

# ANNE DONALD

---

## PROFESSIONAL PROFILE

Mature, self-motivated professional with a wide range of experience across several disciplines, particularly Education. Possessing excellent communication skills and demonstrating high levels of commitment, enthusiasm and professionalism. Committed to improving the educational standards and opportunities for people of all ages. Determined to inculcate a sense of 'self worth' in others and to see potentials realised.

---

## EDUCATION & QUALIFICATIONS

1975-78 University of Aberdeen **Master of Arts Degree**  
1996-98 Open College of the Arts **Certificates in Garden Design**  
2005-06 University of Strathclyde **Professional Graduate Diploma in Education with Distinction**

## MEMBERSHIP OF PROFESSIONAL BODIES

General Teaching Council of Scotland Full Registration - Secondary Education – English

---

## CAREER SUMMARY

2007 to date **Supply Teacher** – English & General. Various schools and local authorities

- Teaching classes at short notice to cover for absent teachers
- Dealing with challenging behaviour in the classroom
- Adapting to very varied school situations

Jan 08 to date **English Teacher – Briteschool** – the British E-School

- Teaching of English online and real time to home-educated students from Japan to Florida
- Teaching to the Cambridge International GCSE Standard
- Use of Elluminate software – including virtual classroom
- Recording and assessing of student work
- Reporting on students' work

Feb 08 to date **Private Tutoring** of English to Higher Students

2006.7

West Dunbartonshire Council

**Teacher of English** at Clydebank High School (Teacher Induction Scheme)

- Teaching assigned classes together with associated preparation and correction.
- Developing the school curriculum.
- Assessing, recording and reporting on the work of pupils
- Preparing pupils for examinations and assisting with their administration
- Providing advice and guidance to pupils on issues related to their education
- Promoting and safeguarding the health, welfare and safety of pupils
- Working in partnership with parents, support staff and other professionals
- Undertaking appropriate and agreed continuing professional development.
- Participating in issues related to school planning, raising achievement and individual reviews.
- Contributing towards good order and the wider needs of the school.
- CPD courses include: Child Protection; Classroom Management; A Curriculum for Excellence; Assessment is for Learning; Health & Safety; Inspiring Learners; Emotional Literacy; Professionalism; Working with other Professionals; English – all levels and strands.
- P7 Transition project – production of information booklet for new pupils.

**April – June 2005** West Dunbartonshire Council

**Learning Support Assistant** at Vale of Leven Academy

- supporting pupils with ADHD and other ASN
- providing support in the Pupil Support Base
- assisting teaching staff with challenging pupils

**January – March 2005**

**Classroom Assistant – Clydebank College** Temporary P/T

- Supporting individual pupils in numeracy within Construction Trades Department
- Development of resources using ICT programmes, including Photoshop

**Jan 2002- Nov 2004**

**Garden Designer and Consultant – 'Young Gardens'**

Self-employed businesswoman and award-winning garden designer

Services offered included:

- One-off garden consultancy
- Detailed garden designs including: site surveys, hard-landscaping, soft-landscaping, supply of plants and other items, planting out.
- Designed award-winning 'Sensory Garden for the Blind' for the Beechgrove Garden and the RNIB

Won Silver Award at Gardening Scotland 2004 for 'From Caithness to Kyoto' – a 'fusion' garden using Japanese planting and Caithness stone.

Semi-finalist in 'Turf Wars' – garden design and build competition on Living TV

**1991-2002**

**Career Break** raising young children

**1990-91** **Monitoring and Placement Officer – Glasgow College Enterprises**

**Aug – Dec 89** **PGCE Student at Jordanhill College – Primary Course**

**Jan – Jul 1989** **Teaching Housemistress – The Royal School Hampstead**

**Jan – Jul 1988** **Administration Manager – Debenhams plc, Leeds**

**1979 – 1987** **Royal Air Force Officer - Supply Branch**

Various positions throughout England and Wales including MOD Harrogate. Retired in the rank of Flight Lieutenant

---

## FURTHER SKILLS

**IT Proficiency:** Elluminate Academic version, MS Office, PowerPoint, Publisher, Macromedia Contribute, Internet research

**Writing:** Published articles in Garden Design Journal, Gateway, Ciao UK etc

**Languages:** French

**TEFL** i-to-i course Jan 2008

**SCOTVEC National Certificate Modules:** Introduction to Counselling April 1993 Stressful Situations July 1994

**CARE For Scotland** Counsellor Training 1994

## INTERESTS & ACTIVITIES

Include: Singing, Gardening – Permaculture, Family. Continuing to learn and face new challenges