FATIMA MOHAMMED BELHAJ
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Personal Profile

I am an enthusiastic individual who is always keen to learn new skills. I am self-motivated and have the ability to multi-task and meet targets I am set. I can work successfully within a team environment as well as on my own initiative. I believe I would be an asset to any employer as I always work to the best of my ability and always follow instructions effectively. At present I am looking for teaching assistant jobs

Key Skills

➢ Hardworking and Reliable
➢ Experienced and highly skilled with I.T
➢ Communication skills
➢ Able to learn new tasks
➢ Ability to work to deadlines
➢ Bi-lingual: English and Arabic
➢ Able to work with others and on my own
➢ An understanding of health and safety regulations

Employment History

Provide Education Supply Teaching Assistant 2020 - Present
➢ helping teachers to plan learning activities and complete records
➢ supporting teachers in managing class behaviour
➢ Providing one-to-one and small group support to children who need it and supervising group activities
➢ giving extra help to children with special needs or those for whom English is not their first language.
➢ helping to develop programmes of learning activities and adapting appropriate materials.
➢ motivating and encouraging pupils

Co-op Academy Princeville Volunteer Teaching Assistant 2018 – 2020
➢ listening to children read, reading to them or telling them stories
➢ helping children who need extra support to complete tasks
➢ helping teachers to plan learning activities and complete records
➢ supporting teachers in managing class behaviour
➢ supervising group activities
➢ clearing away materials and equipment after lessons
➢ helping with outings and sports events
➢ carrying out administrative tasks

Tripoli University Teaching Assistant / Teacher 2008 - 2017

➢ Starting initially as a teaching assistant and developing my skills and qualifications to become a teacher.
➢ Teaching students database, data structure and orientated programming.
➢ Teaching different class sizes from 10 to 30 students
➢ Following a curriculum and preparing lesson plans
Tripoli High School Teacher 2004 - 2008
➢ Supporting children and young people learn I.T and Mathematics
➢ Duties as above

Alnwafid, Tripoli Software Engineer 2000 - 2004
☐Using various software to develop applications
☐Programming using Java and Visual Basic

Education History

➢ Bradford College	2019	NCFE CACHE (Level 2) Certificate in Supporting Teaching and Learning in Schools
➢ Birmingham University	2011	Master of Science (Distinction)
➢ University of Tripoli (Libya)	2003	Bachelor's Degree: Computer Science

Reference available on request