***VAUGHN CHAMBERS***

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**PROFILE:** I am a Proof-reader, Copy-Editor and Education, Health and Care Plan writer with a wide range of experience and skills I can call upon to assist you in any way you wish. Educated to Master’s Degree level and with a significant level of experience in report writing/reading, editing of reports and documents. I have a significant background within schools and Local Authorities which has led to me needing to be able to communicate well with professionals and the public.

**SKILLS:** Effective communication skills and ability to communicate with a range of different people.Excellent report writing, editing and proofreading skills.Strong use of effective data analysis to provide evidence within reports. Effective team member but also very capable of working from own initiative.Very hard working and keen to learn and develop new skills and knowledge.

**EMPLOYMENT HISTORY:**

**Nov 2019 onwards Freelance proofreader and writer of Educational Health and Care Plans** As a freelancer I have worked on a range of different pieces of writing and in different roles. My most recent work has been writing Draft Educational Health and Care plans for a Local Authority. This has been done on a remote basis using the range of professional reports to compile, organisation and write plans for individual children. In addition to this work I have worked for the International Institute of Marine Surveying proofreading education materials and worked on a variety of dissertations, theses and research proposals for students with an English as a Foreign Language both in the UK and abroad. This work has required copy-editing skills to support the authors in phrasing their language correctly.

**Jun 2018 – Nov 2019 Bexley Council Statutory SEN Case Officer** Writing Education Health Care Plans for children with Special Educational Needs. Reading and using the evidence from professional reports from the fields of Social Care, Education and Health to develop succinct and clearly written plans. Proofreading and re-drafting written information to ensure clarity. Demonstrated skills in excellent communication and enabling people without a knowledge of education to access terminology and understand how children’s needs could be met successfully.

**Jan 1996 – June 2018**  Worked in a variety of schools within different Local Authorities as a teacher, a special educational needs professional with experience of safeguarding, Children in Care, children with English as an Additional Language and working with children with a wide range of social, emotional and mental health difficulties. I have taken a number of roles of responsibility within schools and led teams of staff successfully with an ability to communicate clearly and succinctly

**EDUCATION:**

**2006-2011 Open University** Masters of Education in Equality and Diversity

**1994-1995 Bangor Normal College** Postgraduate Certificate in Education

**1991-1994 Bangor University** BA Honours Degree in Psychology

I have successfully undertaken Chartered Institute of Editing and Proofreading training courses in Copyediting and Proofreading and am continuing to extend my Professional Development.

**INTERESTS:** Working with dogs including dog showing. Walking and exercise Writing and a wide experience of reading Sports