

## Curriculum Vitae

### Ruth Fortes – Teacher of Portuguese and French

#### Personal Statement

I am a fully qualified teacher (with UK QTS) with over 30 years of teaching experience, having taught French and Portuguese in Portugal, Cape Verde, and the UK. I have taught across a range of ages from KS2-KS5 and a range of ability levels. Teaching is my passion and I love to learn and share my knowledge and language skills with others.

I am a highly conscientious and hard-working person, capable of learning and adapting in fast-paced teaching and learning environments whether that is online or face-to-face. I can work accurately and efficiently under pressure. I have great language abilities and I am looking for opportunities offering a variety of challenges and responsibilities where my language and teaching skills can be fully employed.



#### Education and Qualifications

##### The University of Porto, Faculty of Arts, Porto, Portugal

**2009-2011**

Master in teaching Portuguese as a Foreign Language /Second Language

**2003-2007**

Degree in Modern Language and Literature – Portuguese and French

**2012**

Initial pedagogic Formation course (CAP) - Certificate n. º F592088/2012

##### Grantham College

**2016**

Award in Education and Training Level 3 – 600/9554/2

#### Work History

##### European French Language Lecturer

Grantham College, Grantham.

**October 2022 – present**

- Currently, I am working as a European French Lecturer at Grantham College teaching two courses: beginner and intermediate conversational French.
- This is a face-to-face learning with adult learners (18+) on a night school basis.
- I prepare my own lessons, take a register of attendees, and use a variety of my own creative teaching resources including the use of interactive smart board technology to interact with students on all levels and at all stages of their learning journey.

### **Teacher of French and Portuguese**

**Private Tutor (freelance face-to-face and online tutoring), Grantham.**

**October 2013 – present**

- I tutor students in their own homes and from my home (14/15/year olds), assisting them to prepare for their GCSE exams.
- I also conduct online tutoring, using an online platform to teach young people and adults worldwide to speak French and Portuguese.
- As a tutor, my goal is to help the student fill in any gaps or shortcomings in their knowledge of a particular subject.
- I prepare each lesson by tailoring it to the needs of my learners by assessing their existing knowledge and abilities.

### **Administrative Clerk**

**Moy Park, Grantham.**

**June 2020 – present**

- Conducting general administrative tasks to support the business function of Moy Park's food service company.
- In charge of checking all paperwork, scanning documents, dealing with invoices, packaging queries etc.

### **Language Trainer (Portuguese and French)**

**Brighton Early Ltd, Brighton**

**February 2016 – June 2016**

- Online tutoring of adult learners.
- Prepare the lessons in conversational French and grammar.

### **Teacher of Portuguese (OCR Speaking Exam)**

**West Grantham Church of England Secondary Academy (St Hughes)**

**May 2016**

- Exam invigilation for an oral speaking exam.

### **Online Teacher of Portuguese as a Foreign Language**

**Learnship Networks, Germany**

**April 2012 – December 2013**

- Online tutoring of adult learners.
- Prepare the lessons in conversational French and grammar.

### **Teacher of French**

**Lancaster College, Portugal**

**May 2012 – September 2013**

- Planned and implemented effective lesson plans to meet the needs of students at different proficiency levels of French speaking.
- Created a positive learning environment for students to feel comfortable practising oral French.
- Teaching French vocabulary and grammar.
- Teaching students how to read French texts and working effectively on pronunciations.

- Used various teaching techniques and resources to engage students and promote and foster learning.
- Marking (adults) students' work and providing effective feedback to learners.

### **Teacher of Portuguese as a Foreign language**

**Porto University, Portugal**

**September 2011- March 2012**

- Taught on the Erasmus students' program, students from Europe who came to Portugal to learn Portuguese.
- I also offered translation services.

### **Technical advisor to IBM and Apple (France)**

**Braga**

**2009-2010**

- Trained people learn how to use their electronic devices.

### **Travel Agent**

**Cape Verde Airlines, Cape Verde**

**1998-2001**

- Advised people about travel arrangements and the best prices for holidays.
- Dealing with phone calls.

### **Teacher of Portuguese and French**

**Cape Verde Ministry of Education, Cape Verde**

**1989-1998**

- Throughout this period, I taught primary and secondary school levels in various schools across the islands of Cape Verde such as Santo Antão - Ribeira Grande and Praia – Santiago.
- Planned and implemented effective lesson plans to meet the needs of students.
- Created a positive learning environment for students to feel comfortable and able to learn.
- Prepared my own resources for teaching and learning.
- Used a variety of teaching techniques and resources to engage students and promote and foster learning.
- Marking students' work and providing effective feedback to learners.
- Liaising with students' parents.

### **Additional skills and qualifications**

- Safeguarding and Online Safeguarding
- Safeguarding Young People
- Prevent Duty
- Harmful Sexual Behaviours
- Cyber Security, Online Safety
- A Guide to the UK Data Protection: Education
- Fire Awareness
- Preventing radicalisation
- Full clean Driving licence