

## **Disan Buteera**

**YJ**

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### **Personal Profile**

My executive life / career is natural therefore, I am considering myself to be a well-organised and highly motivated individual who considers others as a first priority. My experience appears to be concentrated in training / other with exposure to education / positions. I have 8 years of work experience, with 4 years of management experience, including a low - level position. I am willing to start work immediately.

### **Skills and Qualifications**

#### **The Open University, England**

#### **Ba (Hons) Youth Justice - Part time**

Modules:

- ❖ K115 - Foundations in Effective Practice in Youth Justice (Completed, 2016)
- ❖ E102 – Childhood Studies and Child Psychology on going

#### **Peopleplus, Nottingham, Learningplus, City and Guilds, Capital E**

#### **–Tutorials Level 1 Customer Service – Extended Employability**

2020

Units:

Extended cert. in Employability skills 601/3644/3

Coping with Change R/506/2733

Self-Assessment and Development J/505/4743

Employment Rights, Contracts, and Pay Y/616/0463

Internet Safety for IT Users T/616/1278

Managing personal Finance T/506/2708

Equality and Diversity at Work A/616/0472

Job Seeking skills Y/616/0821

Effective Communication R/506/2702

Working as part of a team L/505/4663  
Candidate Project Y/501/6899  
Effective skills, qualities and attitudes for learning and work Y/506/2703  
Interpersonal skills R/505/4664  
Valuing Equality and Diversity F/600/7804  
Rights and Responsibilities in the work place L/501/6883

**Google Analysts Academy for Beginners Final Grade 82%  
2019**

Unit 1 Conversions, Behaviour and Acquisitions  
Unit 2 The Google Analysts Interface, Google Merchandise Store  
Unit 3 Basic Reports  
Unit 4 Basic Campaign and Conversation Tracking – bringing users to your Website and growing your Business

**Nottinghamshire Help Yourself Personal Assistant in  
Safeguarding Children March 2019 – May 2019**

**Openlearn, The Open University, England Level 2  
Intermediate Nov 2018 - Nov 2018  
Developing Good Academic Practice (Achieved over 50%)**

**Course Topics Covered**

Sec 1 What is Good Academic Practice  
Sec 2 Writing in your own words  
Sec 3 Collaboration Versus Collusion  
Sec 4 Common Knowledge  
Sec 5 Referencing  
Sec 6 Why do students Plagiarise?  
Sec 7 Testing Understanding for good Academic Practice

**Teaching Force Teacher Agency Nottingham Feb 2018  
– Feb 2018**

**Introduction to Cover Supervising  
Course Topic Covered**

Introduction to Cover Supervising, today as Cover SUPERVISOR, Work for Cover Supervisors, Other responsibilities around School, Behaviour Management and Summary and Tasks / Activities.

**North Yorkshire Safeguarding Children's Board C/o Teaching Force  
Feb 2018 – Feb 2018**

## **Introduction to Safeguarding & Safeguarding Children in Education**

### **Course Topics Covered**

Serious Case Reviews (SCR), What is abuse & 4 main types, Commissions & Omissions about Children's Care, Procedures & Policies (Local Safeguarding Children's Boards), Legislation & Guidance, Summaries & 2 Assessments for 2 Certifications

**College of Policing & Metropolitan Police Service  
Feb 2018**

**Feb 2018 –**

### **Channel General Awareness Module**

#### **Course Topics Covered**

Channel – Who is who, Counter Terrorism – Contest - Prevent, Pursue, Protect, Prepare, Channel Process, Referral, Preliminary Assessment – Channel Police Practitioner, Multi agency Panel, Support, Identifying Vulnerable People, Intent, Engagement, Capability, Referrals & Support, Support packages, Channel Police Practitioner, Interventions, a very real threat, making a referral, Multi Agency Panel, Fear of Criminalisation

**Alison, Ireland**

**Sept**

**2017 – Sept 2017 Professional Customer Service Skills**

**Training** Course Modules Covered:

Introduction to Customer Service, Dealing with Customers, Customer Service Techniques

### **Developing Your Potential Education Ltd**

**Jun 2017 - Sep 2017** The Essential Knowledge of Key Stage Teaching Level 2 (ABC Awards) *Course topics covered:*

Learning Styles, Effective Lesson Planning and Preparation, Assessment within Teaching, Effective Classroom Management Strategies, The Pastoral System, The National Curriculum and Effective Teaching Methods to Address IT, Safeguarding and Child Protection, Routes into Teaching and the Initial Teacher Training (ITT) Application Process, Understanding Learning Disabilities

**Open University**

**May 2017**

The Why and What of Educational Leadership and Management    Advanced Education Career

**Nottingham Trent University**  
**Jul 2014**  
**Diploma in Youth Justice Supplement**

**Alison** **Mar 2017**

Fundamentals of Childhood and Youth Studies  
Diploma in English Basic Grammar, Diploma in Basic English Grammar Assessments, English Vocabulary and Pronunciation, Fundamentals of English Grammar, Introduction to Conversational English, Diploma in Project Management, Web Development – Advanced CSS3 Selectors & HTML5 Elements

**City of Sunderland College (OCR, TROCN, NOCN) 2005/6/7**

- Youth & Community Work L3
- Functional Skills Diploma (GCSE) L2
  - An Introduction to File Management Database L1
  - Creating Spreadsheets Graphs L1
  - An Introduction to Desk Top Publishing L1
  - Basic Word Processing and Power Point Skills L1
  - Introduction to the Internet and Email L1

**Youth Justice Board for England and Wales**  
**Jan 2007**

**Effective Practice in Youth Justice (EPUA) L4**

**Employability Cert Skills - Sunderland Level 1**  
**2007**

**National Teacher's College: Nkozi, Uganda Grade 5** **Jul 2002**  
Diploma in Education Secondary

**Career History**

**The WellSpring Surgery, Nottingham**

**System online Patient Online Service**  
**2019**

**July**

**Customer / Administration Works**

I am responsible for booking appointments, medication patient requests, Patient account management, patient records management, data input, and Telephoning

**Oak Field School & Sports College**  
**- Jan 2019**

**Jan 2019**

**Teaching Assistant Post**

I was responsible for assisting the lead Teacher in / from the School Classroom environment while teaching various skills in Information Technology, Food Technology, Children's Learning and Development Subjects and completed administration protocols.

**Openlearn, The Open University, England                      Level 2**  
**Intermediate    Nov 2018 - Nov 2018**  
**Developing Good Academic Practice Completed & Praised**  
**Course Topics Covered**

- Sec 1 What is Good Academic Practice
- Sec 2 Writing in your own words
- Sec 3 Collaboration Versus Collusion
- Sec 4 Common Knowledge
- Sec 5 Referencing
- Sec 6 Why do students Plagiarise?
- Sec 7 Testing Understanding for good Academic Practice

**Teaching Force Nottingham**

Cover Supervision Teaching  
- Feb 2018

**Feb 2018**

***Emora Ltd / RSPCA***

*2018 - January 2018*

*January*

*Independent Sales Advisor / Customer Service (ISA)*

*Serving Customers whilst raising awareness for RSPCA, Leaflet distribution, fundraising for RSPCA, Welcoming Customers, Registering and Filling out forms*

**Nottingham Central Job Centre**

**Feb 2017 - Feb 2017**

*Work placement in Administration / Customer Service*

*Shadowing administration work, listening to Customers, Welcoming Clients and observing time*

**London Metropolitan University**

**Sept 2008 - Sept 2008** *Student Support Worker*

*Welcoming students while on arrival at Gatwick Airport, Advocating on matters of concern where necessary at any level while with them, Paper work*

**Sunderland Youth Offending Service    Community Youth Offender Panels                      2005 - 2006**

Dealing with Juveniles (Young Offenders 09 - 18 years) while on restorative Justice schemes by working on Community reparations, paper work referrals

from Court, Counselling, contract assurances completions and panel seating / sittings with a victim, parents, young offender and staff plus the community if..

**Windmill Care Lodge C/o Caxton Health Services, Brixton London England in the United Kingdom**

Support Worker  
2009

I was responsible for assisting Senior Nurses whilst giving medication to the elderly people as well as maintaining the safety and health standards of the place such as the Health and Safety act (1974).

**Home Call DB  
2004**

**May 2001 - May**

*Site Supervisor*

Purchasing materials such as sand, stones and bricks, Onsite supervision while taking care of workers, Money management

**Nabbunga Secondary School, Kibibi Butambala District - Mityana Town Mubende District in Uganda, East Africa**

**Classroom Teacher  
2003**

Labouring whilst teaching the lower Secondary Classes in Christian Religious Education (C.R.E) and History. It was a rewarding experience where the nurturing of Students whilst teaching them yielded the greatest expectations of which a Senior Secondary School student is or are after getting such as getting excellent teaching, creating a lovely teacher to student rapport as well as keeping the standards of education. Do you know? I was also trusted and became responsible for the general School's running of the examinations exercise for ordinary level (S.4) whilst managing examinations scouts, students and staff. Examinations ended well.

**Muteesa Primary School, Uganda**

**May 2003 - Oct 2004**

*Teacher (Lower and Upper, Primary 3, 4, 5 and 6)*

Labouring while teaching Pupils Science, Maths and Religious Education, Engaging in extra activities such as athletics, music and football

**Mpenja Secondary School, Uganda**

**May 2002 – Aug 2002** *Teacher (School Practice; Lower Secondary)*

Labouring while teaching Religious Education and History, Engaging in extra activities such as

Music and football, Membership of Professional body

**Ssekibuule and Nakibuule Hardware at Kitebi Star, Kampala in Uganda, East Africa**

Store Manager Cash, Supervisor and Accountant 1999

I was responsible for purchasing store products such as cement, managing the inflow and outflow of the Income, budgeting, chasing for payment (debtors), welcoming / liaising our Customers to the business, marketing the business and finally supervising the business.

***References available upon request***