

Thomas Wykes



Personal information:

- Address: Schloßstraße 3/1/5, 2320, Schwechat, NÖ.
- Telephone number: 0043 6509428183
- E-mail address: thomaswykes0@googlemail.com
- Date of birth: 13.02.1985
- Dual Nationality: British and Austrian

Education:

- February 12th 2019 - June 7th 2019 - CELTA (BFI Vienna) Grade B
Business English: Lower intermediate level, adult teaching
General English: Upper intermediate level, adult teaching
- February 2008- March 2008 - TEFL course. TEFL International, Ban Phe, Thailand
- September 2004- 2007 - University of the West of England: BSc Hons
Psychology BSc Hons 2/1
- September 2002- 2004 - City of Bristol College: AS+A2 Level
Psychology A
Media Studies B
German D
Key Skills - (Not a graded subject)
- May 2002-August 2002 - The Prince's Trust: Personal Development Programme
- January 2001- July 2001 - Colstons Collegiate School, Bristol - GCSE
German A
English C
Maths C
Science double award C/C
PE C
Drama B
- April 2000- May 2000 - Study in Austria BORG SCHULE Linz

Work experience:

- September 2012 - **To date** - English Teacher, Piaristensordensprovinz

Piaristengasse Volksschule Maria Treu (Primary school)
Piaristengasse 43, 1080, Vienna

I am a full time English teacher responsible for teaching eight classes, 2nd - 4th class primary school.

- September 2009 - **To date** - Freelance English teacher.

Private afternoon courses in three primary schools.

This involves advertising, taking registrations, organising the work space, administration tasks, designing the syllabus, and teaching the lessons.

VS Galileigasse 5, 1090, Wien: 2009 - 2017
Levels: beginner and elementary

VS Schubertschule, 1090, Wien: 2012 - 2017
Levels: beginner and elementary

VS Piaristengasse 43, Maria Treu: 2012 - 2021
Levels: beginner, elementary and
Gymnasium preparation, grammar introduction

Private English courses for 7 - 15 year olds in the school holidays: 2009 - **To date**.

During the school summer holidays I offer week-long intensive courses in people's homes, combining English teaching with childcare. I teach English and take the children on educational trips in Vienna.

This involves, advertising, taking bookings, organising the activities, designing a syllabus individually for each client, and teaching the children. I do five weeks every summer holiday.

Levels: beginner - upper intermediate

Private English tutoring, levels A1 - C2 - predominantly online -
7 students per week: 2018 - **To date**.

The Cambridge Institute Vienna. English teacher: September - November 2021.

(I liked the job a lot and the Institute was very happy with my work but I decided to quit for personal/family reasons - I returned to my freelance work so that I could be more present at home and have more time for my young family.)

Levels: B1 - C1 (Cambridge learning system and a CAE course)

SPIDI language school Vienna. English Trainer: 05.03.2020 - 20.12.2020.

(Stopped due to corona virus - shortage of students/courses.) Level: absolute beginner (one student)

Private English course at Infoscreen Austria (Wiener Linien): Dec 2019 - March 2020.

I ran a three hour workshop for a team of seven editors every month to update and improve their English. (Stopped due to corona virus budget cuts.)

Level: advanced - Business English

- September 2009 - June 2012 - English Teacher, Stadtschulrat für Wien (Vienna school council)

I had seven schools: one base school where I taught most of the time and six other schools where I delivered week long intensive courses to 4th class primary school students to ensure their knowledge was at the required level.

While employed by the Stadtschulrat for Wien I received an 'Ausserordentliche Würdigung' (an award for exceptional work).

- June 2008 - September 2009 - Teaching Assistant
John Cabot Academy, Bristol, England
-

- Intermittent - Labouring on construction sites
- November 2007 - Jan 2008 - Chef: Molly Darcy's Irish pub Vienna
- Summer exam period, June-July 2007 - Exam invigilation
John Cabot city technology college, Bristol
- September 2006 - November 2006 - Teaching break-dance
John Cabot city technology college, Bristol
- June 2005 - August 2007 - The White Lion pub and Restaurant, Bristol
- February 2003 - June 2005 - The Prince of Wales - Pub and Restaurant, Bristol
- July 2002 - February 2003 - Magabowl - Wimpy Bar
- April 2002 - May 2002 - Waitrose: Fish counter and customer service
- Jan 2002 - March 2002 - The Priory in Portbury: Vintage Inns: Trainee chef
- May 2001 - Dec 2001 - Tesco: Golden Hill Store: Check-out Operator
- February 2001 - May 2001 - Co-op General Assistant
- June 2000 - July 2000 - Queen's Hotel, Penzance: Trainee chef

Teaching skills:

I have been teaching English in different contexts for ten years. I can plan an appropriate lesson, workshop or presentation and confidently deliver it in a friendly, clear and understandable fashion. I can teach English to children and adults at all levels, from beginner to advanced. I receive almost exclusively positive feedback from my students of all ages, from the parents of my younger students, and from my colleagues and superiors. I continually read and study to further my knowledge and skills as a teacher.

Organisational skills:

Since I have lived in Austria (2009) I have worked as an English teacher in a school with a heavy work load and have done freelance work as well. I organise private English courses during term-time and in the summer holidays. This involves finding a work space, advertising, distributing information, taking payment, planning the syllabus and delivering the lessons. While doing all this I received an 'Ausserordentliche Würdigung' (an award for exceptional work) from the Stadtschulrat für Wien (Vienna school council). I am always well prepared for my lessons, I am extremely punctual and reliable.

Customer relation skills:

During my career I have worked in gastronomy (dealing with customers) and in schools (dealing with parents). In my freelance work I still deal with a lot of customers. I take the time to listen to people's needs and find the right balance between being friendly and remaining professional. I receive almost exclusively positive feedback for the services I offer and for the manner with which I conduct myself. This is reflected in the references I have received from my employers and customers.

Computer skills:

- Excellent all-round IT skills.

Other skills and competences:

- Full driving licence
- Full motorcycle licence
- Class A skydiving licence

Other information, hobbies and interests:

- Native English speaker and fluent in German.
- Philosophy/Psychology
- Travel in Europe, Far East, USA and Canada. I have lived and worked in Vienna Austria since 2009
- Junior Rugby, Penzance Rugby Club
- Cornwall County Rugby Squad
- Skydiving
- Breakdance (including teaching)

References and supporting documentation for all jobs and freelance work are attached or available on request, see list below.

List of references:

My current employer: Piaristengasse Volksschule Maria Treu

A letter from my headmistress and the director of Hort combined. This refers to my current position as an English teacher and to one of my afternoon courses that I offered in a private capacity.

The Cambridge Institute Vienna:

Email exchange outlining the good terms on which I left.

Reference letter.

My previous employer: Stadtschulrat für Wien

A letter from the director of VS Galileigasse 5, 1090, Wien referring to my employment at the school.

Proof of employment from the Stadtschulrat für Wien

A second letter from the director of VS Galileigasse 5, 1090, Wien, referring to my employment the school and to my one of my afternoon courses that I offered in a private capacity.

References for my freelance work:

Letters from the directors of the three schools where I offer(ed) afternoon courses in a private capacity.

VS Piaristengasse 43, Maria Treu (combined with school job reference)

VS Galileigasse 5, 1090, Wien (combined with school job reference)

VS Schubertschule, 1090, Wien

— — — — —

Testimonial from Infoscreen Austria (Wiener Linien)
Reference from Infoscreen Austria (Wiener Linien)

Five letters from clients of my summer holiday courses.

Fr Paffendorf, Wienerlinien, infoscreen
Fr Schönbauer
Fr Rest, Ruggenthaller, Rest and Borsky, Rechtsanwälte.
Oliver Marjanovic, CEO NSM Engineering AG
Dr. Arnd Florack / Dr. Sabine Weibrecht

Reference letters from multiple private tutoring students.

Supporting documentation:

- CELTA certificate
- CELTA letter
- Degree certificate
- 'Ausserordentliche Würdigung' award for exceptional work from the Stadtschulrat für Wien
- VS Galileigasse 5, 1090, Wien: lesson observation form