

# Maria Stone

## ACADEMIC QUALIFICATIONS

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<b>2020-2021</b>	<b>Goldsmiths, University of London</b> Primary PGCE with Foreign Modern Languages	QTS
<b>2009 - 2012</b>	<b>University of Warwick</b> BA (Hons) in History of Art	2:1
<b>2008 - 2009</b>	<b>Wimbledon College of Art</b> Level 4 Foundation Diploma in Art and Design	Passed
<b>2007</b>	<b>Santiago de Compostela University, Spain</b> Summer course in Spanish Language and Literature	C1 level
<b>2006 - 2008</b>	<b>Latymer Upper School Sixth Form</b> 3 A-Levels: Spanish (A), Art (A), History of Art (B)	
<b>2001 - 2006</b>	<b>St. Augustine's Priory</b> 11 GCSEs : Spanish (A*), Maths (A), English Language (A), English Literature (A), French (A), History (A), Art (A), Physics (A), Chemistry (B), Biology (B), Religious Studies (B)	

## PROFESSIONAL DEVELOPMENT

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<b>2023</b>	<b>EduCare part of TES Training</b>	
- Autism Awareness	- Risk Assessments in Educational Settings	
- Reflective Practice	- Leading and Implementing Change	
<b>2022</b>	<b>EduCare part of TES Training</b>	
- Food Hygiene and Safety	- Keeping Children Safe in Education 2022 Part 1	
- Fire Safety in Education	- Keeping Children Safe in Education 2022 Annex B	
- The Prevent Duty	- Health and Safety in Education: Staff Awareness	
- Child Protection Refresher 2022	- Female Genital Mutilation Awareness	
<b>2022</b>	<b>First Aid for Life Training</b>	
- Paediatric First Aid (12 hours)		
<b>2022</b>	<b>KnowBe4 Training (I.T.)</b>	
- CEO Fraud	- Social Engineering Red Flags 2022	
- Common Threats 2022	- Kevin Mitnick Security Awareness Training 2022	
<b>2018</b>	<b>Early Years PVI – Autism Training</b>	
<b>2015</b>	<b>Souter – Executive PA diploma</b>	
Modules covered:	- Secretary / PA course	- Executive PA course
- Typing Skills	- Proficient Microsoft Excel	- Proficient Microsoft Outlook
- Advanced Microsoft Outlook	- Proficient Microsoft Word	- Advanced Microsoft Word

## WORK EXPERIENCE

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<b>Sept. 2022 – present</b>	<b>Early Years Teacher : Miss Daisy's Nursery Belgravia, London</b>
- Promoted the social, emotional, physical, and academic development of all children in the setting while collaborating with the team to create a safe, educational, caring, and stimulating environment.	
- Maintained up-to-date and complete paperwork, planning, and tracking while providing individualised support to students inside and outside the classroom to facilitate their access and participation in activities.	

- Implemented behaviour management strategies, including positive handling, in line with the school's policies, contributing to a purposeful learning environment.
- Set up and cleared classrooms and equipment, ensuring an organised learning space.
- Effectively communicated with parents and carers regarding children's development, addressing any concerns that arose.

**Oct. 2021 – Feb. 2022 & Nov. 2018 – Jul.2020**                      **Early Years Practitioner : Camberwell After School Project, London**

- Collaborated with the Early Years Manager to ensure smooth day-to-day operations, fostering inclusivity and ensuring the well-being of all children.
- Facilitated engaging circle time/storytelling sessions and managed customised adult-led activities to address the developmental needs of my assigned key children.
- Acted as a key person for multiple children, overseeing their development, tracking progress, and ensuring compliance with Ofsted requirements. Encouraged child-inspired play and activities to support individual choice and growth.
- Established effective communication with parents/carers, including those with limited English proficiency, leveraging my fluency in Spanish to relay information on their children's progress and facilitate their spoken development.
- Collaborated closely with external professionals and agencies (e.g., Speech and Language Therapists, local Autism team, Occupational Therapists) to ensure consistent support for children across all aspects of their lives.
- Provided diligent supervision of children indoors and outdoors, implementing CASP's health and safety policy and safeguarding procedures. Maintained accurate records of accidents and incidents, and administered first aid when required.

**Oct. 2017 – Nov. 2018**                      **Playworker : Camberwell After School Project, London**

- Facilitated play opportunities to promote holistic development encompassing social, emotional, physical, intellectual, and creative aspects.
- Collaborated with the team to plan, organise, and deliver diverse activities aligned with the weekly schedule, including arts & crafts, circle time, and physical activities.
- Actively engaged children, fostering their participation and enjoyment in the activities.
- Conducted observations and maintained records of key children's development in accordance with the Early Years Foundation Stage framework.
- Prioritised children's safety, consistently identifying and mitigating potential hazards and risks.
- Completed various documentation in compliance with Health & Safety, Ofsted, Safeguarding, and Food & Hygiene regulations.

**Feb. 2017 – Oct. 2017**                      **Homework Helper Volunteer : Camberwell Library, London**

- Assisted children aged 7 to 16 with homework assignments and exam preparation.

**Jan. 2017 – Oct. 2017**                      **After School Club Volunteer : Cardinal Hume Centre, London**

- Collaborated with the team to plan and facilitate arts & crafts activities for children, including leading activities proposed by me.
- Actively encouraged children's participation in weekly activities while maintaining a vigilant focus on their safety and identifying potential risks.

**2011 – 2015**                      Working in several Art based companies, such as **Sotheby's, Christie's, The Art Loss Register** and **Art Recovery International**.

**KEY SKILLS AND COMPETENCIES**

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<b>Experience:</b>	Excellent communication and organisational skills. Ability to multitask and prioritise work. Working as part of a team. Full UK driving license.
<b>Programs:</b>	Excellent working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Picture Manager.
<b>Languages:</b>	Fluent in Spanish, and a basic reading level of French and Italian.

*References available upon request*