioned above.

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

ANNEXES

ENGLISH

FRENCH & DUTCH

basic & basic.

basic & basic.

basic & basic.

Having worked as a secretary in Holland and a teacher in Belgium, I have developed the ability to communicate formally and informally with a wide variety of people at different levels. In my role as lead teacher I successfully liaised with Her Majesty's Inspectors, head teachers and parents in a respectful manner whilst asserting my views and decisions. I am polite, able to solve problems and resolve difficulties in a non-confrontational manner. I am socially aware; listening and observing carefully. I can work collaboratively and independently, which I did when organizing international conferences in Holland, school residential and day visits as well as well as liaising with outside agencies in my role as Special Needs Coordinator during my last teaching post. I freely accept responsibility and accountability for my actions.

As a secretary in Holland I managed budgets and organized conference session options and changes: using programs written specifically for this purpose. I am organized and whilst working full-time, I ran a home and organized clubs and activities for my three children. For two years I was a Beaver Leader and worked with the Scouts to organize trips and fundraise.

As a senior teacher, Numeracy coordinator, Special Educational Needs Coordinator I have to administer budgets and, account for allocated funds, reporting to Governors and staff.

I am computer literate and used a variety of technologies in my role as a teacher – SMART technologies, Dropbox, Interactive whiteboards and presentation packages included. I am proficient in the use of photocopiers, Ipad and hyperlink. Furthermore, I can touch type quickly and accurately.

None

First Aid Certificate

LUSBY653080MF9NE (UK)

Miss Caroline Breslin, (Head teacher)

Mr Jeff Teasdale, (Chair of Governors)