**Personal**

Theodora Hamilton

17 Aberdeen Ferry Road

Freetown

Sierra Leone

Telephone : +232 78366670, +23233 839 732

Email: [theodora.hamilton@ashfem.com](mailto:theodora.hamilton@ashfem.com)

efuahham2011@gmail.com

**Profile**

A results oriented education practitioner/manager with more than twelve years’ experience in post compulsory learning and a proven track record in development and implementation of policies and procedures which has also resulted in significant positive change. Extensive experience in problem solving, launching of new initiatives and training delivery in both formal and non-formal environments; as well as being involved in social and humanitarian work are complemented by a tenacious and innovative attitude, attention to detail along with good inter-personal and language (Krio, German, French, English) skills.

**Education**

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| Qualification | University | Date completed |
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| MA Education, Gender and international development | Institute of education, University of London | Expected July 2012 |
| Additional diploma for Adult literacy subject specialist | University of Greenwich | 2009 |
| Post Graduate Diploma in Education (Post compulsory) | University of Greenwich | 2004 |
| B.A (Humanities) | University of Sierra Leone | 1985 |
| Member of the Institute of Learning UK  Member of London International Development Centre | | |

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| **Papers** |  |  |
| * Are language and literacy the catalyst of marginalisation in EFA? * The effect of water availability on health and wellbeing in post-conflict Sierra Leone | | |

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| **Languages** |  |  |
| * English – excellent – speaking and writing * French – speak, read and write with high proficiency * German – speak, read and write with high proficiency * Krio – excellent speaking, some reading and writing | | |

**Career History**

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| **Kensington and Chelsea College (HMPYOI Feltham)** |  | **2007 - Present** |
| * Develop and manage learning programme for embedding literacy and numeracy in vocational training within the framework of the National Literacy Trust and funding policies * Ensure consistency and quality of training curriculum and practices are in line with OLASS (offender learning and skills strategy) and contextually relevant for the rehabilitation of offender programme * Gather information on needs from target beneficiaries through learning needs assessment. Produce periodical reports and progress updates * Established and maintain resource library of materials and publications relevant for the programme * Evangelist for “Best Practice” and knowledge sharing platforms | | |

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| **Hadlow College** |  | **2004 - 2007** |
| **Project Director - Essential Skills**   * Developed syllabus and overall course structure, moderated key skills * Agreed targets with the business * Designed effective tracking tools, and system for records and delivery of course which boosted performance and progress; achievement bounced up to 37% from 11% within two terms * Mentor lecturers/teachers in generating Individual learning plans for learners, identifying SMART targets * Document learner progression & achievements in line with Ofsted requirements and ensure that appropriate records were available for audit purposes * Keep up-to-date with curriculum initiatives, the development of awarding body standards, general developmental and professional issues and initiatives relating to the delivery of skills for life * Ensuring that provision reflected best practice, met the needs of key stakeholders and contributed to learner achievement | | |

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| **Bexley College** |  | **2002 - 2004** |
| **Learning Facilitator**   * Collaborated with lecturers and Curriculum Development Managers on curriculum and exam development * Identified sources of co-financing and possible projects to attract funding using appropriate bidding strategies * Met with students upon request, assessed portfolios and exam papers * Supported learners with learning difficulties e.g dyslexia with literacy and numeracy using ICT * Involved in staff training and management of college’s VLE (Blackboard) * Negotiated Individual Learning Plans with learners * Carried out initial assessments of all learners to identify their support needs and negotiated suitable learning pathway for achieving stipulated learning outcomes | | |

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| **Rosco Laboratories** Europe |  | **1997-2001** |
| **Customer Support Manager and training coordinator**   * Dealt with Customer complaints, and related Management reporting * Responsible for liaising with third parties professionals (eg approved dealers) and cascading information and working practice to achieve company policy and guidance.   + Carried out close analysis on effect of service quality on sales   + Negotiated strategic developments with product and marketing managers to meet sales target   + Organised periodical staff training on essential skills to meet service targets | | |
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| **Lewisham Adult Education** (part-time) |  | **1995-1998** |
| **Lecturer ICT, Literacy, Numeracy**   * Visiting Lecturer , English for speakers of other languages, ICT, French * CLAIT (Ms Word, Excel, Access), basic Skills, * Supported students, developed and reviewed exams procedure, prepared learning materials and resources for publication as students’ guide. | | |
| **References:** Available on request | | |