

Paul Sutton,
e-mail: zleap@zleap.net URL

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.

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 Nov 2009 – Present – Hays Education
Jobs – Teaching assistant – Nursery / Reception Class
Exam Invigilator

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 – 3 sessions over the summer.

September 2000 -: After School Club Assistant: Hayes Day Nursery, Paignton, UK – Started work at Paignton College so left.

December 1998 – July 2000 Not working. - Started volunteering at Hayes.

September to December 1998: IT Assistant / Mealtime Assistant: Abbey School, Torquay.

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

During this time I also Signed up to CLAIT, this was awarded Feb 1998

1994 to 1997 – Not working, I moved to South Devon in 1995

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 /1998 - 01/1999 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
- Obtained IBT 2 as part of this, (under new deal)

August 1999 - 3rd November 1999 (new deal) at Robert Owen foundation, I requested a transfer due to them expecting me to teach people with no idea how, and the fact I was teaching software I was not fully familiar with.

This was administered by Dartington Tech anyway so placement transfers were easy.

CRB ENHANCED DISCLOSURE :
References available upon request