

Elizabeth Jane Atkinson

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D.O.B: 25th December 1985

Nationality: British



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<https://aksra1984.wixsite.com/simonatkinson/about-8>

A driven, caring and ambitious EYFS professional who is truly focused on making a difference to young people lives with a clear record of achieving results

Professional Experience:



St. Andrews
International School
Green Valley

St Andrews International School

Ban Chang, Thailand
International School Delivering IBDP/iGCSE Courses
(August 2024 to Present)

Teaching Assistant (Learning Support Assistant)

I am currently working within the Cognita Education Group as a Teaching Assistant whilst I complete my PGCE qualification specialising in EYFS. My main duties currently include:

- Supporting the current teaching staff with the creation of informative and eye-catching bilingual resources and displays
- Supporting both the educational and behavioural needs of individuals highlighted within the class.
- Supporting in the delivery of lessons as and when required by the teaching staff
- Performing break, lunch time and bus duties as required to support the safe and enjoyable transition of students between lessons
- Completed individual reports and records of students in my care and held regular progress meetings with parents.
- Participated in regular community and charitable events



苏州市相城区诺德安达学校
NORD ANGLIA SCHOOL
SUZHOU, XIANGCHENG

NORD ANGLIA SCHOOL SUZHOU

Suzhou, China
Bilingual International School Delivering IBDP/iGCSE Courses
(August 2021 to July 2023)

Boarding House Mistress (Assistant Head of Boarding)

As one of 4 founding boarding house staff (assistant head of boarding) I am currently responsible to the safety, wellbeing and organisation of more than 90 students. My main duties currently include:

- The organisation of morning routines for both the boys and girls in the boarding house
- Monitoring the safety and behaviour of students outside of regular school times
- Responsible for the organisation of evening activities, events and monitoring personal study sessions for all students.
- Organisation of residential staff including the creating duty rotas and assisting in the creation of the boarding house handbook.
- Responsible for the registration and communication with parents at check in on Sunday evenings.
- Responsible for communicating with teaching and homeroom staff regarding students' welfare, homework, and behaviour
- Act as a link between school and parents on matters pertaining to welfare.
- Responsible for creating a home away from home for students.



AK-TIVITIES LTD

Cambridge & Fenland Regional Office
Delivering Multi-Sport Activity Camps and Wrap Around Care
(July 2012-Present)

Owner | Founder | EYFS Co-Ordinator | Chief Compliance Officer

Responsible for all EYFS policies, safeguarding and compliance issues in relation to government expectations and certification.

- A Compliance and organisational role which included completion of all DBS/CRB and child safeguarding checks for AK-tivities coaches, instructors and teaching staff.

Education & Professional Development:

PGCE – EYFS (University of East London) – Ongoing

BA (hons) Primary Education & EYFS (Open University)

International Award Leader Certification (DofE)

180hr Teaching English as a Foreign Language (Advanced Certification)

Paediatric basic life support
Taking bloods Venepuncture Advanced Certification

Care Certificate

Level 3 Management Apprenticeship

Level 2 skill first Application of Number

Level 2 Skills First Information and Communication

Level 2 Skill first communication

Level 2 ECDL IT

Diploma in Child Care and Education (including EYFS) level 3

CACHE Level 2 in Child Care and Education

Professional References:

Laura Kerr

[Assistant Head Teacher]

St Andrews Green Valley, Thailand

Michelle Taylor

[Deputy Head Teacher]

St Andrews Green Valley, Thailand

Etienne Mensah

[Year 1 Teacher]

St Andrews Green Valley, Thailand

Ashley Matthews

[Chief Operations Office]

AK-tivities, Cambridgeshire UK

Sarah Anneke-Bennett

[Deputy Head - Primary]

Sherborne, Qatar

Cheyenne Reed

[Director of Sport and PE]

HD, Shanghai

- The running essential child protection training and ensuring all updates and policy changes are swiftly communicated to staff as and when they happen.
- Monitoring all children's mental, physical and emotional well-being throughout the duration of our holiday sports camps and communicating any concerns home to parents in a clear and appropriate manner.
- Designing and writing policies and procedures for all safeguarding matters.
- Completion of risk assessment documentation in line with county and regional guidelines.
- Communication with and organisation of compliance with relevant associations and organisation including ICO and local county and regional council departments.
- The monitoring, evaluation, and formal management of staff in relation to compliance and safeguarding practices.
- Monitoring and maintaining the general welfare of all children whilst attending camps.
- Liaising with medical staff in the case of accident or injury of those children attending camps.
- Liaising with senior AK-tivities staff and Directors when required. Designing, execution and improvement of attending children drop off and pickup procedural policy (made increasingly difficult in 2020 considering the global pandemic).



North West Anglia NHS Foundation Trust

Hinchingbrooke, Huntingdon

(October 2016 to August 2020)

Band 4 Neonatal Nursery Nurse on a Special Care Baby Unit

Clinical role supporting babies born from 25 weeks gestation develop and grow out of utero.

Responsibilities included:

- Carrying out routine observations having knowledge of what is normal for a baby including breathing, colour, heart rate, oxygen levels, blood sugar levels, feeding, fitting and checking nasal gastric tubes.
- Organisation of numerous team member (which required high levels of time management and the ability to multitask)
- Complete detailed journals for each case and handover notes / special care reports to the rotational teams

Band 2 Maternity Care Assistant

This was a clinical role supporting mothers with their deliveries which required:

- Showing new parents how to care for their new-born baby including breast feeding, how to make up bottles, changing and washing.
- Clinical responsibilities include, assisting with sterile procedures such as suturing, epidural, instrumental deliveries and c-sections.
- Observations on mothers and their baby/babies, Blood Taking and care of catheters.

High levels of organisation, time managements and the ability to multitask are essential in this role in addition to mental arithmetic and literacy in the journaling of handover notes and journal reports.



SPROGS CHILDCARE

Somersham, Cambridge

(September 2012 to October 2016)

Owner and Operational Manager

- Organisation and completion of all DBS/CRB and child safeguarding checks for Sprogs Childcare Staff.
- Running essential child protection training and ensuring all updates and policy changes are swiftly communicated to staff as and when they happen.
- Monitoring all children's mental, physical and emotional well-being communicating any concerns home to parents in a clear and appropriate manner.
- Designing and writing policies and procedures for all safeguarding matters. Completion of risk assessment documentation in line with county and regional guidelines.



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