

Paul Sutton, Cert SLPS (Open)  
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**SKILLS:**

- 5+ years experience within an after school club setting
- Experience working with children in other settings
- Knowledge of Food Hygiene
- Knowledge of Child protection
- Knowledge of ICT

**TRAINING:**

November 2011 to Present – NVQ Level 2 Award Playwork – Clearview training.  
27th October 2011 – Essential First Aid (all ages) St John Ambulance (3 hours)  
23<sup>rd</sup>/24<sup>th</sup> July 2011 – RFU Entry Level Rugby Referee Award – QCF Level 2  
23<sup>rd</sup> May 2011 – Safer Working Practices v2 – Virtual College  
4<sup>th</sup> April 2011 – Level 1 Food Safety and Hygiene – Virtual College  
21<sup>st</sup> March 2011 – Health and safety in the workplace – Virtual College  
4<sup>th</sup> October 2010 – Introduction to Child Protection (Torbay Council)  
10<sup>th</sup> June 2009 – Active Club Training - workshop  
28<sup>th</sup> April 2009 – Promoting Positive behaviour - workshop  
22<sup>nd</sup> October 2008 – NCFE Volunteering – Level 2 (6 week course) - Pass  
29<sup>th</sup> September 2008 – Mini Tag and Tag Rugby Coaching Course – RFU  
November 2007 – Preston Primary School – First Aid (Appointed person) - Pass  
February 2000: Dartington Tech – IBT2  
February 1999: South Devon College - CLAIT

**EDUCATION:**

Open University 2005 – Present  
Completed Qualifications  
July 2010 - Certificate in Supporting learning in Primary schools. (c60) – Level 4  
Working towards a Certificate in Contemporary Science (c70) – Level 4  
  
Coventry Technical College  
1994 First Diploma Electronic engineering.  
1993 Certificate of achievement in science.  
1992 Certificate in Pre-vocational Education  
Finham Park Comprehensive 1986 – 1992

**EMPLOYMENT PRESENT:**

12th Feb 2007 – Present – Play worker – Priory Primary School, Torquay.  
June 2007 – Present - St Margaret's School after school club, Torquay – Bank staff.

**EMPLOYMENT PREVIOUS:**

19<sup>th</sup> March 2010 – Present – Disability focus – Support role to a young person.  
26 November 2009 – Present – Hays Specialist Recruitment - Teaching assistant / exam invigilator.  
  
25th June 2007 to 23rd May 2008 – Mealtime Assistant, Preston Primary School.

29th June 2006 – 6th Oct 2006: Service Team, Moorelands Community Services, 250 Merton Street, Toronto, Ontario, M4S 1B1, Canada, TEL: (416) 466 9987

Summer Wilderness camp, Kawagama Lake, Dorset, ON, Canada

- Responsible for cleaning and attending to maintenance requests plus other duties as required by the camp
- Working as part of a team and independently
- Earned Citizenship award for showing very good attitude towards the job

9th Oct-00 – 5th May 06: Lunch time assistant: Paignton College, Waterleat Rd, Paignton, TQ3 3WA, UK. +44 (0)1803 403 005

- Supervising students during Lunch period, including set up / clear way
- Demonstrated ability to work under pressure

Summer 2003: Rugby Coaching: Sure Start summer holiday Club, Paignton, UK

Autumn 2000: After School Club Assistant: Hayes Day Nursery, Paignton, UK

1998: IT Assistant / Mealtime Assistant: Abbey School, Torquay.

1997 - 1998: Mealtime Assistant / IT Assistant: Cockington Primary School, Torquay.

### **GAPS IN EMPLOYMENT:**

December 06 – February 07 – Looking for work upon return from Canada.

May 06 – December 2006 – Participating on Work Canada arranged through BUNAC.

1994 – 1997 – Looking for work. Moved to Devon in 1995

### **VOLUNTEER WORK:**

20/2/12 – Present – Volunteer youth support worker – Torbay Council

Sept-2000 – Present – Paignton Rugby Club, Queens Park, Paignton.

- September 2010 – present : First team kit manager – Responsible for kit, and equipment for first XV. Home and away match days and midweek training sessions.
- Still partly involved with Juniors but on a much reduced capacity at present.
- 2000 – 2010 Involved with coaching under 7's tag rugby  
May 2006 to December 2006 – Took time out for Work Canada.

1/5/10 – July 2010 – Shiphay Primary School – Volunteer Play leader

20/5/10 – Brixham Community College – Assisting with schools rugby festival.

21/5/09 – Brixham Community College – Assisting with schools rugby festival.

1/9/08 2008 - Hand in Hand volunteer (early intervention) Service – School projects.

Worked with children to develop the underpinning qualities and skills that help promote positive behaviour and effective learning. Getting on with other people in a group setting.

30<sup>th</sup> July 2007: Play worker - Torbay Special needs Play scheme

13th July-2000 – July 2002: Volunteer Teaching Assistant: Hayes School. Paignton UK

- Helped with Physical Ed, Design & Technology, Information Technology lessons.  
administration IT Tasks, Laminating, photocopying, and display creation

3rd Nov-1999 - 18-Feb-2000: IT Training Assistant: Dartington Tech (training organization), Paignton, UK

- Working with unemployed older adults (50+)
- Helping to teach word processing skills

### **MEMBERSHIPS:**

- 2010 – Open University Alumni Association
- 2010 – UK TeX User group