Chris Owen: Tutor, Writer, Lecturer      

**CAREER HISTORY**

Specialist 1:1 Study Skills Tutor

**Freelance** (September 2017 – present)

**CHACE (Cheltenham Assessors)** (November 2017 – present)

**Clear Links** (September 2018 – present)

**Cardiff & Vale Tutors** (November 2018 – present)

**Randstad** (December 2018 – present)

**First Class Support** (December 2018 – present)

Providing tutorial support to students with Specific Learning Difficulties (SpLDs) and Autistic Spectrum Disorder (ASD)

* Adhering to the DSA-QAG’s Quality Assurance Framework (QAF)
* Committing to CPD and research relevant to role
* Developing professional relationships with: DSA-QAG, Student Finance, DSA Assessors and HEIs
* Managing own finances and tax responsibilities
* Managing websites and social media to develop caseload
* Registering as an independent provider with the DSA-QAG
* Submitting business to QAF audit (completed November 2017)
* Writing and developing policy documents for best practice
* Writing and filing own invoices and confirmation sheets

**Subjects supported:**

* FdA Paralegal Studies; HND Business Studies; BA Advertising Design; BA Animation; BA Arts & Humanities in English Language (Open University); BA Computer Games Design; BA Computer Games Enterprise; BA Contemporary Music; BA Creative Industries (Photography); BA Documentary Photography; BA Fashion Design; BA Film; BA Game Art; BA Graphic Communication; BA Journalism; BA Media Production; BA Media, Culture & Journalism; BA Performance & Media; BA Performing Arts; BA Photography; BA Popular Music; BA Theatre & Drama; BA TV & Film Set Design; BA Visual Effects and Motion Graphics; BMus Contemporary Music Performance; BSc Financial Planning, Investment, Risk; BSc Music Technology; BSc Sound Engineering; MA Art Psychotherapy; MA Documentary Photography; MA Journalism

Specialist 1:1 Study Skills Tutor(2013 – 2017)

**University of South Wales**

* Accurate recording of meetings and remote support
* Breaking down assignment questions and sections to aid assignment planning.
* Building on existing strengths and learning strategies
* Creating individual learning plans, specific to a student’s needs
* Developing independent study
* Examination and revision techniques
* Evaluating practice through student and HEI feedback
* Flexibility in delivery of sessions (both in-person and remote support through Skype)
* Fully engaging with Continuing Professional Development (CPD)
* Generic study skills, such as structuring essays
* Identifying students’ areas for development through skills evaluation
* Managing own timetable and caseload of 30+ students
* Memory and revision techniques for test and exam situations.
* Notetaking strategies for lectures and seminars.
* Paraphrasing and summarising information
* Proofreading techniques to enable students to recognise and correct mistake (e.g. homophones)
* Reading diagnostic reports and needs assessments for students
* Reading strategies and memory training enabling students to find relevant information through skim-reading
* Referencing skills and compiling bibliographies
* Research skills (library, online databases, journals)
* Signposting to specialist and universal services where appropriate
* Strategies to assist with spelling and grammar, sentence structure, punctuation
* Use of screen-reader software.
* Time management and planning in order to meet personal and course deadlines.
* Understanding key phrases in essay titles and examinations
* Undertaking regular observations and reflective practice
* Use of assistive technology in teaching and learning

Lecturer/Community Information Officer (2011 - 2016)

**Celtic Learners Network, Cardiff**

The Celtic Learners Network was an education initiative that provided a wide range of Humanities courses in Cardiff.

**Duties:**

* Planning, designing and delivering humanities lectures to adult learners
* Speaking at CADW events at Caerphilly Castle and Cardiff Story Museum
* Embedding LLUK standards into lectures
* Managing room bookings, social media, arranged classes for tutors
* Mentoring other lecturers and provided support for best practice

**Lecture topics:**

* The Russian Revolution; Rasputin: The Rise and Fall; George Orwell: The Man Behind the Myth; The Crimean War; The Crusades; William Blake; Photojournalism; French Revolution (4 weeks); English Civil War (4 weeks); Cardiff at War!; Commercial History of Cardiff; History of Russia (6 weeks); Postmodernism (4 weeks); Dylan Thomas; British Empire & Tea; Marquesses of Bute; The Chartists; Samuel Beckett: Waiting for Sam; Modern History; Roald Dahl; Harold Pinter: The Space Beneath the Pause; Stanley Kubrick: Photography and Perfection; Unreported News; Film Noir; Dystopia (4 weeks); French New Wave (La Nouvelle Vague); Francisco Goya; William Friedkin: To Live and Die in Film; Peter Weir: Life and Works “I Wish You a Fantastic Failure!’; Van Gogh: An Introduction; Don DeLillo: An Introduction

Tutor (2013 – 2015; 2018 - present)

**Freelance**

* Created individual support and action plans
* Identified needs and adjusting tuition accordingly
* Improved grammar, spelling, sentence structure and punctuation
* Understanding key phrases in essay titles and examinations
* Reading strategies and memory training

**Subjects supported:**

* BA Careers; Youth & Community Work**;** Creative Writing (Adult Learner)**;** English (Basic skills for PGCE)**;** English Language (KS3 – KS4); English Literature (KS4); ESOL (Adult Learner)**;** History (KS5)**;** Research Skills (Adult Learner)

Project Manager/Lecturer (2013)

**‘Guerrilla Education Project’, Cardiff**

A collaborative community outreach initiative delivering free, ‘TED-style’ public lectures

* Managed speakers, schedule, publicity, and social media
* Delivered talks on Welsh History, Dystopia, and George Orwell

Coleg Sir Gar, Llanelli, Carmarthenshire (Jan – May 2013)

**Teacher (PGCE placement)**

* Taught English AS & A2 Level (Language & Literature)
* Taught Access to Higher Education (Humanities/Communication Skills)
* Arranged and delivered tutorial support (1-to-1) for students
* Observations of teaching by mentor and visiting tutor
* Accrued 120 hours of assessed professional practice

Residential Support Worker (RSW)/Learning Support Assistant (LSA)

**Ty Coryton Children’s Home and School, Cardiff** (2010 – 2011)

Higher Clerical Assistant/Triage Worker/Community Panel Member

**Cardiff Youth Offending Service (YOS), Cardiff** (2008 – 2011)

**EDUCATION**

University of Cardiff (2012 – 2013)

**PGCE (Post-Compulsory Education & Training)**

University of Southampton (2007 – 2008)

**MA (Hons) Creative Writing**

University of Southampton (2004 – 2007)

**BA (Hons) English Literature & History**

Whitchurch High School, Cardiff (2002 – 2004)

**A Levels: English Literature, Drama, History**

Whitchurch High School, Cardiff (1997-2002)

**GCSEs: Maths, Science (Dual Award), English (Dual Award), History, Geography, French, Drama**

**PROFESSIONAL MEMBERSHIPS**

* Member of the Association of NMH Providers (Board Member)
* Associate Fellow of the Higher Education Academy (AFHEA)
* Associate Member of the Dyslexia Guild (ADG)

**REFERENCES AND CPD AVAILABLE ON REQUEST**