



المدرسة الإنجليزية الحديثة
THE ENGLISH MODERN SCHOOL
CAMBRIDGE CURRICULUM



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Ref: ms/jdh/Open Reference Amber Clark/30.01.2014

30th January 2014

RE: Open Letter of Reference For Ms Amber Clark

To whom it may concern,

I am pleased to recommend Ms Amber Clark to you for employment. This year has been one of transition for Amber, as she has had to adapt to new curricula in the Middle School, as well as the interpersonal and development stage needs of our middle school students. Amber has met these challenges with great enthusiasm and has experienced many successes.

I have worked closely with Amber as the academic mentor for MSc course in multidisciplinary studies, which will ultimately culminate with a certification in teacher leadership. Amber's research is thorough, and she has a remarkable ability to make practical applications of the theoretical foundations from her research. Her master's project has emphasised increasing parental involvement within the school, which has its own cultural challenges here in the Arabian Gulf region. We have noticed an increase in parental participation in our Parents' Evenings, as well as with extracurricular activities, and we attribute some of these successes to Amber's work. Parents have given praise to the frequency and quality of communication that now emanates from the school, which has been at the centre of Amber's research project.

As a form tutor for one of our Year 7 groups, Amber has cultivated and maintained strong, professional relationships with her form. Amber is sensitive to the needs of the students in her group who still require additional guidance and social reassurance, yet her expectations are clear and consistent for all. School policies and procedures are followed by her form group, and Amber has worked well with her appropriate Head of Year to ensure that both positive and negative incidents regarding pupil behaviour are followed-up and supported.

As a teaching practitioner, Amber's lessons are sound, and her work within the English department and Middle School division are thorough and professional. I have observed Amber's lessons on both a formal and an informal basis, and have found them to be of outstanding quality. Students' workbooks are marked with appropriate educative feedback for students' self-evaluation as often as possible. Amber ensures that each lesson's intended aims and learning outcomes are shared with, and understood by every student, and that they are clear as to the expectations for tasks as well as classroom behaviour. Amber has worked diligently to implement teaching approaches from Lucy Caulkins, as well as the *4 Traits of Writing* and *8 Traits of Conversation* to meet the needs of our predominantly-ESL cohort of students. Her mannerism with the students is firm but fair, and all school policies and procedures have been consistently followed.



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Finally, with her colleagues, Amber has been an active member within the English department. This past year, we had occasion to increase the workload of the English staff, due to an unforeseen staff absence. Amber volunteered to take on additional workload in order to help ease the burden on all her colleagues, but to also ensure that the students were taught by an English specialist and not a non-specialist cover teacher. All of Amber's departmental responsibilities and subject reports have been written with impeccable quality and attention to detail. Furthermore, Amber's record-keeping has always been to the highest of standards.

Please accept this letter as my wholehearted recommendation for Amber Clark's application. If I may be of further assistance of information, please feel free to contact me on either e-mail address or my mobile number, listed below.

Yours sincerely,

Jason D Heap, BA, MDiv, MSt (*Oxoniensis*), PGCE, EdD (graduand)
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