



Curriculum Vitae

James Hinge, Pango Village, Port Vila, Vanuatu

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PERSONAL STATEMENT

A highly experienced training assistant and Teacher Aide Inclusive with over 5 years training experience in the field of training both Academic and Vocational. I am an Inclusive Advocate on Special Need Education within the Vocational world and I am keen on supporting students with special need to enable them to learn better and also supporting teachers to ensure they have an Inclusive classroom that gathers for all children and ensure it is Inclusive. I am a self-starter who can work without much supervision and also a team player who is great at multi-tasking and I always aim to give the best of my ability to any organisation that I work for.

SKILLS

- Problem Solving Skills.
 - Excellent Communication Skills: Clear, Positive, Active Listener, Empathetic,
 - Super written work: design and create complex documents
 - Conflict Management Skills: Outstanding understanding of diversity and Inclusion
 - High standard of IT skill: Proficient in the use of Microsoft office suite of software.
 - Effective facilitator and Trainer
 - Great Team Player
 - Language: Outstanding both Verbal and written English, Bislama and Mother tongue, Basic French.
 - Administrative support skills.
 - Multi-tasking.
 - Planning and organising
 - Team work
 - Self-directed/management.
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WORK EXPERIENCE

**Vocational Training Tutor/Ground Base Facilitator –Certificate III Education Support
Semester 1 2021**

APTC, VIT Campus, Port Vila, Vanuatu

Duties and Responsibilities

- Providing Training support and Delivery on Inclusive Education with Online Trainer in Australia.
- Design and support small group learning on the 5 clusters of the Inclusive Education Support Course.
- Support The trainer in design and delivery of Vocational programs.
- Support One on one session with students to ensure there is competency Evidence on Inclusive Education Practices through the Course.
- Supervision of students ensuring adherence to occupational Health and safety standards.
- Observe and assess students learning based on the Australian Standard Qualification Authority(ASQA)
- Participate in PLC Meeting for all Education Support across Australia and across Pacific Island countries.
- Participate in Inclusive Education Meeting for Ministry of Education, VESP Vanuatu, Teachers College and other NGO's.
- Adhering to the requirements of the registered Training Organisation under which the qualification is being delivered.
- Completion of required administrative tasks as directed by Trainer
- Provide regular report of students tutoring and ensure the ongoing follow up of students through collaboration with students, education staffs and Training Managers.

Vocational Training Assistant- Certificate III Education Support
Semester 2 2019-Sem 2 2020
APTC, VIT Campus, Port Vila, Vanuatu

- Organise and coordinate Training Events which includes make Travelling arrangements, making lodging arrangements and scheduling conference and training room time for Various Training Events.
- Design and create training materials both written and visual for used to guide Trainees.
- Participated actively in Industry network. Such as Inclusive Policy Meeting and VITE inclusive Planning.
- Facilitated industry meeting and engagement.
- Support and deliver MEO workshop in Shefa, Malampa and Sanma Province in Early Childhood area- ECCE in alignment with the Ministry of Education.
- Perform Clerical duties such as conducting Interview for Applicants, filling in and filing student's personal files, results and attendance record.
- Design Training and Course Schedule.
- Adept at using Social Media Platforms, Graphic design tools and desktop application for standard office equipment.
- Scan and upload Education Support student assessments onto T/Drive, V/Drive.
- Check and renames students assessments electronically to ensure compliance with current Naming conventions.
- Provides assistance to other trainers by completing assigned tasks in an efficient and timely manner

- Prepare and maintain up-to-date APTC to work resources and learning materials in consultation with fellow Education Support facilitators across APTC and the relevant specialist Adviser.

**Male Advocacy Coordinator- APTC Male Network Vanuatu
APTC, VIT Campus, Port Vila, Vanuatu.**

Duties/Responsibilities

- Establish diverse and active APTC Male advocates and building and support network of male staff members from across APTC as allies for ending Violence and Promoting Gender Equality.
- Engage Men in understanding and examining the perception around Masculinities in the pacific and within APTC.
- Deliver awareness in partnership with VSDP, Vanuatu Police force, Ministry of Internal affairs and VNCW on Violence during 16 days of Activism.
- Providing one on one support and manage activities for Male advocacy program within APTC.

**Teaching Assistant/Secondary Tutor -Middle Syndicate Inclusive
2017- 2018
Port Vila International School, Port Vila, Vanuatu.**

Duties/Responsibilities:

- Supervised students in class;
- Team-teach and assisted Teacher in delivery of the class session
- Work one on one with students who needs extra support
- Prepared student learning materials;
- Developed and implemented student learning activities;
- Participated actively in industry networks;
- Attended and participated in professional development activities;
- Organised and filed all paper work to ensure compliance with School Audit requirements;
- Provided administrative support to administration team and other teachers, such as photocopying, scanning and filing.
- Assisted with report writing and minute taking;
- Assisted administration team and trainers at student orientation programs and other student activities to ensure smooth transition back to school.
- Observed children and monitor their Progress
- Interacted with parents and children to ensure a conducive learning environment for children.
- Provides assistance to other teachers by completing assigned tasks in an efficient and timely manner.

Teacher Aide Inclusive (One on one- Down Syndrome/ADHD)

2015-2016

Port Vila International School, Port Vila, Vanuatu

Duties /Responsibilities

- Work one on one with student in class or during group activities
- Prepare one on one session for specific child with special need
- Planned and implemented learning activities with children with special needs.
- Taught and supervised children with special need
- Observed children and monitor their progress;
- Interacted with parents and children to ensure a conducive learning environment for children;
- Participated in staff meetings;
- Attend workshops on Inclusive Education to enhance learning environment for the child.

SACE Study Supervisor (Year 11 and 12)

2017-2019

Port Vila International School, Port Vila, Vanuatu

Duties and responsibilities

- Responsible for the senior student welfare from 2-4pm every week
- Counselling
- Tutoring students in psychology, English, Geography and ESL.
- Carried out other tasks as required.

QUALIFICATIONS

Pacific Senior Secondary Certificate (PSSC), Matevulu College (2012), Port Vila, Vanuatu
South Pacific Form Seven Certificate(SPFSC), Malapoa College (2013), Port Vila, Vanuatu
Certificate III in Education Support, APTC (2019), Port Vila, Vanuatu
Certificate IV in Training and Assessment (TAE), APTC (2020-2021), Port Vila, Vanuatu –
Ongoing (Complete in June)

Bachelor of Arts with Graduate Certificate in Education, USP – Ongoing
Communication Technology for Business Success, TAFE, Queensland, 2020, Port Vila,
Vanuatu

Digital Literacy Essential, TAFE Queensland, 2020, Port Vila, Vanuatu

Certificate II Provide Basic Emergency Life support, 2019, Nightingale Medical Services,
Port Vila, Vanuatu

Module 2 Gender Equality and Social Inclusion, 2020, APTC, Port Vila, Vanuatu

WORKSHOPS ATTENDED

Inclusive Education Training Workshop	2018(PVIS-APTC)
Counselling services &protection against Violence of Women Workshop	2017 (APTC)
Child Protection Workshop	2018(APTC)
First Aid Training	2019(Nightingale Services)

Child Protection Workshop	2019 (Child Desk)
Dyslexia Workshop	2019 (APTC)
HIV/AIDS Workshop	2019(Vanuatu Family Health)
Early Reading Intervention Workshop	2016(PVIS)
Introduction to AIM Workshop	2016(PVIS)
Online Webinar: Updating your My Profile	2019(Tafe Queensland)

REFEREE

Anna Naupa	Country Director, APTC, Vanuatu Campus	Mob: 7398401
Natasha Murray	Training Manager. APTC, Vanuatu Campus	Mob: 24066
Rachel Woodley Higgins	Deputy Principal, Port Vila International School, Port Vila	Tel: 23837
