



## JESSICA WILLIAMS Curriculum Vitae

### Profile

I have always had a passion for childcare, especially having being an only child. I began working with children in 2015, and have had so many opportunities working with many families and their children, gaining experience in all types of childcare setting, such as maternity ward, in many home settings, at nurseries, preschools, primary schools, etc. which have all aided me in forming my own morals in how to provide the best practice for the children in my care. I consider myself to be approachable, bubbly, trustworthy, reliable and loving. I am adaptable, and am always willing to jump at any opportunity which may come my way. I am very good at communicating with both children and parents effectively, which in turn leads to a positive working environment, thus contributing to a better family life.

### Education and Qualifications

<b>September 2018 – June 2021</b>	<b>Norland College</b> BA (Hons) in Early Years Development and Learning Norland Diploma
<b>September 2016 – June 2018</b>	<b>The Henley College</b> BTEC Level 3 National Diploma in Children's Play Learning and Development (Early Years Educator) DISTINCTION DISTINCTION MERIT
<b>September 2014 – June 2015</b>	<b>The Amersham and Wycombe College</b> VTCT Level 2 Hair and Media Makeup
<b>September 2009 – June 2014</b>	<b>The Beaconsfield School</b> 10 GCSE's Grades A-C (including Maths & English)

### Additional Information and Qualifications

<b>July 2024</b> – Full Paediatric First Aid	<b>May 2021</b> - Self Defence
<b>May 2021</b> - Skid Pan Control Course	<b>May 2021</b> - Sleep Training
<b>May 2021</b> - 12 Hour Paediatric First Aid	<b>May 2021</b> - Car Seat Training
<b>May 2021</b> - Anaphylaxis Management	<b>May 2021</b> - The Good Schools Guide
<b>May 2021</b> - Safeguarding	<b>May 2021</b> - Baby Massage
<b>May 2021</b> - Security and Cyber Security Training	<b>June 2019</b> - Makaton and Sign Course
<b>May 2021</b> - Fire Safety in the Home	<b>Sept 2018</b> - Food Hygiene Level 2
<b>May 2021</b> - Debrett's Etiquette Training	<b>May 2017</b> - Prevent Training Course
<b>May 2021</b> - AGA Training	<b>May 2017</b> - Female Genital Mutilation Module
<b>May 2021</b> - Forest School Experience	<b>February 2015</b> - Driving Licence
<b>May 2021</b> - Water Safety	

### Employment History

- **April 2024 – July 2024: Overseas Nanny for 3 children aged 8, 9 and 12 years old**

My first job as a Fully Qualified Norland Nanny was working for a high-profile family in Monaco, where I cared for 3 children aged 8, 9 and 12 years old. The family had recently moved to Monaco from New York and I helped the family to settle in to their new life. The mother had discovered that she was pregnant, so I helped to support the youngest child for the big transition of becoming a big sister. The youngest child had issues with regulating her emotions and would regularly have big outbursts of anger, violence and tantrums. I used my Emotion Coaching training to help support her to regulate her emotions and to help her develop and understanding of how she was feeling, why she was feeling that way, and I helped her to implement ways to help her through these outbursts. I worked in a fully staffed household which required me to work as part of a team to ensure everything ran smoothly.

- **January 2023 – January 2024: Daily Nanny for 1 child aged 9-months-old (and arrival of newborn)**

My most recent job began looking after a 9-month-old baby in London. My duties consisted of preparing nutritious, age-appropriate meals; carrying out age-appropriate activities and supporting the child's learning and development. I helped support the child through the transition of preparing to become a big sister after the family announced that another baby

was on the way. My charge was also due to begin nursery in the coming months, so I helped prepare her into that transition through setting up and carrying out activities I have seen nurseries carry out and implement for children her age.

- **March 2019 – March 2020: Daily Nanny for 2 boys aged 8 and 10 years old**

My job during university was working for a Lord and Lady who had a severely autistic 10-year-old, and their 8-year-old had recently diagnosed with ADHD. My role was purely as a Nanny, to entertain the boys by setting out activities which would further their learning and development through observing them both. I got a lot of hand-on experience and training with this job, and got the opportunity to work alongside other professionals with expertise's in ASD. I would often take the children on days out to the park or to the farm, and would regularly drive the 8-year-old to his extra activities. I administered daily medications to 10-year-old. This job taught me the importance of continued care across professionals and recording all administered medications.

- **September 2019: Sole charge Nanny for 2 children aged 4 and 10 years old**

This job was for 2 weeks while the parents went to New York. My job role consisted of getting the children up in the morning, making them breakfast and getting them ready for school, preparing their packed lunches and I would drop them at school. Once school had finished, I would pick them up and bring them home, support them with their homework, before making them dinner. I would then get them ready for bed and read them some stories. I would also take them to their extracurricular activities afterschool

- **January 2017 – September 2018: Day Nanny for 3 children aged 6, 9 and 11 years old**

This job was one of my last before coming to Norland, my duties consisted of doing the school drop off and pick up, taking the 9-year-old to ballet classes and ballet exams, taking the 11-year-old to music lessons and swimming sessions. The parents would both work until late, meaning I would prepare and make dinner for the 3 children, getting them bathed and ready for bed for when Mum and Dad returned home.

- **August 2016 – July 2017: Day Nanny for 2 children aged 8 and 10 years old**

My duties consisted of getting the children up, showered and dressed for school, making their breakfast and preparing their school lunches, dropping the children at school and picking them up again, supervising their homework, preparing their dinner, and looking after them until their Mum or Dad arrived back from work. This job required me to be consistent, reliable and trustworthy, which has influenced my current practice.

- **September 2015 – September 2018: Early Years Practitioner caring for children aged 8 weeks to 5 years old**

It was during this job that I discovered my passion for working with children and wanting to excel further in childcare. Working as part of a keyworker system I had the duties of nappy changing or taking children to the toilet, giving them snacks at snack time, encouraging them to engage in play and with other children and educating them through play. I thoroughly enjoyed working there over the years while spending a lot of time learning vital skills and ensuring the children's personal care and safety. By listening to the other keyworkers and learning these skills, I built up a very good working relationship with the other practitioners.

### Childcare Experience Whilst Training

- **July 2021 – August 2021: Daily family placement for 2 children aged 11 months and 3 years old**

This was my final placement which took place over 3 weeks. The 3-year-old had communication difficulties which the parents wanted my help with. I would help support him when he would say a word, by repeating the word the correct way after him in context so that he would constantly be hearing the correct way to pronounce words. The 3-year-old also showed some aggression. I would explain to him that it wasn't kind to push or hit people, and that we needed to use our kind hands. These aggressive outbursts he was experiencing quickly stopped when I took the time to sit with him and listen to and understand what he was trying to communicate. During this placement, I prepared each of the children's meals, set up activities for both children to support their individual needs and managed to form strong bonds with both of the children and their parents.

- **September 2020 – October 2020: Residential family placement for 3 children aged 12 months and 4 years old**

This placement was my first living in with a family, which took place over 4 weeks. The twins were just about to turn 1 when I arrived, so I got to experience their first birthday. One of the twins began standing and attempting to walk much sooner than the other twin, so I got to support their transition from crawling to walking. I got the opportunity to support the 4-year-old through transitioning to a new school. While the 4-year-old was at school, I would take the twins out for walks, trips to museums and even the zoo. The twins attended giggle gym and play café's which I also got to experience first-hand. During this placement, I prepared and made every meal, including the big family meal each night feeding 6.

- **January 2020 – February 2020: Daily family placement for 2 children aged 4 weeks and 2 years old**

This placement was my second family placement. On my arrival, the Mum had recently undergone eye surgery after suffering from a detached retina, so the Mum needed a lot of support due to her poor eye sight, and regular

appointments at the eye hospital. The 4-week-old baby had severe reflux, meaning she wasn't gaining weight from her feeds due to bringing them back up. I supported the Mum through many doctor appointments, as well as several cranial-osteopathy appointments for the new-born. I also got to experience the babies 8-week jabs, and supported the Mum through the distressing process. This placement also provided me with the opportunity to support the 2-year-old through the transition of a younger sibling arriving.

- **September 2019 – October 2019: Monkton Combe Pre-Prep School for children aged 6 to 7 years old**

This placement helped me gain experience in supporting children with their phonics, reading, literacy and mathematics, while also supporting the teacher and TA. I was able to support a child with emotional difficulties through 1:1 sessions, and getting to know him on a deeper level. I got to support the children in preparing for their autumn leaves performance that was coming up, this included getting the children ready for rehearsals, and practicing their lines with them.

- **July 2019: 25-hour New Born placement for child aged 4 weeks old**

This placement took place over 5 days, in which I got lots of first-hand experience in changing nappies, bathing a new-born, preparing formula feeds, feeding the formula feed appropriately and correctly and providing safe sleep routines for the new-born, making up cot and pram

- **June 2019: Daily family placement for 2 children aged 7 months and 4 years old (3 weeks)**

This was my first family placement, and was my second taster placement. During this placement, I began weaning the 7-month-old, gained first-hand experience in dealing with a teething child, as well as attending baby groups such as Water Babies and Hartbeeps. This placement also allowed me to put my Food & Nutrition knowledge into practice by doing lots of batch cooking and freezing, as well as creating new weaning food ideas for the 7-month-old.

- **May 2019: Snapdragons Nursery for children aged 2 to 3 years old (3 weeks)**

This placement was a taster placement which took place over 3 weeks, which enabled me to put my experience and practice up to this point into practice. My duties consisted of planning and setting up activities, supporting the children and staff, preparing snack for the children, cleaning and tidying the nursery, and helping with meal times. This placement encouraged me to develop new and creative activity ideas each day, ensuring I kept the children interested.

- **March 2019: Royal United Hospital Maternity Ward placement (1 week)**

This placement only lasted 1 week, but gave me lots of first-hand experience working alongside midwives and maternity nurses, supporting mothers and their new-borns, as well as mothers-to-be. My duties consisted of weighing babies and caring for the new-borns while new mothers went and have a shower or to use the toilet, as well as regularly asking mothers if they needed anything or if there was anything I could do anything for them, collecting them any food or drink. I would also clean and disinfect bed areas, changing bed sheets and remaking them, as well as collecting things from the storeroom for the maternity nurses. This placement supported me to use my initiative constantly, doing things without being asked, and thinking on my feet.

- **March 2019 – April 2019: St Stephens School for children aged 4 to 5 years old (3 weeks)**

This placement was only 3 weeks, as I got the opportunity to spend 1 week in the maternity ward (see above). I was situated in one of the reception classes. My duties consisted of supporting the children's development and learning, assisting and supporting the teacher, planning and setting out activities for the children, along with playing and engaging with the children.

- **November 2018 – December 2018: Mulberry Kidz for children aged 0 to 2 years old**

This was my first placement at Norland, I was placed in the baby room which accommodated around 7 babies. My duties consisted of setting up activities for the babies, preparing meal times and supporting babies with feeding, as well as supporting babies whose parents wanted them to begin weaning. We would often take the babies out into the garden to play, or would take them on nature walks.

### **Achievements and Awards**

In 2014, I was given the opportunity to go on an expedition to Borneo from July to August 2014. While we were out there, we were taught how to survive in the jungle, including catching and killing our own food; we climbed the highest mountain in Malaysia - Mount Kinabalu at 14,000 feet (which took 2 days and 1 night); we carried out volunteering work in the Sun Bear Sanctuary building board walks; and we also worked in the local villages where we painted buildings and helped those less fortunate than ourselves. I learned so much on this expedition, and it really showed me what the most important things in life are, not money and having materialistic items, but being part of a community, and always helping others.

### **Hobbies and Interests**

Outside of Norland, I enjoy spending quality time with my friends and family, whether it's going for a meal or going to the cinema. I also enjoy going on dog walks in a nearby nature reserve. I also enjoy going to the gym, but have found that sometimes it can be hard trying to fit it into a busy working schedule, without leading to burnout. As being a nanny can require me to be busy a lot of the time - when I am not working, I do really appreciate having free time to be at home and spending quality time with loved ones.