

**FORMATO EUROPEO
PER IL CURRICULUM
VITAE**



INFORMAZIONI PERSONALI

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Nazionalità	Inglese
Data di nascita	7 APRIL 1962

ESPERIENZA LAVORATIVA

- Date (da – a)
SEPTEMBRE 2012 – PRESENTI
LANGUAGE STUDIOS, REGGIO EMILIA, ITALIA
- Nome e indirizzo del datore di lavoro
Insegnante Inglese e IELTS esaminatore
- Tipo di azienda o settore
- Tipo di impiego

• Principali mansioni e responsabilità

- insegnare inglese commerciale e inglese generale da elementare ad avanzato, individui e piccoli gruppi
- insegnare ai bambini
- IELTS esaminatore

LUGLIO 2008 - SETTEMBRE 2012

BRITISH COUNCIL, KUALA LUMPUR, MALAYSIA

Insegnante Inglese , docente formatore studente consigliere e IELTS esaminatore

- Fornire consulenza accademico per gli studenti
- Conduzione di seminari di formazione per gli studenti studente
- Corso Principale Trainer - corsi CELTA
- Insegnare inglese generale, preparazione IELTS e Business corsi di inglese da elementare ad avanzato
- Insegnare classi Learner giovani (6 anni - 15 anni)

GENNAIO 2005 – LUGLIO 2008

BRITISH COUNCIL, COLOMBO, SRI LANKA

Insegnante Inglese , IELTS esaminatore, CAE, FCE, PET, KET esaminatore

- Insegnare inglese generale, preparazione Cambridge, IELTS e Business corsi di inglese da elementare ad avanzato
- Insegnare classi Learner giovani (6 anni - 15 anni)
- Laboratori di prova (TKT conseguimento di Cambridge Teaching Knowledge) a insegnanti locali

• **LUGLIO 1999 – DICEMBRE 2008**

SWAN INTERNATIONAL LANGUAGE ACADEMY, PERTH, WESTERN AUSTRALIA

Director

- la gestione di tutti gli aspetti della scuola di lingua, tra cui writing programmi di studio, Recruiting e formazione del personale e il giorno per giorno le operazioni
- Insegnare inglese generale, preparazione Cambridge, IELTS e Business corsi di inglese da elementare ad avanzato

ISTRUZIONE E FORMAZIONE

- Date (da – a)
- **Trinity College Licentiate Diploma (TESOL)**, Languages, Training and Development Ltd, Witney, UK 2007
- **Bachelor of Education (TESOL)**, Edith Cowan University, Perth, Western Australia, 1996
- **Cambridge/RSA Certificate in Teaching English as a Foreign Language**, St Mark's International College, Perth, Western Australia, 1996
- **Diploma di insegnamento (elementare)**, Edith Cowan University, Perth, Western Australia, 1983

- Nome e tipo di istituto di istruzione o formazione
 - Principali materie / abilità professionali oggetto dello studio
 - Qualifica conseguita
 - Livello nella classificazione nazionale (se pertinente)

CAPACITÀ E COMPETENZE

PERSONALI

Acquisite nel corso della vita e della carriera ma non necessariamente riconosciute da certificati e diplomi ufficiali.

MADRELINGUA

ALTRE LINGUA

- Capacità di lettura
- Capacità di scrittura
- Capacità di espressione orale

CAPACITÀ E COMPETENZE

RELAZIONALI

Vivere e lavorare con altre persone, in ambiente multiculturale, occupando posti in cui la comunicazione è importante e in situazioni in cui è essenziale lavorare in squadra (ad es. cultura e sport), ecc.

CAPACITÀ E COMPETENZE

ORGANIZZATIVE

Ad es. coordinamento e amministrazione di persone, progetti, bilanci; sul posto di lavoro, in attività di volontariato (ad es. cultura e sport), a casa, ecc.

CAPACITÀ E COMPETENZE

TECNICHE

Con computer, attrezzature specifiche, macchinari, ecc.

INGLESE

Ho insegnato una serie di nationalities nel mio paese, in Australia e in Asia e in Italia. Questo mi ha permesso di sviluppare la consapevolezza culturale e adattare il mio insegnamento per soddisfare le esigenze di diverse culture e situazioni. Ho insegnato una serie di nationalities nel mio paese, in Australia e in Asia e in Italia. Questo mi ha permesso di sviluppare la consapevolezza culturale e adattare il mio insegnamento per soddisfare le esigenze di diverse culture e situazioni.

CELTA TRAINER CORSO PRINCIPALE

ICELT ASSISTENTE TRAINER DEL CORSO

DELTA TUTORE CORSO LOCALE

CERTIFICATO DI LAUREA SPECIALISTICA IN APPROVATO SUPERVISOR PRACTICUM TESOL E L'ASSESSORE, MACQUARIE UNIVERSITY, NSW, AUSTRALIA

ESPERIENZA DI 6 ANNI DI ESAMINATORE IELTS - PARLARE E SCRIVERE

- CAMBRIDGE KET, PET, FCE E CAE ESAMINATORE
- CAMBRIDGE YL ESAMINATORE (STARTERS, MOVERS E FLYERS)

ACCADEMICO CONSIGLIERE:

- 10 SETTIMANE DI CORSO IN COUNSELLING SKILLS DI BASE (ACCREDITATO DAL STANDARDS COMPETENZE E CONSIGLIO DI ACCREDITAMENTO DI WA), PERTH, AUSTRALIA OCCIDENTALE

COME COLLEGAMENTO STUDENT COORDINATORE PRESSO IL BRITISH COUNCIL, HO LINEA GESTITA 4 MEMBRI DEL PERSONALE (3 INSEGNANTI E 1 LIBRARIAN). HO LAVORATO CON IL SENIOR MANAGEMENT DI DEFINIRE E ATTUARE POLITICHE E PROCEDURE PER LA CONSULENZA IN CLASSE DELLO STUDENTE UNIVERSITARIO. HO GESTITO PROGETTI PER SVILUPPARE MATERIALI SUPPLEMENTARI PER GLI STUDENTI A SUPPORTO E INCORAGGIARE AUTONOMIA DELLO STUDENTE.

COME UNO DEI PROPRIETARI E DIRETTORI DI SWAN INTERNATIONAL LANGUAGE ACADEMY, SONO STATO CORRESPONSABILE PER STABILIRE L'ACCADEMIA. CIÒ HA COMPORTATO IL PROCESSO DI REGISTRAZIONE CON IL DIPARTIMENTO DI EDUCATION SERVICES (DES) E L'ACCREDITAMENTO CON L'INGLESE NATIONAL ACCREDITATION SCHEME (NEAS). UNA VOLTA CHE L'ACCADEMIA ERA OPERATIVO SONO STATO COINVOLTO IN UN TEMPO PIENO DI CAPACITÀ DI ASSISTENTE AL DIRETTORE DI STUDI [Descrivere tali competenze e indicare dove sono state acquisite.]

BUONA CONOSCENZA DI WORD E DI EXCEL SOFTWARE

CAPACITÀ E COMPETENZE [

ARTISTICHE

Musica, scrittura, disegno ecc.

ALTRE CAPACITÀ E COMPETENZE

*Competenze non precedentemente
indicate.*

B patente di guida

PATENTE O PATENTI

ULTERIORI INFORMAZIONI

[Inserire qui ogni altra informazione pertinente, ad esempio persone di riferimento, referenze ecc.]

ALLEGATI

[Se del caso, enumerare gli allegati al CV.]



CHRISTINE ANN HIGGINBOTHAM

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Italia

Mobile: +39 389 2058002

Email: christinehigg50@gmail.com

DELTA qualified teacher/teacher trainer with 15 years' experience
Primary school teacher with 12 years' experience

QUALIFICATIONS

- **Trinity College Licentiate Diploma (TESOL)**, Languages, Training and Development Ltd, Witney, UK 2007
- **Bachelor of Education (TESOL)**, Edith Cowan University, Perth, Western Australia, 1996
- **Cambridge/RSA Certificate in Teaching English as a Foreign Language**, St Mark's International College, Perth, Western Australia, 1996
- **Diploma of Teaching**, Edith Cowan University, Perth, Western Australia, 1983

PROFESSIONAL ACHIEVEMENTS

Teacher Trainer:

- CELTA Main Course Trainer
- ICALT Assistant Course Trainer
- DELTA Local Course Tutor
- Approved Postgraduate Certificate in TESOL Practicum Supervisor and Assessor, Macquarie University, NSW, Australia

Examiner:

- 6 years' experience IELTS examiner – Speaking and Writing
- Cambridge KET, PET, FCE and CAE examiner
- Cambridge YL examiner (Starters, Movers and Flyers)

Academic Counsellor:

- 10 week course in Basic Counselling Skills (Accredited by the Skills Standards and Accreditation Board of WA), Perth, W. Australia

RECENT CAREER HISTORY

Enterprise based English Language Teacher, Reggio Emilia, Italy September 2012 - present
Key Responsibilities:
Teaching Business English and General English, in company, to employees Designing individualised one – one programmes for bank managers IELTS examining for British Council, Milan

Student Liaison Co-ordinator, British Council, KL, Malaysia July 2008- July 2012

Key Responsibilities:	Key Achievements:
Student Counselling (50%) Providing academic counselling for students Conducting learner training workshops for students Providing support for teachers in promoting learner autonomy via training sessions Line Managing 3 teachers Teacher recruitment Teaching/Training Responsibilities: (50%) Main Course Trainer – CELTA courses Teaching General English, IELTS preparation and Business English classes Teaching Young Learner classes (6 years – 15 years) Mentoring new CELTA graduate in running Speaking Clubs and Grammar Awareness workshops for students IELTS Speaking and Writing examining	Developed the role of Student Liaison Co-ordinator from inception into a successful component of the Adult Product, offering individual study paths and self study techniques for students Worked with senior management to devise and implement policy and procedures to support teachers with 'in-class counselling'- as a result, all students now receive counselling assessment twice a term (10 week terms) Initiated and managed a project to develop 10 self study spelling worksheets to address the needs of our Arabic learners who struggle with spelling/sound relationships

English Language Teacher, British Council, Colombo, Sri Lanka January 2005- July 2008
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Key Responsibilities:	Key Achievements:
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Teaching/Teacher Training: Teaching General English and FCE preparation classes Teaching Young Learner classes (Primaries, Juniors, Seniors and Teens) Delivering TKT workshops (Cambridge Teaching Knowledge Test) to local teachers Conducting workshops for the Sri Lankan Military as part of the Military Communication Skills project. Examining: Cambridge YL examining (Starters, Movers and Flyers) Cambridge KET, PET, FCE and CAE examining IELTS Speaking and Writing examining Conducting one day IELTS workshops	Worked collaboratively within a team to design and implement YL assessment, based on 'Can Do' statements for all YL levels (ages 5 -16 years) Developed the centre's FCE syllabus to better meet the needs of Sri Lankan learners Collaborated with two Sri- Lankan military trainers to devise a series of workshops to prepare military officers about to undertake English Masters course
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Director, Swan International Language Academy, Perth, W .Australia
July 1999 – December 2004

As one of the owners and directors of Swan International Language Academy, I was jointly responsible for establishing the academy. This involved the process of registration with the Department of Education Services (DES) and accreditation with the National English Accreditation Scheme (NEAS). Once the academy was operational I was involved in a full-time capacity as Assistant Director of Studies

Key Responsibilities:	Key Achievements:
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Interviewing, recruiting and inducting new staff Conducting staff professional development (observation and feedback) Testing and placement of students Developing 10-week course outlines Evaluating and modifying courses Moderation of end-of-course tests Monitoring student progress and attendance and counselling where necessary Providing students with advice and counsel with respect to their course, academic choices, student and/or personal issues. Liaising with staff on student welfare Attending monthly CISWA (Council of International Students of Western Australia) meetings Liaising with regulatory organisations (DES, NEAS) Implementing academy policies Liaising with agents re recruiting of students and promotion of courses Teaching General English, FCE and IELTS exam preparation as required	Curriculum Design of the following courses: (all accredited by NEAS) • General English (levels Elementary to Upper Intermediate) • IELTS Test Preparation, • Cambridge First Certificate in English Course (FCE) • Preliminary English Test (PET) • Conversational English • English for Hospitality • Foundation Business English Worked closely with recruitment agents to research market opportunities– this resulted in the development of a 'pronunciation' course tailored for Japanese learners Successfully tendered for a contract with Curtin University to design and administer WELL (Workplace English Language and Literacy) surveys and deliver relevant training for 3 mining companies in Western Australia. This was a government based initiative to provide language and literacy skills in the workplace Became an approved Postgraduate Certificate in TESOL Practicum Supervisor and Assessor for Macquarie University, NSW, Australia
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PREVIOUS CAREER HISTORY

WELL (Workplace English Language and Literacy) Enterprise Based Teacher,

Providing training for Anglican Homes aged care workers
 South Metropolitan College of TAFE, Fremantle, W. Australia
 January 1999- July 1999

English Teacher and Hospitality Lecturer,

South East Metropolitan College of TAFE, *Bentley*, W. Australia
 April 1996 to December 1998

Primary Teacher

Worked as primary school teacher in Australia and UK
1983 – 1995

REFEREES

Clare Walker

Deputy Director Programmes, British Council, Kuala Lumpur, Malaysia

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