

Cherifa Fadela Tounsi

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Summary

I am a skillful and experienced professional and I am currently working in a primary school as a Teaching Learning Assistant. I enjoy sharing my knowledge with individuals and supporting their learning. I have great interpersonal skills and relate well to both adults and children. I am professional, patient and a very good listener. In my previous role as a Volunteer English Second Language Teacher with TimeBank charity, I really enjoyed the experience and learned some teaching skills such as preparing classes and adapting lessons as necessary. I also learned to incorporate role play during the classes which increased students' confidence and ability to communicate in real-life settings. I would like now to utilize those skills as well as my passion for teaching and undertake a new challenge as an ESL teacher. I am searching for a position based in Saudi Arabia.

Experience



Teaching Learning Assistant (French speaking)

Sep 2018 - Present

Hotham Primary School

- Providing one-to-one support to pupils with SEN during numeracy and literacy lessons.
- Implementing behavior management strategies to help the pupil engaging in learning.
- Supporting the teacher in managing challenging pupil behavior and promoting positive behavior.
- Leading guided reading sessions for a small group of children.
- Guiding and monitoring pupil progress; providing feedback to the teacher.
- Planning and delivering a weekly intervention program to improve children's fine motor and handwriting skills.
- Carrying out administrative duties, such as preparing classroom resources, sticking and marking homework.
- Supporting the social and emotional development of pupils and, when necessary, leading intervention strategies and seeks support from appropriate colleagues.
- Looking after pupils who have had accidents, need help dressing or are upset.



Volunteer English Second Language Teacher

Dec 2017 - Mar 2018

TimeBank

- Leading classes of 15 adults with little or no functional English language.
- Teaching learners using a specially designed functional English course, adapting it as necessary to the particular requirements of the class.
- Helping students mastering the vocabulary and sentences fundamental for day-to-day living.
- Incorporating 'role-play', which increased students' confidence and ability to express themselves in real-life situations.
- Sending weekly registers to the Project Coordinator and providing short updates on how the classes are going.



Independent Travel

May 2017 - Aug 2017

Algeria

- Teaching French to Algerian pupils during private sessions.
- Planning creative and fun lessons tailored to the specific needs and level of learners.



Career Break

Jan 2015 - Feb 2017

Taking care of a sick relative



Independent Travel

Jul 2013 - Oct 2013

Canada



Bilingual Receptionist French-English

Feb 2011 - Jun 2013

ISS France

- Displaying attention, patience, diplomacy and politeness when dealing with visitors inquiries - projecting a positive professional image of my organisation.
- Communicating effectively both in French and in English with a wide range of customers and colleagues by showing interest, carefully listening to needs and appropriately adjusting my message.
- Significantly improving teamwork skills by training and supervising new employees, performing my role to a high level and supporting colleagues.



Bilingual Customer Service Representative

Aug 2008 - Mar 2010

goFLUENT

- Encouraging and convincing reluctant learners to pursue their English training on line, by listening empathically while maintaining company policy.
- Effectively collaborating with the team of trainers by sharing customer feedback.
- Writing clear and concise reports in English to share learners' needs and feedback, as well as actions taken.



Receptionist

Mar 2005 - Jun 2007

International Students House

- Making a good first impression, welcoming and greeting students, visitors and staff with great courtesy.
- Successfully managing a busy reception desk, answering phone calls and providing information on resort's amenities, facilities and charges.
- Ensuring a premium service to the public by communicating with housekeeping and maintenance staff.

Education



Ecole Nationale de Commerce de Bessières

1997 - 1999

HND, Secretarial studies with Foreign Languages (English, German and Arabic)



Lycée Louise-Michel

1993 - 1996

4 A-Levels , French Language, French Literature, Foreign Languages and Philosophy

Skills



Teaching • English as a Second Language (ESL) • Interpersonal Skills • Patience • Creativity • Organisation • Leadership • Flexibility • Self-confidence