

Krassimira Tzvetanova Tzvetkova

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EAP, ESAP, academic communication and study skills tutor and course co-ordinator, experienced in **pre-sessional, foundation and in-sessional programmes in UK HE**; FE teacher in ESOL, EFL and English for general purposes; English Language teacher in UK schools. I also develop curricula with discipline-specific materials for home and international students and design tailored courses (including a commercial one, in Retail) with specific objectives and learners in mind. My versatile overarching skills include working with clients of varied backgrounds, ages, and abilities, catering to their individual needs, and making a pronounced difference to their academic lives. I am specifically effective managing the learning and well-being of students with learning difficulties or health problems, or young learners.

Qualifications and training

- (2015) Associate Fellowship of Advance Higher Education (HE)
- (2009) Full UK-validated QTS (Qualified Teacher Status)
- (2008) CELTA, Cambridge
- (2008) PTTLS, Cambridge
- (2001) Certificate in Counselling

University of Wales, UK (and Birmingham Christian College)

- (1996) MA in English Language, Literature and Linguistics, with a PGCE-level Teacher Qualification for TEFL and English Language and Literature (with distinction)
- (2002) BTh in Theology and Christian Ministries (First Class, Hon.)

College Professional Development Including:

- **Member of BALEAP Group for Technology-Enhanced-Learning**
- **NCALT Channel General Awareness Prevent Training**
- **University of Luxembourg: Using Corpora in EAP Teaching**
- **SER: Online Safeguarding Children and Keeping Children Safe in Education**

Employment History

Sept 2009 - present – Lecturer in ESOL/EFL/Functional Skills English/Literacy at the South and City College, Birmingham – home/JCP and international provision

Teaching groups of up to 30 students across different foundation programmes, catering to a wide variety of student needs (including occasional SEN learners) and backgrounds on a range of different programmes

- Designing and developing schemes of work for general and work-context courses
- Creating e-learning resources through platforms including Google Suite, Padlet to use via Microsoft Teams, Google Classroom and Attain
- Working flexibly across different courses and groups
- Teaching learners of various ages, levels and nationalities including French, Middle-Eastern/Arabic, Chinese, South America, African, Eastern European and Korean, often in mixed cohorts
- Preparing and delivering ESOL/EFL lessons on up to 5 different levels, differentiated
- Class tutor responsibilities for groups and individuals, dealing with a range of academic and welfare issues

Key achievements:

- Networking/establishing partnerships with co-tutors to better identify common learning and wellbeing issues and offer solutions
- Initiating in-team peer observations, for the purpose of better integrating functional content and language and addressing varied learner needs

June-Sept 2012 – 2023 - Pre-sessional Teaching Associate, English for Academic Purposes/BME pre-sessional programmes for international students, University of Birmingham

Teaching EAP (Business/Economics/Finance/Accounting/Management/Marketing/Banking context) on the university's 15- and 10-week EAP/BME pre-sessionals (CLIL-type courses, targeted to help PG students on their pathway to the Birmingham University Schools). Teaching EAP and study skills to mixed UG and PG groups

- Blending classroom and online teaching in a hybrid mode to accommodate the needs of the students whose arrival was delayed by COVID-19 restrictions
- Offering pastoral care and support especially to under-18s
- Administering and marking integrated-skills assessments, as well as standard exams and coursework
- Holding weekly one-to-one tutorials to support students with their individual needs

February-June 2022 and 2023 – In-sessional Lecturer/Course Designer/Academic Writing Workshop, University of Luxembourg (online)

Planning, designing and delivering a 10-week x 4-hour in-sessional course focussed on developing academic writing skills in English for students with the subject specialisms in Cultural and Social Studies and Languages and Media Studies

- Designing and delivering the curriculum for the 10-week x 3-hour Academic Writing Workshop in 2 subject specialisms
- Designing and developing the materials for these specialisms– both for in-class and online use
- Restructuring the framework for online delivery mode
- Creating e-learning resources for Webex
- Designing assessments and marking schemes corresponding to the curriculum and lesson content
- Fulfilling administration responsibilities and offering individual academic support

Key achievements:

- Collaborating with the Head of English and Media at the University of Luxembourg
- Initiating collegiate peer observations

June and November Series, 2020-2023: Associate Assessor at Cambridge International Examinations and PEARSON EDEXCEL

Marking up to 350 papers of International *GCSE English Language (Comprehension) and GCSE English Literature – Paper 2 – Shakespeare and Unseen Poetry* exams with excellent feedback

June 2021-March 2022: commercial online course creator

- Created a commercial Retail course based on the online platform Thinkific, in a partnership with a business person from the USA. The course is enjoying a good customer-base.

Oct 2013-June 2021 – Insessional Lecturer/Course Designer/Course Co-ordinator, Curriculum Developer of the ILSC pathway programme on a Foundation, UG and PG level for international students and the in-session programme for Foundation and PG, Birmingham City University International College

- Working in a team on the teaching, planning and delivery of the foundation pathway and UG and PG in-session courses, with a focus on curriculum development, creation of class and digital materials and designing, co-ordinating and delivering the 13-week ILSC and 6-week in-session programmes. Adapting and restructuring courses during a period of considerable college growth, and subsequently, modifying them for online delivery during the COVID-19 lockdown period. Offering ongoing small-group and one-to-one study skills tutorials. Responsible for QA proceedings including module reviews, reports, contact with External Examiners and participation at Exam Boards
- Co-ordinating the 13-week ILSC courses (Foundation, UG and PG) and the 6-week in-sessionals (UG and PG) and supporting colleagues with delivery
- Designing the curricula for the 13-week ILSC courses and the 6-week in-session support courses
- Designing and developing the materials for all these courses – for both in-class and online use
- Creating and delivering discipline-specific courses and sessions in collaboration with academic faculties across BCU, for Business and Economics, Accountancy and Finance, Management, Marketing, Media, Bioscience, Engineering
- Re-writing and expanding the UG and PG non-credit provisions, comprising courses in Academic Writing, Critical Thinking and Research Methods
- Creating e-learning resources for VLEs including Moodle, Canvas, Microsoft Teams, and Webex, using platforms like Google Suite, Pebble and Padlet
- Approaching and collaborating with subject tutors from BCU faculties, to assist with subject assessments
- Sourcing and exploiting discipline-specific authentic texts to produce language-focussed lesson resources
- Designing and conducting the assessments and marking schemes for the above courses

Key achievements:

- Coordinating a small group of ILSC tutors
- Modifying the assessments in discussion and contact with External Examiners and a National Group for ILSC, Navitas

July – September, 2014: Part-Time Language Support Tutor, BME pre-session programme, University of Birmingham

- Giving one-to-one tuition in speaking and listening to students struggling in these areas; working intensively on pronunciation, intonation, note-taking in lectures and presentation skills

Jan-June 2013: Visiting Lecturer (teaching), International Centre for English, Birmingham City University:

Teaching EAP to groups of international students on back-to-back 16-week pre-session courses.

- Teaching mixed disciplines within one class, including a combination of UG and PG students
- Administering and marking integrated-skills assessments, as well as standard exams and coursework
- Holding weekly one-to-one tutorials to support students in their individual needs

- Contributing to the format and marking criteria for the pre-session course assessments

May-Sept 2009: Academic Skills Tutor, Birmingham Christian College (voluntary, part-time)

- Specific focus on Practical Study Skills such as note-taking, academic integrity and carrying out research.
- Teaching EAP

Publications:

- I write for **Medium and LinkedIn** on teaching practice and the philosophy of life-long learning.
- The New Retail Course in 50 Booklets, New Retail Ethos, USA, 2022
- Movement in Teaching. The Teaching Journal. TESOL SOFIA BULGARIA, 2019
- Preparing for Publication:
Emotions in Teaching, ETP Journal, 2023