

ANVI KADVATH

CONTACT

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EDUCATION

2022
UNIVERSITY OF NOTTINGHAM

- Master of Arts (English Literature)
- Result: Merit

2020
UNIVERSITY OF MUMBAI

- Bachelor of Arts (English Literature)
- CGPI: 7.69

SKILLS

- Conflict Resolution
- Academic Administration
- Teamwork
- Time Management
- Educational Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English: Fluent
- Hindi: Fluent
- Marathi: Intermediate
- Malayalam: Intermediate

PROFILE SUMMARY

A diligent and professional individual with extensive experience in administration, leadership and pastoral support; currently seeking a position within the education industry. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Having graduated from the University of Nottingham with an MA in English Literature, I exhibit exceptional verbal, written and Interpersonal skills.

WORK EXPERIENCE

Carlton Le Willows Academy **SEPT 2024 - DEC 2024**
Learning Manager- Behaviour Lead for Key Stage 4

- Support student learning through the use of data, strategic intervention and monitoring to maximise student attainment.
- First response for everyday student problems.
- Monitoring all students in the year group, both academically and with behavioural issues.
- Working closely with the Inclusion Coordinator, Reflections, Bridge and the Vice Principal - Deep Support on intervention strategies, targeting students for intervention (i.e., coursework completion) and other issues which may present a barrier to learning.
- Utilising the database to track and intervene with serial internal truants or students who are consistently late for lessons.
- Attending Personal Support Plan (PSP) meetings when necessary.
- Recording safeguarding incidents, including the production of reports on students for multiagency meetings.
- Attending safeguarding conferences on behalf of the Academy and providing relevant feedback to the delegated person where necessary.
- Undertake referrals for students and/or their families as specific needs are identified.
- Support the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the Academy.
- Undertake weekly attendance checks for the year group and contact parents/carers to clarify reasons for absence.
- Attend and actively contribute to the RAG meetings to ensure that students of concern are identified early and appropriate intervention actioned.
- Analyse and interpret reward data on a half-termly basis to produce reward intervention booklets and present these to the Senior Leadership Team.
- Attend and on occasion chair, the Attendance Panel meetings.
- Make Anti-Social Behaviour Contract referrals to the Police.

Carlton Le Willows Academy
Learning Manager- Year 11

SEPTEMBER 2023- JULY 2024

- Head of Year 11.
- Responsibilities were the same as above but focused on Year 11 students only.

Carlton Le Willows Academy
Student Advisor (Behaviour & Attendance)

OCTOBER 2022- JULY 2023

- Supported pupils' behavioural conduct in classes and other areas of the school.
- Supported staff members in handling difficult behaviour displayed by students.
- Provided support with the lesson removal system (On Call) and supervise withdrawn students.
- To support the school's work to ensure good attendance and punctuality as required, including supporting late detentions.
- Investigate incidents by taking statements, interviewing students and directing them to their Head of House or Tutor. Contact parents/carers as required.
- Implemented a change of documenting consequences within the system.
- Adapted to the IT system used by the academy, i.e., Bromcom and regulated the entire consequences (detentions) system of the academy.
- Devised and implemented a new communication mode with the members of staff regarding the consequences issued by them, resulting in greater ease of access and a more time-efficient and accurate process for escalating the consequences.
- Assisted in providing a safer workplace by maintaining confidential documents and information by reporting it to the appropriate member of the Senior Leadership Team and Safeguarding Team and following up on safeguarding issues in line with school policies and procedures.
- Provide students with Pastoral support when in need and help improve their attendance in school.
- Additionally assisted the Attendance Team with running physical pupil checks within the academy to ensure their presence in school.
- Managing incoming phone calls and mail.
- Liaise with parents on a one-on-one basis and support them and their children with the consequences issued to them.
- Maintain up-to-date records of C5 isolation detentions.
- Establish working routines and maintain records/logs of casework and provide staff with requested information as required.
- Received a nomination for 'Big Respect.' Big Respect is an HR initiative run by the Academy's Assistant Deputy Headteacher, wherein members of staff anonymously nominate other members of staff appreciating their hard work and the help they provide.

Arnold Hill Spencer Academy
Attendance Officer

SEPTEMBER 2022- OCTOBER 2022

- Managing incoming phone calls and mail.
- Adapted to the IT system used by the academy, i.e., Synergy and regulated the entire Attendance record of the academy.
- Record attendance data, inquire into any missing data, and keep correct attendance records, including absences due to Covid-19 and absences due to an unknown reason.
- Accurately retain attendance records and log student absences and late arrivals on SIMS.
- Contact parents or caregivers to inquire about unusual absenteeism or lateness.
- Keep track of students' attendance and communicate any worries to the pastoral leaders in order to encourage regular attendance at the school.
- Process and action student holiday requests.
- Abide by the rules and regulations regarding the protection of children, their health, their safety and security, as well as their right to privacy and confidentiality.
- Recognizing attendance challenges, truancy patterns, and late arrivals, as well as addressing parents about all aspects of attendance, including essential written correspondence.
- Perform any additional ad hoc tasks that are necessary and appropriate for the position.

Alderman White School
Attendance Officer

JUNE 2022 - JULY 2022

- Same as above but with reduced roles since it was a part-time job.
- Limited to work within the school with daily tasks as mentioned above, but not liaising with outside professionals.

Secondary schools in Nottingham, United Kingdom
Supply/Cover Teacher

MARCH 2022 - JUNE 2022

- Worked via an education agency and taught lessons in secondary schools in Nottingham in the teacher's absence.

REFERENCES AVAILABLE UPON REQUEST