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## ANDREW RUSSELL JONES

### **EDUCATION TRINITY COLLEGE LICENTIATE DIPLOMA TEFL**

British Council, Lahore, Pakistan | 1998 -1999

### **RSA UCLES TEFL**

International House, Hastings | 1990

### **CERTIFICATE IN TESTING and ASSESSMENT (MA MODULE)**

Roehampton University (London) | 2010

### **PGCE**

DES No: RP88/48155 | Lancaster University (St Martin's College) | 1988-1989

### **BA HONS 2/II PHILOSOPHY AND THEOLOGY**

University of Hull | 1983-1987

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### **SKILLS & ABILITIES**

Development and delivery of modern teaching methodologies and engaging content including digital/online, particularly in a FE context. Design and implementation of assessment systems. Pastoral care and development of extra-curricular activities. Mentoring and motivating teaching teams and students. Project and Program Management skills including ELT/EAP systems development with Monitoring and Evaluation components. Systematic planning abilities combined with 'thinking on my feet' problem solving. Creative lesson planning and curriculum design including audio and video production.

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### **EXPERIENCE**

**PROGRAM DIRECTOR: PATHWAYS FOR PROMISE**

## **ASIAN UNIVERSITY FOR WOMEN, CHITTAGONG, BANGLADESH**

05/2016 – ongoing (4 week break over summer 2019 to undertake EAP Tutoring at the University of Nottingham)

Responsible for overall development of a new Asian University for Women Pre-access program catering to young women from a range of Asian countries and focused primarily on the students' English language skills in the context of a transformational EAP program.

Curriculum and content development including a learner training component

Development of a comprehensive assessment system based on IELTS and CEFR descriptors, including the development of a bank of tests, both formative and summative, and tools with which to give feedback on tests.

An external evaluation of the program by a UK consultant states: *'Data obtained from students demonstrates extremely high satisfaction levels among students enrolled onto Pathways with virtually all students feeling empowered and experiencing transformational change. Students were hard-pushed to suggest any improvements about the academic program, teaching, or teachers. All are developing crucial life skills, soft skills, employability skills as well as academic skills and are being supported to enter a full undergraduate degree'* (Unimenta March 2018)

Lead English language assessor of students including assessment for University General Admissions

Development and delivery of an online summer course delivered mainly through Zoom and Google Classroom

Direct EAP teaching of groups of international students on a pre-access program and one to one tutoring and pastoral care

Development and implementation of satellite projects providing work opportunities for students and also involving securing donor funding

Development of an extra-curricular program- including resources for the non-formal acquisition of English and also student pastoral care through development of counselling systems.

Development of a departmental teachers handbook including sections on curriculum/syllabi assessment policies and procedures and administration

Development and implementation of teacher training programs delivered to UG faculty , both internal and external. Securing of funding to implement programs. Excellent feedback (*'the workshops had a huge impact'* UCB, 2019) has secured an extension and further funding(85K) for the project

Responsible for CPD of teachers including regular lesson observations

with feedback, written and oral. Local tutor for DELTA candidate (passed)

Responsible for both teacher and admin staff recruitment including induction and ongoing support.

Responsible for the development of administration systems including archiving of documentation and developing class schedules and teacher timetabling

Responsible for line management of 12 teachers including the development of Performance Evaluation and line management of admin staff

Active member of the University Learning and Teaching Quality Assurance Committee and Academic Council

Lead liaison with other departments including Centre of Careers Development and International Programs, Office of Student Affairs, Admissions, and Marketing and Promotions.

Report writing for donors including IKEA Foundation and Open Society Foundation

Internal and external M&E report writing including development and implementation of tools for both quantitative and qualitative data.

### **EAP TUTOR: UNIVERSITY OF NOTTINGHAM**

20/08/19 -20/09/19

Teaching on a Preessional 4 week program for post graduate students with unconditional offers (mainly Chinese students with average IELTS score of 7)

Conducting language advising sessions

Marking students written work and presentations

Teaching related admin duties

Developing supplementary materials

My evaluation was graded as 'exceeds expectations' based on the following criteria

#### **Teaching (Based on Observation)**

Andrew set clear time limits to activities. Andrew reiterated instructions and used good elicitation techniques and was familiar with students' names. Dialogic formative feedback was evident throughout the lesson enabling scaffolding of students' learning. Andrew circulated and monitored students during group activities clarifying instructions and fostering peer discussion and collaborative approaches to task-based learning. His demeanour throughout the lesson was inclusive and friendly allowing for a positive socio-affective environment. Andrew linked the theme of the lesson (academic argument) with students' future academic study. Andrew made good use of the whiteboard and screen when addressing concepts and

checking students answers to activities. Overall, an effective and stimulating lesson

### Administrative Tasks

Andrew completed all administrative tasks (e.g. registers, records, meeting attendance) in a timely and reliable manner with minimal guidance and to the full satisfaction of university standards. He also provided detailed, appropriate and timely feedback on submissions and final assessments, following the guidelines given. Any issues relating to administration were communicated to course coordinators, in an appropriate way.

### Professionalism

Highly professional with students and with the rest of the teaching team. Andrew was very communicative and would often send emails with positive and good news (not just worries and concerns). For example, he would follow up on the positive resolution and outcome of a difficult situation. It was a pleasure to work with him.

## **SENIOR TRAINING CONSULTANT BRITISH COUNCIL, BANGLADESH, DHAKA**

09/2014 – 03/2016

Strategy and content development, especially Self Access Learning.

Local course tutor for a local DELTA candidate. (passed)

Trainer/Teacher recruitment including design of tools for selection procedure.

Design and implementation of teacher observation tools and training trainers on how to use tools to ensure standardization and training on giving lesson feedback.

Trainer Training and Teacher Training for HSBC sponsored KidsRead Project delivered to Primary School teachers. Project received very positive feedback and was extended

Contract management with Dhaka Tribune (publishing English content for learning purposes) including negotiation of promotional space for other project promotion

## **PROJECT MANAGER BRITISH COUNCIL, LEBANON, BEIRUT**

09/2013 – 07/2014

Implementation of first phase of EU funded Accessing Education project including quality assurance of ELT training content, finance management, risk assessment, relationship building (particularly with Government and UNHCR) and development of visibility strategy.

Overview and quality assurance of training materials developed

Line management of 2 teachers

IELTS Examiner

### **ENGLISH ADVISOR**

#### **BRITISH COUNCIL, RWANDA, KIGALI**

02/2012 – 09/2013

Contract pursuit and successful proposal writing to DFID and World Bank. (650K of funding obtained)

Design and Delivery of a course 'English for the Workplace' for TVET Colleges

Project/content design for both learning and training, including digital, and coordination and editing of work produced by Rwandan content developers.

Delivery of a mentoring and trainer development courses.

Design and implementation of monitoring and evaluation tools including learner assessment systems.

Design and implementation of a project partnering with the Government to measure English teachers language competencies

IELTS examiner.

### **ENGLISH PROJECTS MANAGER**

#### **BRITISH COUNCIL, IRAQ (BASED IN AMMAN JORDAN)**

10/2010 – 02/2012

Developing and delivering teacher training courses partnering with the Kurdish Education Ministry and working with Senior Government Officials

Implementing and promoting through media (radio and TV) English language learning products. Obtained advertising time for free on both TV and Radio to promote products and courses

Leading on KidsRead Project (funded by HSBC) and launched in Baghdad

Developing a Teachers Association collaborating with the American Embassy

Line Management of 2 teachers working in the South of Iraq (Basra)

Finance Management

IELTS examiner.

## **TEACHER TRAINER**

### **BRITISH COUNCIL BANGLADESH, (DHAKA)**

01/2008 – 10/2010

Developing and implementing a Teacher Training course for rural primary school teachers combining language upgrade with methodology. Developing a micro training and mentoring component for the course and creating a monitoring and evaluation system including assessment. External report stated that the program 'was having a significantly positive effect on Teacher development and internal feedback demonstrated the project was the most highly praised of the portfolio of projects being implemented by the British Council'

Developing and supporting a local team of trainers to deliver the course through developing a system which included Trainer Training, lesson observation with feedback, mentoring and team teaching with feedback.

Relationship and partnership management mainly with Government and also British High Commission and some NGOs to implement a High Commission funded project in refugee camps

IELTS Examiner

## **SENIOR TEACHER**

### **BRITISH COUNCIL SRI LANKA (COLOMBO)**

04/2006 - 12/2007

Teaching General English, YL's and Business English.

Development of content for business course

Development and Delivery of CLIL course to Government officials.

Co-ordination of teachers delivering the course.

Relationship and partnership management with Government and GIZ. GIZ extended the project for a further 5 years on the basis of the feedback they were receiving

Trained as KET and PET (YL) Examiner.

## **TEACHER TRAINER**

### **BRITISH COUNCIL, PEACEKEEPING ENGLISH PROJECT, LATVIA**

11/2001 - 04/2006

Teacher Training in ESP English for Police, Border Guards and Public Law students including an EAP component.

One to One teaching of Senior Administrators and Government Officials

including the Minister of Interior.

Developing and maintaining a Self-Access Centre, Materials Writing, IELTS examiner.

**TEACHER**

**BRITISH COUNCIL, PAKISTAN (ISLAMABAD AND LAHORE)**

03/1996 – 09/2001

General English, EAP, IELTS exam preparation, Development and Implementation of Teacher Training workshops.

**TEACHER**

**KENT SCHOOL OF ENGLISH URAYASU (TOKYO) JAPAN**

09/1993 - 09/1995

General English, Young Learners, IELTS exam preparation.

**TEACHER**

**KUJAWY CEMENT FACTORY, POLAND. NORD ANGLIA**

10/1992 - 04/1993

ESP/Business English to range of employees including Senior Management.

**TEACHER**

**CAMBRIDGE SCHOOL OF ENGLISH GRANOLLERS, BARCELONA, SPAIN**

09/1991 - 06/1992

General English, EAP , Business English, First Certificate Exam preparation, CAE Young Learners.

**TEACHER**

**PAIDOS SCHOOL OF ENGLISH MADRID , SPAIN**

09/1990 – 06/1991

General English , EAP , Business English , FCE and IELTS preparation, Young Learners

**TEACHER**

## **TORBAY LANGUAGE CENTRE - SUMMER SCHOOL**

06/90 – 09/90

07/91 - 09/91

07/92 - 09/92

05/93 - 09/93

Teaching Young Learners (mainly teenagers and young adults) including EAP

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### **ADDITIONAL TRAINING**

- Course 'Drama in Education', Warwick University, 1997.
  - Computer Assisted Language Learning course, Edinburgh University 2003.
  - Certificate in Testing and Assessment – 6-month distance course (December 2009 – April 2010) delivered by Roehampton University, London.
  - Accreditation for DELTA Local Tutoring 2015
  - Certificate in Human Capital Investment Planning (ABDI) 2015.
  - Certificate in Teaching Online English (Cambridge Assessment ) 2020
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### **MEMBERSHIP OF PROFESSIONAL BODIES**

- BALEAP
  - IATEFL
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### **RECENT CONFERENCES**

- EAP Teaching Online , Dundee University , May 2020 (Online Conference)
  - 'Extending the Welcome', The Association of Commonwealth Universities, Edinburgh University , March 2019 (Presenter focusing on preparing marginalized students, for example refugees , for University Education)
  - 'Whole Person Education' ; Asian University for Women February 2019 (Presenter and organizer of conference for South Asian Faculty; Presented on creating a positive class learning environment , giving feedback to both teachers and students and member of roundtable on Transparency and Accountability in Assessment)
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**LANGAUGE SKILLS** Information given is based on a holistic self-assessment

Spanish -Intermediate (CEFR B2)

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French -Pre-Intermediate (CEFR A2/B1)

Latvian -Elementary (CEFR A1/A2)

Hindi -Beginner (CEFR A1)

Bengali -Beginner (CEFR A1)

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#### COMPUTER SKILLS

- Excel for Project planning, scheduling and timetabling.
- Word processing for Content and Test Design including visual content with accompanying audio.
- PowerPoint for presentations and teaching.
- Online learning platforms Zoom and Google Classroom

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#### ADDITIONAL SKILLS

- Counseling: Trained and worked for Citizens Advice Bureau
- Driving License: Cars and motorcycles
- Professional Voiceover including ELT materials

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#### ADDITIONAL INTERESTS

- Poetry and Music; currently working on English through Song project.
- Acting; recently (September 19) acted in a Bengali historical period film and have also featured in 4 musical videos in which I have jointly written the story board, directed, acted and composed the music .
- Travelling/Trekking/Hill walking. Have extensively trekked in Himalaya and Karakoram ranges and still continue to love to fell walk in the North of England
- Actively Cycling/Running/Swimming and enjoying sports in general

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PERSONAL DETAILS Date of Birth: 28th September 1962

Nationality: British

Marital Status: Married

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#### REFEREES

**Dr DAVE DOWLAND**

Registrar

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BRAC University, Dhaka , Bangladesh

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Relationship: Supervisor up until July 2020

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Relationship: Former Supervisor (Preseasonal Summer 19)

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Relationship : Supervisor

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Relationship: Supervisee