

Sophie Clifton-Tucker

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Profile

4 years ago I founded my own language school, Little English, which I manage alongside my role as editor of leading local publication *The Gibraltar Magazine* and business quarterly *Gibraltar Business*, produced on behalf of the Chamber of Commerce.

I am fluent in both English and Spanish with a basic understanding of Japanese. I currently hold a BA (Hons) English degree, Postgraduate Certificate in Education (PGCE), and Certificate in English Language Teaching to Adults (CELTA), as well as 9 years teaching experience and 4 years in management.

I'm reliable, determined, work extremely well under pressure and to strict deadlines, and commit myself fully to each and every project I take on.

I look forward to working with you!

Experience & Skills

FEBRUARY 2016 - PRESENT

Gibraltar Business - *Editor-in-Chief*

- Produce the quarterly publication on behalf of the Chamber of Commerce.
- Work closely with local CEOs, Directors, Ministers.
- Copywriting/content writing for the website and social media platforms.
- Attending local events and conferences and producing write-ups for the media.
- Contacting and working with local companies for advertising & sales purposes.
- Managing advertising clients, contributors and the distribution team to ensure deadlines are met.

FEBRUARY 2016 - PRESENT

Little English Language School, Gibraltar - *Principal/Director of Studies*

- Hiring, training, and developing my teaching staff.
- Maintaining our website and social media pages.
- Scheduling timetable & school calendar.
- Ensuring targets are met, for both students and staff.
- Giving presentations within companies to advertise our corporate courses.
- Accounts, payroll, sales & marketing.
- General school maintenance (e.g. monitoring classroom/staffroom appearance, functionality of computers/printer/WiFi and so on).

NOVEMBER 2017 - PRESENT

The Gibraltar Magazine, Gibraltar - *Editor*

- Curating/producing topical articles, interviewing local figures and celebrities.
- Copywriting/content writing for the website and social media platforms.
- Attending local events and conferences and producing write-ups for the media.
- Contacting and working with local companies for advertising & sales purposes.
- Managing advertising clients, contributors and the distribution team to ensure deadlines are met.

JUNE 2015 - AUGUST 2015

United Trans-World School group (UTS), Tokyo, Japan - *EFL Teacher*

This job position was created specifically for me by a renowned company in Japan involved in international educational travel. I created and delivered a course tailored to Japanese students soon to attend secondary school/university in the UK. There was a strong focus on culture differences, pronunciation, and colloquialism.

JULY 2014 - MARCH 2015 (as well as earlier from MARCH 2012-AUGUST 2012)

College of International Education (CIE), Oxford - *ESL & Secondary School Teacher*

- Plan and structure courses in: Business & Academic English, CAE, FCE, IELTS, PET, KET, General English from Beginner to Proficient as well as A level ICT & Biology and GCSE Science and English to ESL students.

JUNE 2013 - MAY 2014

Christchurch College of English (CCEL), Auckland, New Zealand - *ESL Teacher*

- Teach General/Business English & prepare, set, and mark the 6-weekly exam.
- Creating/delivering the Independent Learning Programme (ILP) 3 times a week, focusing on skill-building with no lesson materials.
- Host a Professional Development Seminar on classroom technology to my colleagues.

APRIL 2013 - JUNE 2013

NTEC Concordia, Auckland, New Zealand - *ESL Teacher*

I was employed as a casual relief teacher but was given more responsibility covering 2 teachers on maternity/paternity leave. As well as teaching English, I marked papers during the exam period and helped out with the assemblies. I was then offered a more permanent role at CCEL.

NOVEMBER 2012 - MARCH 2013

Navitas English, Sydney, Australia - *Academic English Teacher*

- Delivering Academic English lessons to foreign students about to be enrolled at Macquarie University.
- Teaching fundamental skills in essay composition, extracting information from a text, and formulating university-standard exam answers.

DECEMBER 2012 - DECEMBER 2012

ELSIS English Language School, Sydney, Australia - Cover Teacher

MARCH 2012 - AUGUST 2012

College of International Education (CIE), Oxford, England - ESL Teacher

This was my first ESL position where I immediately gained experience in the sector. I quickly adapted and was asked to stay on to teach their Summer School programme on Oxford University grounds.

APRIL 2012 - SEPTEMBER 2012

Self Employed - Personal Tutor

During my spare time I ran a tuition service (english-first.webs.com) within Oxford and via Skype, offering skill development, proofreading, coursework help, and exam practice.

MARCH 2012 - AUGUST 2012

The Henley College, Oxford, England - Student Teacher

I carried out my PGCE placement here, teaching AS, A2, and GCSE level English language & literature. I also offered extension lessons to GCSE students outside of school time so that they would be challenged and able to perform to the best of their abilities in their exams.

APRIL 2011 - JUNE 2011

Oxford Brookes University, Oxford, England - Learning Support Assistant (LSA)

Helping a dyslexic student to compile portfolios, write essays and structure university assignments.

Websites



SCT Copy



Gibraltar Business



Little English



The Gibraltar Magazine



LinkedIn