

Cassie Allen

Telephone: 0114 222 0910

Email: careers@sheffield.ac.uk

LinkedIn: [linkedin.com/groups/4305759](https://www.linkedin.com/groups/4305759)

Home address:

241 Glossop Road,
Sheffield, S10 2GW

Education

University of Sheffield

BA Education, Culture and Childhood with Foundation Year

**Sept 2011 – June 2018
(expected 2:1)**

- Course studied on a part-time basis over 7 years.
- Subject areas covered include educational research and policy, child psychology, and the philosophy, history and sociology of education.
- Dissertation research project title: Understanding the needs of primary school children with Autism Spectrum Disorder (ASD).

Generic High School, Sheffield

Sept 1990 – June 1995

- 10 GCSEs (grades B – D) including English (B), Maths (C) and Science (C)

Experience of working with children

Volunteer, Local Charity, Sheffield

August 2015 – Present

- Contribute towards the overall aim of the charity to improve the lives of Sheffield children with Autism and provide support to their parents.
- Organise holiday club activities for children with Autism aged 6-12 years old.
- Facilitate regular sibling support workshops for children aged 7-16 years old who have a brother or sister with Autism.
- Communicate with parents via email to offer information about the charity and provide initial advice and support.
- Liaise with Autism experts to co-ordinate a monthly programme of talks and workshops for parents.
- Manage closed Facebook groups to ensure that parents have a safe space to ask questions and get support.

Placement Student, Standard Primary School, Sheffield

Feb 2016 – June 2017

- Worked alongside a qualified teacher and provided classroom support, primarily in the role of a teaching assistant.
- Supervised a group of 5 children who needed additional support, including reading to them and explaining maths exercises.
- Planned and co-delivered a lesson on healthy eating to a class of 25 children.
- Provided regular one-to-one support to a child with ASD to encourage participation in group activities and social interaction with other children.
- Led a group of 5 children during a school outing to a local museum.
- Produced resources for learning activities in collaboration with classroom teacher.

Lunchtime Supervisor, Generic Primary School, Sheffield**Sept 2009 – July 2015**

- Co-supervised groups of up to 120 children during outdoor and indoor playtime.
- Provided one-to-one support to children who needed assistance with eating and encouraged good behaviour at meal times.
- Administered basic first aid to children injured during playtime activities.
- Organised regular playground games involving groups of up to 20 children to develop social interaction and encourage physical activity.

Additional work experience

From 2004-2009, prior to embarking on my degree programme, I spent a number of years as a full-time parent. Before this I worked in a variety of roles in the retail, secretarial and administrative sectors. These included:

Admissions Assistant, University of Sheffield**June 2003 – May 2004****Clerical Assistant, University of Sheffield****April 2002 – May 2003****Senior Sales Assistant, The Big Shop, Sheffield****Sept 1999 – April 2002****Sales Assistant, A Small Shop, Sheffield****July 1995 – Sept 1999**

- Collaborated with colleagues to maintain positive working relationships, achieve targets and successfully complete team projects.
- Demonstrated my attention to detail as an Admissions Assistant, through the production of regular Microsoft Excel reports analysing student application data.
- Communicated effectively with a wide variety of clients and customers, including international students whose first language was not English.
- Supervised the day-to-day work of junior colleagues as a Senior Sales Assistant.

Additional skills

- Full, clean UK driving licence.
- St John Ambulance first aid certificate valid until March 2020.

Interests

- I am a keen runner and regularly take part in social, charity and competitive races.
- Most recently I raised £500 for Bluebell Wood Children's Hospice by successfully completing the Sheffield Half Marathon at my personal best time.
- In April 2018 I will be taking part in the London Marathon to raise money for Sheffield Children's Hospital Charity.

Referees

Professor Ann Academic
School of Education
University of Sheffield
generic@email
0114 222 0910

Ms Em Ployer
Volunteer Co-ordinator
Local Charity, Sheffield
generic@email
0114 222 0910