

CURRICULUM VITAE

(Richard John Smith)

CONTACT DETAILS	OTHER DETAILS
<ul style="list-style-type: none"> ➤ rjsleeds@yahoo.co.uk ➤ richardsmith56@hotmail.com 	<ul style="list-style-type: none"> ➤ Date & place of birth: 3/5/1956, Leeds ➤ Date of marriage: 23/6/1979 ➤ Children: 4 (1 girl, 3 boys) ➤ I am a non-smoker
WORK EXPERIENCE	TEACHING EXPERIENCE
<ol style="list-style-type: none"> 1. Administration 2. Credit Control 3. Customer service 4. Data gathering, processing & interpreting 5. Designing my own business 'ads' for trade directories 6. Diagnosing student problems 7. Interviewing & listening skills 8. Market analysis & research into consumer & industrial products 9. Planning & designing practical interactive courses 10. Public speaking 11. Reception duties 12. Report writing in a wide variety of subject areas 13. Volunteer hospital visiting (January 1985 - March 2005) 14. Staff supervision 15. Stock control & general warehouse work 16. Teaching: Business skills, Economics, English, History, Psychology, Sociology & Theology at GCSE to MA level. (Students from Afro-Caribbean, Arab, Asian, Chinese, European, Jewish, Latin American & Russian backgrounds.) 17. Use of ICT packages i.e. <ul style="list-style-type: none"> ➤ Word ➤ Excel ➤ Data Base ➤ Graphs ➤ Aldus Desk Top Publication ➤ PowerPoint ➤ P-touch Label Maker ➤ Primo PDF Converter ➤ Smart Boards (on a sporadic basis) 	<ol style="list-style-type: none"> 1. Applying official guidelines & codes of conduct 2. Assessment of NVQs 3. Choosing & implementing clear learning goals 4. Classroom administration 5. Creating & monitoring of small groups 6. Designing & using a range of classroom material 7. Employing ICT in designing literature & teaching aids 8. Exam invigilation (& participation in meetings with external examiners) 9. Exploring exam case studies 10. Interacting with students from different backgrounds 11. Involvement in parent-teacher meetings 12. Liaising with colleagues 13. Ordering & checking material from educational suppliers 14. Responding effectively to management decisions 15. Supervising students' work & their ICT competence 16. Teaching (in a highly differentiated manner): Business Studies, History, Sociology & Study Skills at Further Education College, Community-based environments & two local government Resource Centres (where participants have profound disabilities) 17. Tutoring on a private basis: - <ul style="list-style-type: none"> ➤ Business Studies & Economics ➤ Creative Writing ➤ English (including Business English & English as an additional language) ➤ History ➤ Politics ➤ Psychology ➤ Religious Studies ➤ Sociology
DISTINCT SKILLS	
<ol style="list-style-type: none"> 1. Using ICT in devising teaching aids & in conducting research 2. Using a variety of teaching methods, i.e. a formal didactic approach, informal group work & role play 3. Experience in teaching students from a broad range of cultural & faith backgrounds 4. An aptitude for handling controversial subjects, i.e. Muslim & Hindu relations in tenth century India 5. An unusual combination of subject areas, i.e. Ancient History & Modern Politics 	
CURRENT EMPLOYMENT (Since October 1990)	
<ul style="list-style-type: none"> ➤ Private Tuition & Community Teaching, on an individual & group basis ➤ Some group & freelance research work, including business consultancy 	
MOST RECENT ACHIEVEMENTS	
<ul style="list-style-type: none"> ➤ The successful completion of a long Family History (covering 1778 - 2003) resulting in lectures to various Family History Societies in West Yorkshire ➤ Giving a power point lecture on 'The Life & Loves of Dr Berkeley Moynihan' for 'The Yorkshire Medical & Dental History Society,' (7/2008) ➤ Giving innumerable readings of my own poetry since 10/2007 & conducting a poetry workshop for Leeds Community Arts (March 2009) ➤ Participating in the Headingley & Ilkley Literary Festivals (3/2008, 10/2008 & 3/2009) 	

ACADEMIC QUALIFICATIONS

- B.Sc. HONS, 2.2 Applied Sociology (Newcastle-Upon- Tyne Polytechnic, 7/1979)
- Diploma in Marketing (Leeds Polytechnic, 6/1988)
- 730 Diploma in Adult Education, City & Guilds (Leeds Polytechnic, 5/1989)
- Diploma in Management Studies (Leeds Business School, 6/1990)
- Diploma in Theology (London Bible College, 4/1997)
- Post Graduate Certificate in Education – Secondary (Leeds University, 7/1998)

VOCATIONAL QUALIFICATIONS

- D32/33 Trainee Assessors Awards (SJJ Consultants Ltd, 10/1997)
- RSA Computer Literacy & Information Technology, Stage I & II (Park Lane College, 4/1999)
- Certificate in Business Presentation using Microsoft PowerPoint (Park Lane College, 5/2000)
- City & Guilds Certificate in Web Page Design, Level 2, (Leeds College of Technology, 8/2001)
- Workplace Language & Numeracy Training ('The Network' at Lancaster University, 7/2006)

RELEVANT TRAINING

1. Case study analysis
2. Classroom management
3. Communications
4. Corporate management
5. Data analysis
6. Design management
7. Document analysis
8. Education administration
9. Effective management & control
10. Information management
11. Marketing theory & practice
12. Marking students' work
13. NVQ Assessment
14. Personnel management
15. Project management
16. Report writing
17. Resource management
18. Statistical analysis
19. Teaching in a College
20. Teaching theory & methods
21. Theology & Religious Studies
22. Web Page Design & Desk Top Publishing

SUBJECT AREAS TAUGHT

1. Assignment, examination & study skills
2. GCSE to MA/MSC Business Studies & Marketing
3. Advanced to Degree level Economics
4. Effective Self-Management
5. Effective People-Management
6. Financial Management
7. GCSE & Advanced Level English & Creative Writing
8. GCSE to MA History
9. GCSE ICT
10. Internet Skills
11. Interpreting Documents, i.e. Old Parish Records
12. Local & Family History
13. Personal & Corporate Communication
14. Advanced to Degree Level Politics
15. Advanced to Degree Level Psychology
16. GCSE to Degree Level Religious Studies
17. GCSE to MA/MSC Research Methods
18. Setting up a Business
19. GCSE to MA/MSC Social & Economic History
20. GCSE to MA/MSC Sociology & Social Policy
21. Study skills
22. The Philosophy of History

CONTRACT WORK

- W.E.A (Workers' Education Association), 11/2005 onwards, teaching '*Local History,*' '*The History of Great Yorkshire Lives,*' '*The History of the Middle East,*' '*The Roman Empire*' & '*Western Civilization.*'
- Cendant Mobility, Intercultural Services, English Language & Culture, (3/2005 – 10/2006)
- Harrogate College, Business Studies & Planning, (11/2004 – 5/2005)
- Leeds Tutorial College Ltd, (11/1991 – 7/2001)
- Various Leeds-based Private Tuition Agencies, (from 10/1990 onwards)
- A Manchester-based Tuition Agency, (9/2001- 5/2007)
- Pudsey Adult Education Centre, GCSE Business Studies, (9/1989 – 6/1990)
- Beeston & Holbeck Centre, Setting Up A Business, (9/1988 – 12/1988)
- Park Lane College on block teaching practice, (10/1997 – 4/1998)
- At Park Lane Crossgates Centre, teaching GCSE Sociology (1/1998 – 3/1998)
- Saltaire College, BTEC Business Distribution & Customer Relations, (10/1987 – 12/1987)

PERSONAL INTERESTS

- Book reading on a wide range of topics
- Swimming & walking
- Giving poetry recitals

REFERENCES & OFFICIAL DETAILS

- Will be supplied upon request at any interview
- DfEE reference no: RP97/45732
- National insurance no: YZ/95/06/54/A

WEBSITES

Family History Website: www.geocities.com/smithfamilyhistory
 Study Aids & Poetry Sample Website: www.rjs-tutor.co.uk

PUBLISHED MATERIAL

Smith Richard (4/2009) By Popular Request: Poems on '*This*' or '*That,*' Lulu Publishing – available on private request