

# CURRICULUM VITAE

(Richard Smith)

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CONTACT DETAILS	OTHER DETAILS
<ul style="list-style-type: none"><li>➤ <b>Omitted for security reasons</b></li><li>➤</li><li>➤</li><li>➤</li></ul>	<ul style="list-style-type: none"><li>➤ Year of birth: 1956</li><li>➤ Date of marriage: 1979</li><li>➤ Children: 4 (1 girl, 3 boys)</li><li>➤ I am a non-smoker</li></ul>
WORK EXPERIENCE	TEACHING EXPERIENCE
<ol style="list-style-type: none"><li>1. Administration</li><li>2. Credit Control</li><li>3. Customer service</li><li>4. Data gathering, processing &amp; interpreting</li><li>5. Designing my own business 'ads' for trade directories</li><li>6. Diagnosing student problems</li><li>7. Interviewing &amp; listening skills</li><li>8. Market analysis &amp; research into consumer &amp; industrial products</li><li>9. Planning &amp; designing practical interactive courses</li><li>10. Public speaking</li><li>11. Reception duties</li><li>12. Report writing in a wide variety of subject areas</li><li>13. Volunteer hospital visiting (January 1985 - March 2005)</li><li>14. Staff supervision</li><li>15. Stock control &amp; general warehouse work</li><li>16. Teaching: Business skills, Economics, English, History, Psychology, Sociology &amp; Theology at GCSE to MA level. (Students from Afro-Caribbean, Arab, Asian, Chinese, European, Jewish, Latin American &amp; Russian backgrounds.)</li><li>17. Use of ICT packages i.e.<ul style="list-style-type: none"><li>➤ Word</li><li>➤ Excel</li><li>➤ Data Base</li><li>➤ Graphs</li><li>➤ Aldus Desk Top Publication</li><li>➤ PowerPoint</li><li>➤ P-touch Label Maker</li><li>➤ Primo PDF Converter</li><li>➤ Smart Boards (on a sporadic basis)</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. Applying official guidelines &amp; codes of conduct</li><li>2. Assessment of NVQs</li><li>3. Choosing &amp; implementing clear learning goals</li><li>4. Classroom administration</li><li>5. Creating &amp; monitoring of small groups</li><li>6. Designing &amp; using a range of classroom material</li><li>7. Employing ICT in designing literature &amp; teaching aids</li><li>8. Exam invigilation (&amp; participation in meetings with external examiners)</li><li>9. Exploring exam case studies</li><li>10. Interacting with students from different backgrounds</li><li>11. Involvement in parent-teacher meetings</li><li>12. Liaising with colleagues</li><li>13. Ordering &amp; checking material from educational suppliers</li><li>14. Responding effectively to management decisions</li><li>15. Supervising students' work &amp; their ICT competence</li><li>16. Teaching (in a highly differentiated manner): Business Studies, History, Sociology &amp; Study Skills at Further Education College, Community-based environments &amp; two local government Resource Centres (where participants have profound disabilities)</li><li>17. Tutoring on a private basis: -<ul style="list-style-type: none"><li>➤ Business Studies &amp; Economics</li><li>➤ Creative Writing</li><li>➤ English (including Business English &amp; English as an additional language)</li><li>➤ History</li><li>➤ Politics</li><li>➤ Psychology</li><li>➤ Religious Studies</li><li>➤ Sociology</li></ul></li></ol>
DISTINCT SKILLS	
<ol style="list-style-type: none"><li>1. Using ICT in devising teaching aids &amp; in conducting research</li><li>2. Using a variety of teaching methods, i.e. a formal didactic approach, informal group work &amp; role play</li><li>3. Experience in teaching students from a broad range of cultural &amp; faith backgrounds</li><li>4. An aptitude for handling controversial subjects, i.e. Muslim &amp; Hindu relations in tenth century India</li><li>5. An unusual combination of subject areas, i.e. Ancient History &amp; Modern Politics</li></ol>	
CURRENT EMPLOYMENT (Since October 1990)	
<ul style="list-style-type: none"><li>➤ Private Tuition &amp; Community Teaching, on an individual &amp; group basis</li><li>➤ Some group &amp; freelance research work, including business consultancy</li></ul>	
MOST RECENT ACHIEVEMENTS	
<ul style="list-style-type: none"><li>➤ The successful completion of a long Family History (covering 1778 - 2003) resulting in lectures to various Family History Societies in West Yorkshire</li><li>➤ Giving a power point lecture on 'The Life &amp; Loves of Dr Berkeley Moynihan' for 'The Yorkshire Medical &amp; Dental History Society,' (7/2008)</li><li>➤ Giving innumerable readings of my own poetry since 10/2007 &amp; conducting a poetry workshop for Leeds Community Arts (March 2009)</li><li>➤ Participating in the Headingley &amp; Ilkley Literary Festivals (3/2008, 10/2008, 3/2009, 10/2009, 3/2010 &amp; 10/2010)</li></ul>	

## 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' 'The Rise of Western Civilization'* and *'The Origins of Monotheism.'*
- 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 (I'm a published poet)

### REFERENCES & OFFICIAL DETAILS

- Will be supplied upon request at any interview
- **Omitted for security reasons**
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### WEBSITES

Study Aids & Poetry Sample Website: [www.rjs-tutor.co.uk](http://www.rjs-tutor.co.uk)

### PUBLISHED MATERIAL

Smith Richard (4/2009) At 47: Poems on *'This'* or *'That,'* Lulu Publishing – available on private request