

CURRICULUM VITAE

Barbara Baird

Nationality: Australian - also EC Passport (Ireland)
First language: English
Home Address: 8 Alpine Crescent
Grindelwald Tasmania 7277
Australia
Tel: ++ (613) 6330 1709 Email barbbaird@gmail.com

Qualifications

Learning to Teach On-line certificate (Sheffield College UK) (2001)
MSc. in Teaching English (Aston University UK) (1999)
RSA UCLES Diploma TEFLA (Distinction in teaching practice) - Singapore (1991)
RSA UCLES Certificate TEFL - London (1987)
Abschlussbescheinigung - Music Education (Mozarteum, Salzburg, Austria) (1982)
Graduate Diploma - Music Education - State College of Victoria, Toorak (now Deakin University) (1977) (1 year)
Diploma of Teaching - Burwood State College (now Deakin University) (Honours in teaching practice)(1973) (3 years)

Teaching Experience

2005 - 2012 Freelance CELTA Trainer (see p. 3)
Teacher Trainer – Bell Teacher Trainer Campus – UK - 2010 & 2012
Teacher Trainer – TESOL Study Tour courses
Teacher trainer – Pre-CELTA TESOL courses

IELTS Examiner Trainer for Tasmania
IELTS Senior Examiner

Teacher of General and Academic English in Australia and China
Teacher on IELTS preparation courses
Teacher on grammar courses for general public

Lecturer/Tutor on University Preparation Courses & Diploma Courses for
University of Tasmania
Language Support for International students at University of Tasmania

The British Council Teaching Centre, Singapore:

1999 -2005 CALL/ICT Co-ordinator

Teacher of English to adults and young learners.
UCLES Team Leader for all Main Suite, BEC and YL exams and examiner of all of these exams.
IELTS Examiner (oral and written). IELTS Examiner No: 061027
Line Manage up to 4 teachers

Computer Power User
Initiated and oversaw the introduction of Interactive Whiteboards (IWBs) in Teacher Trainer in all Computer Assisted Language Learning areas, including training teachers in technical understanding of IWBs and pedagogical best practice.

The British Council English Teaching Centre, Ljubljana, Slovenia:

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- 1995-1999 Teacher of English as a Foreign Language to adults and young learners.
 Teacher Trainer for Slovenian-speaking school teachers of English
 Acting DTOM (Manager) in manager's absences.
 Oral examiner for Cambridge KET, PET, FCE, CAE, and CPE exams,
 also BEC1 & BEC2, and YL exams.
- UCLES Exams Team Leader for Slovenia. (involved recruiting, training and
 monitoring oral examiners)
 Qualified IELTS examiner (oral and written)
- 1999 Worked as a trainer on Business English courses for a major BC contract with
 an entrepreneurial college, taught one-to-one (a labour lawyer), trained oral
 examiners for UCLES newly-introduced BEC and Young Learner exams, and
 taught FCE and CPE exam-preparation classes

The British Council English Teaching Centre, Berlin:

- 1992-1995 Teacher of English as a Foreign Language to adults.
 Co-ordinator of levels 4 and 5 (intermediate and upper intermediate)
 Teacher trainer: RSA UCLES CTEFLA course, July 1993.
 Teacher trainer at weekend seminar/workshops for German-speaking
 secondary school teachers of English.
 Oral examiner for Cambridge FCE and CPE exams in Brandenburg.

ATT Language Centre, Singapore (International House):

- 1989-1992 Teacher of English as a Foreign Language to adults and young learners.

International House, Budapest, Hungary:

- 1988 Teacher of English as a Foreign Language to adults and young learners.

Ministry of Education, Victoria, Australia:

- 1978-1987 Primary school music teacher.
 1974-1976 Primary school class teacher.

German Language – Intermediate / Upper Intermediate level
 Hungarian and Slovene Languages – studied for 1 year each

1988 - Published a word game, ALPHABETIX, in Australia.

Teacher Training

Pre-Service

- **2010** – November CELTA Hobart UTAS
- **2009** – January CELTA – IH Sydney (MCT) / June CELTA – Kaplan Aspect Cairns
August CELTA – Bell Cambridge, England (MCT) / November CELTA Hobart UTAS
- **2008** – January CELTA – Hobart / August CELTA – IH Sydney / November CELTA Hobart UTAS
- **2007** – January CELTA – Hobart / August CELTA – Adelaide (MCT)
September CELTA – Melbourne / October CELTA – Hobart
November CELTA - Sydney
- **2006** – 3 CELTA courses at IH Bangkok / CELTA Adelaide
- **2003/2005** – British Council Singapore – 3 CELTA courses.
- **1993** – British Council Berlin – CTEFLA course.

In-Service

- **2010** – Bell Teacher Campus, Homerton College, Cambridge, England. July and August. Language Development and Methodology.
- **2008** – University of Tasmania
 - TESOL study tour course for Chinese lecturers in English
 - Grammar course for teachers of English x2
 - TESOL course for potential teachers of English x2
 - Latrobe University – TESOL study tour course for Korean teachers of English
- **2007** – University of Tasmania – TESOL study tour course for Chinese Lecturers in English
- **1999-2005** - British Council Singapore
 - Developed and delivered a series of training to more than 40 teachers in MS Word, MS PowerPoint, MS Outlook, in order for teachers to more easily cope with lesson preparation, sourcing / writing supplementary materials and attending to administrative requirements.
 - Developed and delivered on-going sessions in using a variety of Computer Assisted Language Learning software, including discussions on best pedagogical practice. Included in this were sessions on authoring supplementary materials suited for 6 programs in the WIDA software.
 - Developed and delivered to more than 60 teachers, and admin staff 6 levels of training for the (Promethean) Interactive Whiteboard, which replaced our traditional whiteboards in the classrooms to help teachers become technically proficient and be aware of best pedagogical practice.
 - Co-delivered a week-long Power User (computers) training course.
- **1996/1997** – British Council Slovenia – developed and delivered weekly lessons to primary and secondary school teachers of English in the state system. Language development and methodology.
- Worked on BC-operated summer schools for Slovenian teachers of English.
- **1993-1998** – British Council Berlin and British Council Slovenia – worked on BC-operated summer schools for primary and secondary school teachers of English in the state system. Delivered workshops in writing, reading, maintaining motivation, language development.

Exams Work

- **2009** → – IELTS Senior Examiner
- **2006** → – IELTS Examiner Trainer for Tasmania
- **2005** – IELTS examiner – oral and writing in Tasmania, Shanghai, Qingdao
- **2004/2005** – delivered ESOL seminars to teachers and school managers in Singapore from the local schools and language schools.
- **1996-2005** – British Council Slovenia and British Council Singapore – was Team Leader for Cambridge ESOL oral exams, including all Main Suite exams (KET, PET, FCE, CAE, CPE), Young Learners' exams (Starters, Movers, Flyers) and Business Exams (BEC Preliminary, BEC Vantage, BEC Higher). This involved me in recruiting oral examiners, inducting training, co-ordinating them annually, monitoring and evaluating them. In addition, I attended to all associated administrative work and kept useful records. I attended regional Team Leader meetings each year. I maintained my own examiners status in all of the above exams.
- **Since 1996** I have maintained my IELTS speaking and writing certification.

Computer Assisted Language Learning Work

- **2000-2005** - British Council Singapore
 - In addition to (a heavy emphasis on training) I wrote internet-based and software-based supplementary materials for a variety of courses at all levels.
 - Developed and maintained a student intranet for students to access web sites linked to courses.
 - Developed and maintained web pages for students to publish course writing on.
 - Developed and managed the content of British Council designed Active Desk Tops for all public-access computers, with links to all relevant programs, for teachers and students ease of use.
 - Developed the filing system for teacher use on classroom computers / interactive whiteboards.
 - Liaised between teachers and British Council London and Singapore IT technicians and IT systems Manager for smooth day-to-day use of computers across our 4 centres and continued development in programs for language learning.
 - Attended regional and global British Council hosted workshops to plan on-going development of the British Council Global Technical Infrastructure related to language learning, with particular focus on developing on-line learning and acquiring permissions from the major EFL publishers to allow for the legal use of sound files in class (in order to phase out the use of audio cassettes and CDs).
- **1996** – British Council Slovenia – set up a Self Study Centre

Teaching

- **2005 – 2011**
 - University of Tasmania ELC – Teaching of General English and Academic English. IELTS prep courses. Short study tours for students from Japan and Korea. UPP courses.
 - Changsha China for NMIT Insurance Professional College (June/July 2008)
 - Hangzhou China for NMIT Vocational College China for NMIT (April/May 2007)
 - Shandong University of Science and Technology China for NMIT (May/June/July 2007)
- **1989-2005** – EFL teaching has covered a range of levels and course types (General English, Business English, Exam Preparation courses, Young Learners). There has been a focus on higher levels and exam preparation courses, FCE, CAE and CPE in particular.

Line Management

- **2002-2005** – British Council Singapore – line managed 4 teachers per year. This involved me in
 - observing 2 lessons per teacher each year followed by oral and written feedback on the lessons
 - helping teachers develop their annual job plan to plan their contribution to the teaching centre and their professional development
 - meeting with teachers half yearly to discuss the progress of their job plans
 - writing an annual evaluation on teachers' performance

Tutoring

- **1998/1999** - British Council Slovenia – two years of weekly sessions with University Professor in Industrial Law. Language input and help with preparing / structuring papers to deliver at EU meetings in preparation for Slovenia joining the EU.
- **1998/1999** – British Council Slovenia – co-delivered the English language input to all students at G.E.A., Slovenia's first entrepreneurial college. This included offering tutorials to those students who needed more language assistance in English to cope with the rest of the course, much of which was conducted in English.