



Frances Sweeney

PROFESSIONAL SUMMARY

Student-focused teen and adult education teacher. Attentive to individual needs and abilities. Ready to personalise instruction and support for maximum results. 30 years of experience teaching in TEFL/ESOL, Home Economics and Information Technology. Expert and articulate communication skills. Registered with the Teaching Council of Ireland. As a teacher, I maintain a positive classroom environment that promotes student engagement, behavior management, and social-emotional development.

WORK HISTORY

TEFL/ESOL TEACHER/TRINITY EXAM ASSESSMENTS –

Teens and Adults - Elementary to Advanced
August 2020 – Present (part-time)

ESOL Trinity Assessment Teacher - Future Learning Ireland, Athlone.

June 2022-Present

- Facilitating student interaction and a positive learning atmosphere through English in classes.
- Delivering communicative, student-driven classes using a project-based, technology-enhanced approach and making a connection with out-of-class activities.
- Preparing students for Trinity Exams.
- Assisting individual students in identifying and troubleshooting any difficulties they may have and overcoming barriers to effective communication and collaboration at all stages of the programme.
- Collaborating with fellow teachers with the support of the Course Coordinator in planning and delivering effective classes based on the Project Based & Technology Enhanced programme for the levels assigned.
- Providing culturally sensitive support for the student's learning and referring any welfare issues that come to their attention in class to the relevant person.
- Ensuring the orderly running of the classes in adhering to timetable and classroom discipline guidelines.
- Maintaining attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures.
- Assessing students' language learning needs both formally and informally giving them constructive feedback on their progress at regular intervals as appropriate to the course.
- Ensuring that the educational spaces, equipment and resources assigned are appropriately set up for the group and the appropriate use of equipment, software and internet resources provided by the school. is adhered to.

TEFL - Offaly Language Academy –

August 19th-30th 2024 (2 weeks mini stays)

- Teaching all levels of English as a second language to French teenagers at Summer School
- Creating lesson plans
- Tracking student progress
- Creating extra homework assignments for ambitious students.
- Scheduling extra lessons for struggling students.
- Creating student learning plans based on their goals and level.
- Reporting progress to students, management and parents
- Encouraging students to speak English outside of the classroom through scheduled activities and trips.

ESOL Teacher - LOETB Ard Scoil Chiárain Naofa, Clara

August 2020 – November 2020

- Teaching one-to-one elementary-level English to Syrian students
- Focus on conversational and general English.

CONTACT



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TEACHING SKILLS

- Adults & Teens
- Information Technology
- English/TEFL/ESOL
- Home Economics
- Reiki
- Curriculum development
- Multicultural education
- Project-based learning
- Individual learning plans

REFERENCES

- Available on request

HOLISTIC THERAPIST & TEACHER

FS Holistic Therapies - Birr & Athlone

October 2010 - Present

Facilitated personalised treatments, in kinesiology and Reiki to bespoke client needs.

- Created and facilitated Reiki Courses to adult groups since 2014.
- Collaborated with clients to effectively ascertain treatment needs, determining best holistic practices for improved wellness.
- Thoroughly assessed clients' wellness needs to ensure compliant working practices.
- Supported clients through comprehensive after-care advice, recommending products and treatments to aid in improving conditions.
- Maintained regular CPD in Reiki and wellness kinesiology
- Registered member of The Reiki Federation of Ireland and The International Association of Specialised Kinesiologists

Teacher of Home Economics & Information Technology –

Second Level & Adult Education

February 2000 – November 2020

@ Laois Offaly Education and Training Board

- Head of Home Economics Faculty.
- Class Tutor
- English as a Second Language teacher
- Information Technology teacher
- Optimised student engagement and understanding through varied resources and technologies.
- Provided learning Support for autistic students.
- Transformed complex concepts into understandable, useful information for improved subject comprehension.
- Planned and supervised educational excursions for enhanced student engagement.
- Achieved target exam results for department attainment.
- Supported new faculty members and student teachers of Home Economics through Induction and mentorship programs.
- Maintained thorough records of students' learning progress, providing individualised feedback and additional support.
- Monitored students' progress through regular assessments, promptly addressing knowledge and skills gaps.

Teacher of Home Economics & Information Technology

August 1996 – February 2000

Gort Community School - Gort, Galway

- Performed teaching duties as a member of the Home Economics and Information Technology Faculties.
- Class Tutor
- Disciplinary Review Committee Member

Department of Education Examiner

Leaving Certificate Applied Hotel Catering & Tourism Task 1999

Junior Certificate Home Economics Practical Exams 1997 & 1998

Teacher of Home Economics & Religion

August 1993 -August 1996

The Sacred Heart Secondary School - Tullamore, Co Offaly

- Performed teaching duties as a member of the Home Economics and Religion Faculties.

Life Skills Tutor -Assisted Living for Adults program

August 1991 – August 1993

St Cronan's Association, Co Tipperary - Roscrea, Tipperary

- Supported adult learners to identify problems impeding education.
- Created a Life Skills Program supporting students' individual needs.

- Created illustrative activities to help students explore program concepts.
- Explored established standards and teaching expertise to plan learning programs.
- Selected curricula based on student's interests, aptitudes and abilities.

Maths, Science, History, Geography Elementary Teacher – New York, USA

September 1987 – August 1991

St Nicholas of Tolentine Elementary School - Bronx, NY, New York

- Taught 5th Grade students
- Set up a Homework Club to support single-working parents
- Managed annual Summer school activities for students.

Home Economics Teacher -London,UK

February 1986 – August 1987

William Morris High School - London, Walthamstow

- Fostered a love of Home Economics as an essential life skill in students through enthusiastic teaching and student engagement.
- Coordinated engaging extracurricular activities including craft workshops and other visitors to the classroom to broaden pupils' learning opportunities.

Catering & Textiles Trainer

May 1983 – February 1986

Limerick Youth Service - Limerick City, Limerick

- Training instructor to groups of marginalised teenagers in preparation for work/further training in catering and textile industries in the locality.
- Established a range of mini-enterprise training programs

EDUCATION

TEFL Level 5 Certification 2024 - **TEFL.org, Galway, Ireland**

Teaching TEFL Online Certificate 2024 - **TEFL.org, Galway, Ireland**

IELTS Preparation Course 2025– **TEFL Institute, Ireland**

Teaching Council of Ireland registered - August 1992 - Present

JEB Teaching Diploma Information Technology 2000

NALA Literacy Tutor Certification 1993 **St Patrick's College, Maynooth**

Certificate in Typewriting 1986 **Keytrainer - Limerick IRE**

Bachelor in Education 1982 **Trinity College Dublin**

Diploma in Teaching – Home Economics 1982 **Trinity College Dublin**

HOLISTIC THERAPIES

ITEC Diploma Anatomy & Pathology 2023 **Brighton Holistics, UK**

Diploma in Wellness Kinesiology 2010 **Harmony Holistics, IRE**

Reiki Master Teacher Certification 2010 **Mari Hall- International Reiki Federation**

Emergency First Aid 2011 – Current - **Red Cross IRE**