

Paul Sutton,
e-mail: zleap@zleap.net URL: <http://www.zleap.net>

SKILLS:

- Teamwork
- Good rapport with children and young people
- Excellent ICT skills
- Rugby coaching and session planning skills
- Experience working with children.

TRAINING:

10th June 2009 – Active Club Training
28th April 2009 – Promoting Positive behaviour - Completed
22nd October 2008 – NCFE Volunteering – Level 2 (6 week course) - Pass
29th September 2008 – Mini Tag and Tag Rugby Coaching Course - RFU
July / August 2008 – UK virtual college – Awareness of child abuse (core) – Pass
July 2008 – UK Virtual College – Foundation Food Hygiene – Pass
November 2007 – Preston Primary School – First Aid (Appointed person) - Pass
3rd September 2007: Preston Primary School, Child Protection. - Completed
May 2003: Rugby Football Union – Tag Rugby
February 2000: Dartington Tech – IBT2
February 1999: South Devon College - CLAIT

EDUCATION:

Open University 2005 – Studying for personal and professional development.
Current course: October 2009 – E111: Supporting learning In primary schools.
Linked to Certificate in Supporting learning in Primary schools. (c60)

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 HISTORY:

26 November 2009 – Present – Hays Specialist Recruitment
Various Assignments undertaken: Teaching assistant, in Nursery / Reception class
12th Feb 2007 – Present – Play worker – Priory Primary School, Torquay
June 2007 – Present - St Margaret's School after school club, Torquay – Bank staff.
25th June 2007 to 23rd May 2008 – Mealtime Assistant, Preston Primary School

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

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 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 up to 600+ children aged 11 – 16
- Demonstrated ability to work under pressure and when understaffed.

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

VOLUNTEER WORK:

21/5/09 – Brixham community college – Assisting with rugby festival.

1/9/08 2008 - Present: Hand in Hand Mentoring Service – School projects.

Aims

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

Work included:-

9/5/09 for 8 weeks – Ellacombe School project, Ellacombe school.

24/4/09 to 19/6/09 – Cockington School project, Cockington School

27/1/09 for 8 weeks – Ellacombe School Project, Ellacombe School.

23/9/08 for 8 weeks : Ellacombe School Project, Ellacombe School.

30th July 2007: Play worker - Torbay Special needs Play scheme

Sept-2000 – May 2006: December 2006 - Present: Paignton RFC – Duties currently include

- Coaching Under 7's Tag Rugby team
- Responsible for buying and preparation of oranges for first team home games
- Assisting in other areas as directed
- Take photos of senior teams.

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

CRB ENHANCED DISCLOSURE : Yes

References available upon request