

Contact

www.linkedin.com/in/janina-duda-assoc-cipd-47749b21 (LinkedIn)

Top Skills

French
English
Project Management

Languages

German (Limited Working)
Polish (Native or Bilingual)
English (Full Professional)
French (Professional Working)
Italian (Limited Working)

Certifications

Level 5 Diploma in Learning and Development
Teacher trainer certificate
QTS - Qualified Teacher Status

Publications

Why Should Linguistic Diversity Be Supported in Europe
Teaching English in the Uniting Europe.
Building Europe, Democracy and Civil Society from Russia to Balkans. The Schools of Political Studies of the Council of Europe.
Intercultural Competencies in the Uniting Europe Teaching
Rozwój polityki językowej w Europie w ostatnich latach

Janina Duda Assoc. CIPD

Director of Teaching and Learning
Greater Oxford Area

Summary

A conscientious and versatile professional who is seeking fresh challenges in order to consolidate and expand on existing skills. Supervisory experience in education and Learning & Development. Has embraced a wide scope of duties including assessment and professional development. Experienced in planning and project management. Has mastered design and implementation of support programmes and testing systems.

British Qualified Teacher Status (QTS), Prince 2 Practitioner project management certified, and CIPD level 5 L&D qualified.

Also, experienced at event organisation, proofreading and editing.

Experience

Oxford Prospects Programmes
3 years 6 months

Director of Teaching and Learning
January 2021 - Present (2 years)

Assistant Director of Teaching and Learning
July 2019 - January 2021 (1 year 7 months)
Oxford, United Kingdom

Travelling the world
L&D
June 2018 - June 2019 (1 year 1 month)
United Kingdom

Having a career break, travelling with my family.

Hayat Universal School (HUBS) Qatar
Academic Support Leader
November 2015 - June 2018 (2 years 8 months)
Doha, Qatar

Leading a team of student support teachers

Qatar Petroleum

3 years 3 months

Professional Development Coordinator for English unit
September 2013 - June 2015 (1 year 10 months)

Qatar

Designing professional development policy for CTE department.

English Instructor and Assessment Specialist

April 2012 - June 2015 (3 years 3 months)

Doha, Qatar

Placement, formative and summative testing; teaching; materials development

Qatar Petroleum

English Testing Coordinator

November 2011 - January 2012 (3 months)

Doha, Qatar

English Placement testing

GE through Kenexa

Recruitment Coordinator

March 2011 - November 2011 (9 months)

Coordination with various stakeholders and logistics of international recruitment for GE UK, France, Italy, Norway and Germany

Jagiellonian University

Lecturer

October 2001 - July 2011 (9 years 10 months)

Kraków Area, Poland

MA in management programme - general English / Business English, Multicultural Management; placement, formative and summative testing. Programme Coordinator of Courses in Business and Communication for Foreigners

Cracow University of Technology

English Language Instructor

October 2004 - March 2011 (6 years 6 months)

Kraków Area, Poland

English for Specific Purposes (ESP) - Information Technology, Mechanical Engineering, Chemistry; placement, formative and summative testing

Council of Europe

Researcher

March 2010 - July 2010 (5 months)

at the Directorate General of Democracy and Political Affairs and combined with a position of Researcher at Strasbourg University, FARE, Institut d'Etudes Politiques to produce a book about the Schools of Political Studies by Council of Europe:

Building Europe, Democracy and Civil Society from Russia to Balkans. The Schools of Political Studies of the Council of Europe. - co-author with prof. Denis Rolland, Editions L'Harmattan; 2011

Felberg School of Languages

Director of Studies

September 2008 - July 2009 (11 months)

Supervision of the teaching team work; course design; quality assurance; internal and external communication activities with stakeholders

Council of Europe

Department of Educational Policies Internship

September 2002 - December 2002 (4 months)

Strasbourg Area, France

Trainee in the Education Policy Department DG4:

Units for Higher Education Research, Training of Education Professionals as well as Language Policy.

Education

Jagiellonian University

Master, English Studies (incl. TESOL) · (1995 - 2001)

Università degli Studi di Siena

Master, European Studies · (2009 - 2010)

Akademia Wychowania Fizycznego im. Bronisława Czecha w Krakowie

Bachelor, Tourism · (1998 - 2001)