

Elizabeth Dickie

Email: dickie.elizabeth@gmail.com Telephone: +447763240283

Nationality: British Availability: Immediate start

Organised, creative and motivated education specialist seeking third sector roles.

Unique intersection of technology and educational experience, wide range of proven organisational and project management skills, advanced digital skills and first rate communication skills.

Passionate inclusivity advocate with expertise in digital education.

Flexible, diligent and professional.

Relevant Professional Experience

Tech for Education – online teaching and tech support

Roles held:

- **August 2021 – present**
Taunggyi Youth Centre,
Myanmar

Volunteer Online IELTS Curriculum co-ordinator and teacher
- **August 2015 – June 2021**
Myanmar International
School Yangon

Year 2 Class Teacher

- **March 2020 – June 2021**
Online Teaching

Skills and Responsibilities:

- **Planning, designing and delivering online lessons** in line with relevant curricula. Adapting materials for online use.
- **Digital fluency:** Experience with a variety of online learning platforms, both as user and admin, such as G Suite for Education, Google Sites, Zoom, etc.
- **Technical Support** for parents, students and colleagues on using and adapting to new platforms. Balancing this with my busy teaching role. Assisting school Google Administrator with system admin.
- **Coaching and Mentoring** local colleagues with very little computer knowledge to use technology effectively to teach and support learning online.
- **Desktop publishing, educational content creation:** Advanced user of MS Office and Google suites to design and produce educational materials; Google Sites; planning documents and data trackers; parent letters, notices and newsletters; video lessons; interactive materials.
- **Online Events Planning and Management** Adapting, planning and delivering whole-school special events online:
 - Book Week committee leader
 - International Week committee member
 - Designing and administering Google Sites and accompanying drives to support the events.
- **Research and sector knowledge:** Keeping current with educational tech and platforms, identifying and reviewing services and products, training and supporting parents, students and colleagues.
- **Tracking and evaluating** worked with Head of Primary to create and administer secure drive and tracking watchlist for students with additional needs

Software Development Sector - Technical Author

June 2008 - July 2013

Thomson Reuters Elite
(formerly Pilgrim Systems plc)

Technical Author

- **Planning, writing, and editing user documentation** for practice management software for law firms.
 - **Managing documentation archives**, resolving documentation queries from staff and customers
 - **Gathering technical information and 'translating' to plain English** from developers and project managers.
 - **Agile SCRUM model: Daily project and time management**, rapidly changing priorities, managing own workload within small project teams
- Additional responsibilities:** editing staff newsletter, first aider, fire warden, social / charity events organiser, representing colleagues at merger discussions.

Other Professional Experience

Primary Class Teacher and EAL Teacher

Roles held:

- **August 2015 – June 2021**
Myanmar International School
Yangon
 - **August 2019 – June 2021**
Year 2 Class Teacher
 - **August 2017 – July 2018**
EAL / Learning Support Teacher
 - **August 2015 – July 2017**
Year 4 Class Teacher
- **June 2014 – April 2015**
Brainworks Total School, Taunggyi,
Myanmar
P1 Homeroom Teacher
- **July 2013 – June 2014:**
Various ESL Teaching Roles
 - **January 2014 – June 2014**
We Women, Chiang Mai,
Thailand. Volunteer English
teacher
 - **October 2013 – June 2014**
CEC Language School and
Chiang Mai Vocational College,
Chiang Mai, Thailand
English Teacher
 - **July 2013 – Sept 2013**
TLI School of English and Kaplan
International College, Edinburgh
English Teacher

Key Skills and Responsibilities:

- **Literacy expertise, delivering training:** focus on reading and writing, advising on and **drafting Literacy policy document and training staff.**
- **Time, task and project management, risk assessment and budgeting:** planning, teaching and assessing core subjects, developing Year 2 curriculum, unit plans and weekly plans, leading educational visits.
- **Research and sector knowledge:** Keeping current with changing regulations, recommendations, latest techniques and strategies and current affairs.
- **Interpersonal skills, client focus, delivering presentations, social media content:** Communicating with parents via school social media, formal parent meetings, coffee morning presentations
- **Bespoke client work:** One-to-one tuition in Business English, IELTS, IGCSE and KS2 reading; tailored to client needs, **specialising in reading, academic writing and research skills.**
- **Continuous professional development:** Achieved QTS via Assessment only route while working full time. Attended various training courses live and online.
- **Additional responsibilities: Leadership, teamwork and enthusiasm:** Leading Book Week committee, facilitating Battle of the Books competition and Junior Student Council, delivering English lessons for local staff, attending First Aid training, working on International Week committee, and Curriculum development in Phonics, Literacy and Maths.

Master of Science – Academic Writing and Research Design

September 2018 – August 2019

MSc Linguistics

University of Edinburgh

- **Researching and writing a variety of academic texts** ranging from standard essays, research designs, literature reviews, data analyses and critical assessments.
- **Project management: Designing and conducting original research** in line with the University's ethics guidelines, leading a team research project
- **Organisation, time and task management:** working to tight deadlines, planning and administering research projects, leading a small research group.
- **Delivering presentations** of research to peers and tutors.

Education & Qualifications

Qualified Teacher Status	January – April 2020, TES Institute. TES Assessment Only route, English QTS.
MSc Linguistics	September 2018 – August 2019 University of Edinburgh: Passed with Merit.
Cambridge CELTA	July 2013 – August 2013, Basil Paterson College, Edinburgh. Passed – Grade B
MA English Language and Philosophy	September 2004 to June 2008, University of Edinburgh. 1st Class Honours
4 A-Levels, 2 AS Levels, 12 GCSEs A* - C	A Level English Lang and Lit (A), Psychology (A), Classical Civilisations (B), General Studies (B), AS Levels: Critical Thinking (B), Archaeology (C); GCSEs include: English (A*), Maths (B), Science (AAB), ICT (B)

Other Skills and Attributes

- First class written and verbal communication. Highly computer-literate.
- Excellent project management and organisational skills, highly adaptable.
- Creative and solutions driven, self-motivated and a great team player. Empathetic and principled, creating fantastic rapport and facilitating and inspiring others.

Interests and Activities

Travel and culture. Literature in all its forms: reading, writing, films and theatre. Lifelong learner: psychology, linguistics and languages. Massive foodie: cooking eating, discovering new things. Active: hillwalking, yoga, running. Passion for music – eclectic taste. Strong social conscience.

Professional References		
Name	Relationship	Contact Details
Kate Joicey Principal, Kelem International School, Addis Ababa	Line manager (Head of Primary) at MISY, 2017-2020	kate.joicey@scsaddis.com +252 948491010
Jennifer Mills Head of Primary, MISY	Line manager (Head of Primary) at MISY, 2020-2021	jennifer.mills@misyy.edu.mm +95 9881336493
Robert Strain Former Head of Documentation, Pilgrim Systems (now retired)	Line Manager (Head of Documentation), 2008 - 2013	robertstrain@freeuk.com + 44 790 465 9050