

Ian Davies



Language Teacher and Translator (English, French, Italian, Spanish)

I am a highly enthusiastic and approachable teacher with CELTA B certification and the YL extension, teaching English in Tokyo, Japan. I was Assistant Director of Studies at Harrow School last summer, and I have previous experience in Italy, Spain, France and the UK.

E-mail: contact@iandev.net
Born: 11 September 1987
Nationality: British

Teaching experience

- Sep 2016 – Present *Ian Davies Language Development* (Kawasaki, Japan) – iandev.net
Freelance Language Teacher and Translator
- Teaching English, French and Italian classes to children and adults around Tokyo and Kawasaki;
 - Designing tailored curriculums for each student and tests to show quantifiable evidence of their progress;
 - Researching the latest teaching methodologies so that I can tweak my approach and materials accordingly;
 - Translating French, Italian and Spanish texts into English for other companies around the world;
 - Running the business, negotiating contracts, liaising with clients and managing accounts.
- Dec 2016 – Present *Simul International* (Tokyo, Japan) – simul.co.jp
Business English Teacher
- Teaching business English to students at office premises in the banking, foreign exchange and IT sectors;
 - Preparing students for business trips, relocations, presentations, commercial bids and promotions;
 - Delivering classes with the utmost professionalism, focusing on student needs to ensure satisfaction;
 - Planning activities to ensure maximum communication and language use over the term of each contract.
- Sep 2016 – Present *Minerva Intelligence* (Tokyo, Japan) – minel.jp
English Teacher
- Teaching a new English course to classes of children aged 0-16 at two schools in Kanagawa prefecture;
 - Establishing a new school in Musashi-shinjō, liaising with the Shinjuku HQ and facilitating student enrolment;
 - Teaching substitution lessons and special lessons at a host of schools across the Tokyo Metropolitan Area.
- Jul 2016 – Aug 2016 *Harrow School – BABSSCo* (London, UK) – harrowschool.org.uk, babssco.co.uk
Assistant Director of Studies
- Reprising my English teaching role for international children aged 9-13 at the Mill Hill campus;
 - Assisting with placement testing and allocating children into teaching groups and houses;
 - Delivering two teacher development seminars for faculty staff: “Using IT in the Classroom” and “Difficulties Encountered by Learners of Different Nationalities” – with a strong focus on pronunciation and practice;
 - Organising the set-up and pack-up of the summer school premises and communicating with management.
- Aug 2015 – Jun 2016 *AEON Hiyoshi* (Yokohama, Japan) – aeonet.co.jp
English Teacher
- Teaching English for 25 contact hours each week to students of all levels, from pre-school to proficiency;
 - Meeting with prospective and current students to gauge their level and discuss their learning goals;
 - Meeting internal targets and taking the school to first place of the 120 schools in the Shutoken region.
- Jul 2015 – Aug 2015 *Harrow School – BABSSCo* (London, UK) - harrowschool.org.uk, babssco.co.uk
English Teacher
- Teaching English to international classes of pre-intermediate children aged 9-13 at the Mill Hill campus;
 - Creating a multimedia teaching programme around the children’s excursions and Harrow’s curriculum;
 - Running “serious fun” active English sessions for all teaching groups and levels;
 - Participating in observations where my classes were consistently rated “Above Standard”;
 - Cooperating with British Council observations in the school’s inspection year.
- Sep 2014 – Jul 2015 *Inlingua Toledo* (Toledo, Spain) – inlinguatoledo.es
English and French Teacher
- Teaching English to groups of adults, teenagers, children and toddlers from A1 to C2 level;
 - Providing preparatory courses for the Cambridge English Advanced and First exams;
 - Delivering my own French language course and teaching children aged 7-10.

Education and training

- Aug 2016 – Sep 2016 *International House Barcelona* (Catalonia, Spain) – ihes.com
CELTYL Young Learners Extension to CELTA
- 60 contact hours of teaching methodology focusing on CLIL, storytelling & drama, creative learning, YL-friendly teaching techniques, classroom management, mixed abilities, project work and language analysis;
- 4 assessed hours of teaching practice; feedback and supervised lesson planning; 2 written assignments.
- Jul 2014 – Aug 2014 *Cambridge Regional College* (Cambridgeshire, UK) – camre.ac.uk
CELTA Grade B
- 120 contact hours of teaching methodology, lesson planning, language analysis and awareness;
- 6 assessed hours of teaching practice; feedback and supervised lesson planning;
- 6 hours of classroom observation of experienced teachers; 4 assessed written assignments.
- Sep 2010 – Sep 2011 *University of Bath* (North East Somerset, UK) – bath.ac.uk
Master of Arts in Interpreting and Translating
- Translation from French and Italian into English, including group extended translation projects;
- Consecutive, simultaneous, liaison and public service interpreting from French and Italian into English;
- Dissertation: translation and commentary of scientific journals on nuclear fusion (awarded distinction);
- Institutions of the EU and UN; elements of law; issues in globalisation; Spanish improvers.
- Oct 2006 – Jul 2010 *University of Warwick* (West Midlands, UK) – warwick.ac.uk
Bachelor of Arts in French and Italian Studies (first class with honours)
- French and Italian language, translation, essay writing and oral skills;
- Applied linguistics; foreign language teaching; 20th century Italy; French cinema; colonial literature;
- Erasmus year at the University of Bologna, studying translation and interpreting at the Forlì SSLMIT;
- Language Centre modules in German (level 3) and Japanese (level 1); SAS teacher training module.

Skills and competences

- Language skills Mother tongue: **English**
Foreign languages: **French (C2), Italian (C2), Spanish (C1), Japanese (B2), German (B1)**
- Personal qualities Patient, calm and approachable; good at building rapport; especially good with children; enthusiastic; accustomed to multicultural environments; organised; meticulous attention to detail; good at problem solving; proactive; experienced language learner; able to work to deadlines; honest and trustworthy.
- IT skills - Extensive knowledge of Microsoft Office 2016 and 365, including web apps, admin, macros and formulae;
- Expert user of Windows 10, 8, 7 and XP, with excellent troubleshooting and networking skills;
- Proficient with Adobe Photoshop, Lightroom, GIMP, Paint.NET and other image editing software;
- Fluent in PHP, HTML5 and CSS web languages and able to build, design and manage websites.

Additional information

- Other work experience - Two years as translator and operations assistant at [Alpha CRC](http://AlphaCRC.com), Cambridge, UK;
- Eight months as an English teacher at [The British School](http://TheBritishSchool.com), Forlì, Italy;
- Traineeship as interpreter and translator at the [Council of Europe](http://CouncilofEurope.org), Strasbourg, France;
- Internship as translator and web editor at [Bologna City Council](http://BolognaCityCouncil.com), Bologna, Italy;
- French and Spanish classroom assistant for six months at [Sidney Stringer Academy](http://SidneyStringerAcademy.com), West Midlands, UK;
- Language Volunteer running GCSE French workshops at [Westwood Academy](http://WestwoodAcademy.com), West Midlands, UK;
- Over a decade of web development and tech support for [Acorn Saddlery](http://AcornSaddlery.com), South Molton, UK;
- Period as freelance translator at iandavies.eu between October 2011 and April 2012 in Bath, Somerset, UK;
- Placement as radio technician and translator at [TSF98 FM](http://TSF98FM.com), Caen, France.
- Other education and training *Harrow School, London, UK:*
- Emergency First Aid at Work HSE compliant, expires July 2019.
North Devon College, Barnstaple, UK and Park Community School, Barnstaple, UK:
- A2 level Biology, Chemistry and French; AS level English and Physics; 13 GCSEs at A*/A grades.