

**Victoria Lightfoot**  
**07854 034628**  
**vickiclare9@gmail.com**

## **Personal Profile**

I am an enthusiastic, self-motivated and determined individual, seeking a volunteer opportunity within a school, to enhance my experience of teaching children and young people, to assist with my PGCE studies. My current experience lies in directing a local theatre group of 5 adults and 30 children from diverse backgrounds, as well as volunteering at my local primary academy, in class and on educational outings. Whilst studying at university, I have co-facilitated drama workshops in a secondary school, and dance and movement sessions for people with dementia, and their carers. Previous employment involved delivering workshops to unemployed teenagers and adults, designed to provide the tools needed to overcome social and personal barriers, whilst improving their prospects to enable them to enter employment, apprenticeships or further education. I possess the ability to work well as part of a team, evidenced by effective co-facilitation of drama workshops and rehearsals with the theatre group. I can work using my own initiative, evidenced through completing all assignments to required deadlines and managing my workload effectively, throughout my studies. I have developed excellent interpersonal skills that have enabled me to work effectively with all people, in a variety of environments.

## **Key Skills**

- Proficient in devising and facilitating engaging, educational workshops, to people of all ages
- Excellent working knowledge of safeguarding and equality and diversity
- Able to communicate effectively on all levels
- Motivated and committed to enable all participants achieve their goals
- Demonstrates strict adherence to all company policies and procedures

## **Education and Qualifications**

**Sep 17-Present     York St John University**  
BA Hons in Drama in Education and Community

**Sep 16-Aug 17     York College**  
Access to Higher Education Diploma in Education Professions with Psychology

**Apr 09             Hull College**  
NVQ Level 3 in Information, Advice and Guidance

**Oct 07             Nuco Training Company**  
City and Guilds PTLLS 7303

**2001-2003         Harrogate College**  
BTEC National Diploma in Performing Arts predicted grade: distinction (course incomplete)

**1996-2001         All Saints RC School**  
I achieved GCSEs with 5 B grades, 3 C grades and 1 D grade

## **Volunteer Experience**

**2018-Present     St Aelred's Players     Director/Chairperson**

- Devising and facilitating acting, singing and dance workshops, in preparation for 2 performances per year.
- Utilising appropriate behaviour management techniques to maintain a positive experience for all young people.
- Utilising organisational skills to create rehearsal schedules and manage volunteers.
- Communicating effectively with members and their parents/carers.

- Leading monthly meetings with committee and production team.

**2017-Present      Haxby Road Primary Academy      Volunteer Classroom Assistant**

- Assisting on school outings to enhance the children's learning and cultural capital.
- Assisting in maths, English and music lessons, following the teaching techniques of the teacher.
- Utilising classroom management strategies to achieve whole class focus.
- children to maintain a positive learning experience by encouraging them to reflect on their conduct and behaviour.

**2019-Present      Jazz Hands Dance      Dance Class Assistant**

- Leading warm up exercises to ensure the children are prepared to complete the choreography.
- Assisting children to learn and perfect dance moves.
- Communicating effectively with the children.
- Disseminating information to parents and carers.
- Following the Principal's instructions and completing ad-hoc tasks, during show week.

**Employment History**

**Jul 15-Jul 16      Team Gleam Cleaning Services      Domestic Assistant**

- Thorough sanitation of domestic properties, ensuring correct use of cleaning products
- Completing all tasks to a high standard, in line with company procedure

**Sep 14-Jun 15      Shaw Trust, Reading      Employment Coach**

- Developing and delivering training sessions to adults with learning or physical disabilities
- Ensuring all customers partake in the activities and understand the content
- Assisting customers to search and apply for job vacancies that suit their needs and abilities
- Offering advice and guidance and liaising with external organisations to ensure that all customers' needs are met
- Working effectively with team members to ensure all customers receive the best care and support
- Working alongside JCP Advisors to monitor customers' progress

**Jun 14-Aug 14      The Bunk Inn, Newbury      Casual Bar and Food Assistant**

- Serving food and drinks to the customers
- Providing excellent customer service at all times
- Dealing effectively with customer complaints

**Jan 14-May 14      Seasonal employment ended, and I relocated to Newbury, West Berkshire.**

**Nov 13-Dec 13      Toys R Us      Seasonal Retail Assistant**

- Assisting in the tidy appearance of the store
- Sorting and replenishing stock
- Following verbal instructions from senior members of staff
- Assisting other team members in their tasks to ensure all work is complete before closing

**Jun 12-Sep 13      Maternity Leave**

**Apr 11-May 12      YH Training Services Ltd      Learning Support Assistant**

- Completing all documentation to enable the learner to begin the course
- Conducting monthly reviews with the learners, liaising with tutors regarding their progress and developing SMART targets for them to work towards
- Assisting the young people with personal issues, referring them to external organisations

where possible and offering information, advice and guidance

- Assisting in the delivery of the Foundation Learning program (formerly known as E2E)
- Developing and delivering lesson plans for Functional Skills
- Working effectively with young people in large groups or one-to-one settings
- Invigilation of examinations
- Dealing effectively with young peoples' personal circumstances and problems, with a non-judgmental approach

**Jan 10-Mar 11      JHP Employability      Employability Coach**

- Delivering a 12-week program designed to assist clients into sustainable employment by improving employability and increasing confidence, self-esteem and interpersonal skills
- Working effectively with team members to ensure targets and deadlines are achieved

**Apr 06-Dec 09      A4e      Employability Tutor**

- Coaching large groups of learners to create effective CVs, apply for vacancies and improve interview techniques

**2004-2006      Left employment due to pregnancy and relocated back to York**

**2003-2004      Boots the Chemist (Harrogate)      Retail Assistant**

**References**

**Professional:** Katie Eddon, Haxby Road Primary Academy. Email: k.eddon@hr.ebor.academy

**Personal:** Jessica Hardcastle, Jazz Hands Dance. Email: info@jazzhandsyork.com