

Ilesh Popat

Mobile: 07536112320

E-mail: ileshpopat@aol.com

Profile

An experienced tutor and proprietor with Qualified Teacher Learning and Skills (QTLS) status and committed to upholding educational standards. Acquired Certificate in Education, MSc in Training and subject specialisms in ESOL and Maths. Familiar with devising schemes of work, conducting assessments, lesson planning and teaching Functional Skills English, Maths up to level 2 / GCSE. Also experienced in delivering accredited Employability Skills training. Capable of devising individualised learning plans and using multisensory learning methods to enhance students' motivation levels, development and academic aspirations.

Transferable skills

- o Keeping up to date with and applying Ofsted and Common Inspection framework guidelines
- o Devising resources and mapping them to Functional Skills English (ESOL), Maths and ICT curriculums
- o Utilising ICT and online interactive resources such as National Careers website, BKSb, Forskills, SmartScreen
- o Understanding of different learning and teaching theories, learning styles and application in practice
- o Proofreading and providing comprehensive feedback regarding grammar, spelling and punctuation errors

Employment/Self-Employment

21 July 2016 – Present

Managing Director (part-time)

'Careerducate Ltd' and since 9th September 2016, Joint Managing Director at 'Gemleys Ltd' (family business), mainly responsible for mentoring, supporting with Administration, business development, Book-keeping and Computer Accounts, on part-time basis.

Nov 2015 – 20 July 2016, YMCA Training, Banbury and Northampton

Study Programme Tutor

My duties included coordinating and providing Functional Skills English, Maths, ICT and Employability Skills support to 16 – 18 year olds, as well as Maths and ICT support to adult students and documenting student progress and feedback on management reports. I analysed students' diverse learning academic and employment needs by conducting BKSb initial assessments and devising individual learning plans on the basis of this information. Teaching Level 1 Diploma in Business included an Employability skills module with emphasis on finding work placement opportunities for 16-18 year old students. My colleague has endorsed my enthusiasm on LinkedIn.

Sep 2012 – Oct 2015 (Limited activity).

Managing Director, Careerducate Ltd, Leicester

Diverse projects undertaken for clients base below:

Gemleys Ltd – Provided support and training in Administration, Book-keeping and Accounts using Excel and Sage Computer Accounts

East West Community Project – I taught basic computer skills including word, e-mail and Internet usage to adult students

Learning Curve Group- as an Associate tutor I provided support to students in Functional Skills English and Maths.

Beauchamp College – Delivered Employability Skills training, including CV writing and interview techniques to teenagers.

Tuition in English and Maths

Feb 2015 - Apr 2015

Lead Practitioner – Maths, at Learndirect, Leicester

Duties included conducting observation of teaching and learning (call audits of tutor and student interactions) and writing concise reports based on Ofsted criteria, such as student motivation and engagement. Provided constructive written feedback to Learning Support Practitioners regarding the quality of teaching and learning

Nov 2013 - January 2015

Tutor at Potential4skills, Learndirect centre based in Nottingham, Derby and Coventry

Duties included conducting assessments in Maths, English, Employability skills and IT to ascertain individual learning needs and learning differences such as Dyslexia. I taught Functional Skills Maths up to level 2 by following the City and Guilds syllabus and supported students with coursework and writing up individual learning plans. I was also responsible for delivering employability, personal and social development courses, reviewing CVs and marking students' workbooks.

Jul 2013 - Nov 2013

I actively sought work and conducted research on theory and practice in teaching Mathematics to qualify as a Maths tutor.

May 2013 - Jun 2013

Functional Skills Maths Tutor on voluntary basis at Cooke e-Learning Foundation, Leicester

Duties and Responsibilities included: Devising and updating Scheme of Work, preparing lesson plans and teaching Functional Skills Mathematics from Entry level to level 2. Set students practical projects based on vocational interests.

Dec 2012 - Apr 2013

Internal Verifier at Learndirect, through Hays Recruitment, Leicester

Duties and Responsibilities: Liaised with the Quality Monitoring team and tutors with the aim of internally verifying Maths level 1 and level 2 units, completed online by learners. Conducted observations/call audits to ascertain the quality of teaching and learning, was in accordance with the Accreditation Board and Ofsted inspection guidelines.

Sep 2012 - Dec 2012

Managing Director, Careerducate Ltd, Leicester

Assignments included: Preparing a business plan, Employability skills training, CV writing, English and Maths tuition and Computer Accounting using Sage.

March 2006 - August 2012

Literacy, Numeracy, ICT and Employability Skills Tutor at The Intraining Group, Leicester

Duties: Taught ESOL/Literacy, Numeracy, ICT and Employability skills courses, over the years. Provided individualised learning support. Devised Schemes, lesson plans and individual learning plans based on Curriculum guidelines.

Oct 1996 - Mar 2006

ESOL, I.T and Computer Accounts Tutor at various Colleges and a training institution in Leicestershire, listed below:

Countesthorpe, Thomas Estley, Crown Hills, Judgemeadow, Welland Park, Leicester Adult Education, Riverside, Babington, Soar Valley, Leicester College and Intraining.

1993 - 2004

Proprietor - Computerised Book-keeping and Accounting Services, responsibilities included: Providing Bookkeeping, Payroll, Administration services and training to a diverse client base and casual staff.

1985

Voluntary Tutor at The Adult Literacy Organisation

I taught English two hours per week for a year with guidance from a qualified tutor and completed initial training in the teaching of English as a second language (ESOL) to adults. Observation reports available.

1979 - 1990

Postman/Postman Higher Grade and Driver at Royal Mail

A high level of responsibility included keeping an accurate account of incoming and outgoing ordinary and registered mail.

Education and Training

2016 Completed various short courses and training for CPD - including Equality and Diversity, Safeguarding, Information Security and Ofsted guidelines.

2015 Awarded Qualified Teacher Learning and Skills (QTLS) status by the Education and Training Foundation after successful completion of the assessment process.

2015 Attended special one day training to acquire further insight into delivery and assessment of English and Maths at Level 1 with Learning Curve Group and Geometry at Leicester University.

2015 Completed the following short courses successfully: Information Security Essentials, Data Protection Essentials, Equality and Diversity Essentials and Safeguarding Essentials.

2014 OCR Level 5 Subsidiary Diploma in teaching Mathematics (Numeracy) in the lifelong learning sector.

2008 Attended or completed the following short Courses Online, for Continuing Professional Development:

- Health and Safety, Equality and Diversity Awareness, Safeguarding children and vulnerable Adults,
- 2013 substance misuse, Welfare Benefits and Basic Assessor Training, Universal Job match Course.

2007 Post-Compulsory Education and Training (PCET) Certificate in Education from the University of Derby.

2006 Certificate for Adult ESOL Subject Specialists from the University of Warwick.

2006 British Computer Society (BCS) Level 2 Certificate for IT users. Completed ECDL modules for Tutor/Invigilator

1998 MSc in Training, passed the following modules through University of Leicester:

- o Employee Development and Training and Development in Organisations
- o National Training Systems
- o Human Resources Development
- o International context of Training
- o Dissertation title - Learning styles in relation to Learning theory (Andragogy)

1993 BSc (Hons) in Psychology of Human Communications and Accounting, from De Montfort University, Leicester

1990 Passed Open University Information Technology Level 2 course covering Social and Technological Issues

1989 Passed Open University Social Sciences Foundation Course.

1978-

1984 Achieved O' level passes in English Language, Mathematics & Psychology.

Professional Membership - Member of the Education and Training Foundation.

Interests - I practice Yoga regularly and this has helped me to develop mentally, physically and spiritually. In August 2016, I acquired Assistant Yoga Teacher's training certificate and approval to hold free Yoga classes. I am dedicated to developing my understanding of Yoga philosophy and promoting free Yoga classes as an effective means of achieving a healthy body and mind.

Additional information - Full clean UK driving licence and a sound geographical knowledge of Leicestershire.

References and testimonials available upon request and on LinkedIn.

