

# SIMON SMITH

<http://www.sueleatherassociates.com/>

## BRIEF PROFILE

International language education consultant specialising in primary teacher education, trainer training, programme and project evaluation, curriculum, syllabus and materials design.

## EDUCATION

MA ESFL (UCNW Bangor) 1986  
RSA Dip TEFLA (*Distinction in Practical*) 1983  
RSA Cert TEFLA (Grade B) 1982  
BA Hons (Upper Second) in English and American Studies (UEA Norwich) 1979

## TRAINING

Certificate in Moodle use (Starter level) (Consultants-e, Barcelona) 2008  
Certificate in Online Education and Training (*Distinction*) (Institute of Education, London) 2006

## CURRENT CONSULTANCIES AND POSITIONS

- Programme Leader Chichester University/NILE MA in Professional Development and Language Education (from August 2015)
- Consultant to Cambridge Assessment on curriculum and teacher education project design, and evaluation (from June 2013)
- Chair Cambridge Assessment Teaching Knowledge Test for Teachers of English to Young Learners (TKT:YL) (from September 2010)
- Associate Tutor and Supervisor Chichester University/NILE MA in Professional Development and Language Education (from July 2008)
- Chair Cambridge Assessment Teaching Knowledge Test (TKT) Module 2 *Lesson planning and use of resources for language teaching* (from Sept 2007)
- Chief Moderator Cambridge Assessment In-service Certificate in English Language Teaching (ICELT) exam (from January 2004)
- Associate Trainer Norwich Institute for Language Education (NILE) (from June 2000)

## PROFESSIONAL EXPERIENCE OVERVIEW

Freelance teacher education consultant, trainer, and materials writer from 2000  
ELT Teacher Education Projects Manager British Council Poland 1997-2000  
ELT coordinator Central + S. Bohemia British Council Czech Republic 1996-7  
INSET coordinator and trainer Bohemia British Council Czech Republic 1994-6  
INSET trainer Prague Pedagogical Centre British Council Czech Republic 1990-94  
PRESET trainer Kossuth Lajos University British Council Hungary 1987-90  
ESP teacher King Abdul Aziz University, Jeddah, Saudi Arabia 1986-87  
INSET trainer Shanxi Province Teacher Education College, China VSO 1983-85  
EFL teacher (part-time) Bell School, Norwich, UK 1982-83  
EFL teacher Kassala Boys' Secondary School, Sudan 1980-82

## PROFESSIONAL EXPERIENCE DETAILS

**Consultant on Mexican national ELT curriculum reform** Review and consultancy on national curricula. Includes meetings with MoE, consultancy on curricula alignment with CEFR. September 2016- April 2017

**Consultant on Malaysian national ELT curriculum reform** Review and consultancy on national curricula. Includes meetings with MoE, consultancy on curricula alignment with CEFR, consultancy on syllabus, and schemes or work January 2015ff ongoing

**Consultant and trainer for Sudanese curriculum reform project** for British Council Sudan. Consultancy on curriculum, materials. Teacher and trainer training. Aug-Sept 2015

**Consultant on teaching and learning of early reading in Palestinian schools** for British Council Palestine. February-March 2015

**Consultant on young learner graded reader scheme** for Ladybird/Penguin. April 2014-January 2015

**Consultant on Armenian curriculum reform** for Cambridge Assessment. November 2014

**Trainer and course designer** (with Evi Schwenbacher) for Deutsches Bildungsressort Bereich Innovation und Beratung Italy. Primary teacher education course June 2014 ongoing

**Consultant on trainer trainer CPD needs (with Tony Wright)** with NILE and British Council India. Needs analysis and follow-up workshop with British Council India training consultants March 2014

**Consultant for primary teacher education programme evaluation** for British Council India. Mid-term review of Karnataka early start cascade project. September-October 2013

**Consultant on teacher training materials design** for ELT consultants consultancy group. Feedback on teacher training materials produced by Tanzanian writers on British Council – Tanzanian MoE EQUIPT project. December-January 2013-2014

**Consultant for primary English teacher language syllabus** for British Council UK. Design of professionally-oriented language syllabuses at A0-A1 and A1-A2 levels for primary teachers of English in transitional contexts. May-June 2013

**Consultant for national young learner exam benchmarking** for Ministry of Education and British Council Czech Republic. Benchmarking of national exams in primary and lower secondary schools to CEFR. April 2013 ongoing.

**Consultant for national coursebook evaluation** for British Council Iraq. Evaluation with a British-Iraqi team of a national coursebook series for the Iraqi Ministry of Education. Jan 2013.

**Trainer and consultant on observation and feedback skills** for British Council Algeria. Part of a team of 3 training Algerian Middle School Inspectors on observation and feedback skills for teacher assessment and professional development. October 2012.

**Consultant on ELT curricula, syllabi and materials** for British Council, Algeria. English Teaching and Learning Scoping Mission for the Algerian Ministry of National Education October 2012

**Course leader for NILE** MA in Trainer Development module within MA in Professional Development and Language Education. UK and Brazil August 2012 ongoing

**Consultant on materials development** for Cambridge Assessment and Cambridge International English on a national project to design a curriculum framework aligned to CEFR, set of teachers' guides and teacher training materials to introduce English-medium education in state schools in Kazakhstan April 2012 ongoing

**Consultant and trainer** for Cambridge Assessment. on a project for Ural Federal University Yekaterinburg on syllabus design, course design, and CPD. Russia April 2012 ongoing.

**Online course designer for NILE** Consultancy and design (with Thom Kiddle) of an online version of MA TYL and MA Trainer development module within MA in Professional Development and Language Education April-October 2012, January-February 2014. .

**Course and materials designer and trainer** for NILE MA TYL module. Leeds Metropolitan University/NILE MA in Professional Development and Language Education. Brazil. January 2012.

**Consultant on early reading to English In Action** DFID-Funded OU project. Work with a Bangladeshi team to develop graded readers to support young learners of English Bangladesh (Oct 2011-Oct 2012)

**Online course designer and trainer** with Radmila Popovic for Sue Leather Associates on *Fundamentals of Teacher Training*, an online teacher training course. Oct-Dec 2011.

**Consultant on teacher education materials design** for British Council Iran on teacher training and materials development project. Comprising both face-to-face courses in Dubai, Azerbaijan and Turkey and online support for materials writers and trainers. November 2011 ongoing.

**Online course designer for NILE** Consultancy and design of an online academic refresher writing course (Moodle) for teachers taking Leeds Metropolitan University /NILE MA in Professional Development and Language Education. May 2011

**Consultant and exam setter** for Cambridge International English's A-level in English Language and Linguistics for Singapore (Syllabus 9727). February 2011- May 2013.

**Consultant** to British Council India for the monitoring and evaluation of a baseline study for early start English in Karnataka state. The outcome of this consultancy was a draft report advising the state government of Karnataka on a teaching training policy to strengthen early start provision in Karnataka. This report was later developed by BC India following the receipt of completed baseline data March-May 2010.

**Associate Trainer** for NILE. Course design, materials design and training. Courses designed and taught have included trainer training for French, Italian, Swiss and Chinese groups, training for Hong Kong head teachers, Bahraini test item writers, Algerian inspectors and numerous

intensive teacher training courses for closed and open enrolment groups. I also teach and supervise teachers taking the Chichester/NILE MA in Professional Development and Language Education (MAPDLE). Ongoing from July 2000.

**Chair and Item Writer** for Cambridge Assessment TKT, TKT YL. Chair duties for TKT 2 and TKT YL include running meetings for pre-editing, editing, test construction, pre-test review, test evaluation, item-writer training, writing item-writer guidelines, constructing tests from item bank, evaluating item-writers' work, and item-writing for Modules 1 and 3, and TKT CLIL. Ongoing. Chair from Sept 2007 and Sept 2010, Item-Writing from 2005.

**CELTA trainer** for NILE in Norwich November 2009 ongoing.

**Consultant on curriculum design and materials development** to Cambridge Assessment and Cambridge International English (with Kay Bentley and Debra Myhill) on a national project to design a curriculum framework aligned to CEFR, set of teachers' guides and teacher training materials to introduce English-medium education in state schools in Egypt. <http://www.nes.edu.eg/> October 2009 –October 2011

**Consultant** to British Council India to evaluate a cascade teacher training project in Delhi state. The outcome of the project was a set of needs analysis tools for piloting across British Council India's range of cascade projects. March-July 2009.

**Consultant** to British Council, Central and South Asia (project owned by British Council Uzbekistan) on a teacher training project 'English for teaching: teaching for English' (ETTE) project See <http://www.nation.com.pk/pakistan-news-newspaper-daily-english-online/Regional/Islamabad/07-Jan-2009/British-Council-to-train-20000-teachers> 2007-2011

**Consultant and Teaching Fellow** to University of York on distance MA in TEYL (age focus 6-16). Duties included supervision and mentoring of students' work, face-to-face tutoring distance materials writing, editing, marking, and course development from July 2000-September 2009.

**Consultant** to British Council Bangladesh. English Language Teacher Certification needs assessment. Desk research and an in-country visit to advise on the on the feasibility of a national test in language for an identified audience of Bangladeshi teachers of English. This consultancy was carried out with Sue Leather. Feb-May 2008.

**Consultant** to British Council UK Global Teacher Development Manager reviewing *TKT Essentials*. February 2008.

**Teacher Trainer** for Kanton Luzern, Switzerland, on yearly requalification courses for lower secondary school teachers February 2005-2008, February 2012.

**Consultant on ELT curricula and syllabi** to British Council, Tunisia, English Teaching and Learning Scoping Mission Report for the Tunisian Ministry of Education and Training. A two-week mission with two other consultants, to scope the present state of ELT in Tunisia. The consultancy led to the Tunisian Ministry of Education signing an MOU with British Council <http://www.middle-east-online.com/english/?id=29798> November, December 2007.

**Teacher Trainer** for British Council Estonia on CPD options for its trainers prior to scaling down of BC work in Estonia December 2007.

**Teacher Trainer** for British Council Yemen on ELT Curriculum reform project, on one-month courses between March 2006 - August 2007.

**Consultant on distance materials development** to Open University on five curriculum subjects on TESSA (Teacher Education in Sub-Saharan Africa) Project for teachers in Nigeria (contact through Jane Devereaux) <http://www.tessafrica.net/> May-June 2007.

**Teacher Trainer** for Kanton Schwyz, Switzerland with team of six Swiss trainers running yearly teacher training requalification course for 100 primary teachers of English April. 2005-2008.

**Chief Moderator** for Cambridge Assessment ICELT exam. Duties include review of moderator's reports on test centres, checking that grading is in line with Cambridge Assessment standards, attending meetings, and moderating one test centre. Ongoing from 2004.

**Consultant and Trainer** to British Council Slovakia for British Council Slovakia Peacekeeping English Project. Design and teaching of regional seminar on *Establishing Systems of Continuing Professional Development in Military and Security Service Contexts*. March 2005

**Consultant** on two Trainer Training Projects for British Council, Montenegro. (Outputs are two teacher training manuals) Involved needs analysis, program design and delivery, liaison with Ministry of Education (co-sponsor), communications and editing and design of training materials. November 2003- March 2005.

**Consultant** on two Trainer Training Projects (Secondary and Primary) for British Council, Serbia (Outputs are two teacher training manuals for Primary and Secondary sectors) Involved needs analysis, program design and delivery, liaison with Ministry of Education (co-sponsor) communications, and editing and design of training materials. October 2002-June 2003

**Consultant** on Curriculum Development Project (Primary and Secondary), British Council Kosovo, Support for Kosovans developing the first English Curriculum for Kosovo. February-June 2003.

**Consultant** to British Council China Design and Writing of six TKT courses (at two levels) December 2003-October 2004.

**Consultant** to British Council China . Needs analysis and advice on design of national intensive summer in-service courses for primary teachers of English February-March 2002.

**Consultant on distance materials writing** to World Bank for teachers in Egypt. Work with Egyptian materials writers on EU/World Bank/ Egyptian Ministry of Education project to establish primary teacher training needs, produce distance materials to support primary teachers in the use of coursebook. Output was a Supported Open Learning print and video package *Do and Learn* (Project EG/B-7-4100/1B/97/0011). June 2001-April 2002.

**Consultant** to British Council Bosnia on design and set up of Peacekeeping English training centre October 2000-December 2001.

**ELT Teacher Education Projects Manager** British Council Poland. Managed six teacher education projects. Negotiated signed agreement with Polish Ministry of Education and Goethe Institut on teacher training and trainer training for primary teachers of foreign languages to

young learners, writing and content of core PRESET and INSET syllabuses for primary foreign language teachers. 1997-2000.

**INSET coordinator** British Council Czech Republic Set up national and regional teacher training and trainer training and mentoring courses, Close work with head of the national English Teachers' Association to design and produce a nationally televised ELT methodology series and print support (*Alternativy pro Anglickinare*). Video of TV series and accompanying handbook were also used as distance learning materials nationally. 1990-97.

**PRESET trainer** Kossuth Lajos University British Council Hungary Methodology lectures and workshops on ELT methodology for pre-service trainees. 1987-90.

**ESP teacher** King Abdul Aziz University, Jeddah, Saudi Arabia. Taught ESP courses for engineers. 1986-87.

**INSET trainer** Shanxi Province Teacher Education College, China VSO Designed and taught two-year in-service course for Chinese primary teachers. Set up SAC in Institute, and ran INSET sessions for Institute staff members. 1983-85.

**EFL teacher** (part-time) Bell School, Norwich, UK. Taught a range of general English courses. 1982-83.

**EFL teacher** Kassala Boys' Secondary School, Sudan. Prepared secondary school students for school-leaving exams. 1980-82.

## TALKS AND PRESENTATIONS

30 + talks and presentations at international conferences on a wide range of teacher education topics

## INNOVATION

Track record of innovation e.g. work on online course design for University of York, co-design of online project management and trainer training courses for Sue Leather Associates, online course design for NILE (academic writing, MA TYL online), design of a new teacher exam for Cambridge Assessment (TKT: YL), design of TV series and trainer training courses in the Czech Republic.

## PUBLICATIONS

Three review articles for *ELT Journal*, articles for *Children and Teenagers* (IATEFL) article (with Sue Leather) in *English Teaching Professional 2011-2012*

*Do and Learn* Distance learning package with print support and video for teachers of English for Egyptian Ministry of Education 2002

*The Musicians of Bremen* (graded reader) (Penguin Longman) 2000

*Edited Lessons* Distance learning package and video with Association of Teachers of English, Czech Republic 1995

*Alternatives for English Teachers* Distance learning package and video with Association of Teachers of English, Czech Republic 1994

## PROFESSIONAL REFEREES

Anthony King,  
Senior Assessment Manager,  
Cambridge Assessment,  
1 Hills Road,  
Cambridge CB1 2EU.  
01223 552895  
[king.a@cambridgeAssessment.org](mailto:king.a@cambridgeAssessment.org).

Melanie Williams,  
ELT Consultant and Teacher Trainer,  
Ancienne Distillerie,  
Route de Margon,  
34290 Alignan du Vent,  
France.  
Tel/fax: + 33 4 67 24 72 33  
[mel.williams@orange.fr](mailto:mel.williams@orange.fr)