

## CURRICULUM VITAE OF DAWN A. SHUTTLEWORTH CT.ABRSM, DIP.RSA



### Education

2000-01	ABRSM Professional Development, Exeter
1983-84	York College of Arts & Technology, York
1982-83	Goethe Institute, Hanover, Germany
1976-81	King James' School, Huddersfield
1974-76	Almondbury High School, Huddersfield
1968-74	Dalton Infants & County Juniors, Huddersfield

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### Qualifications

ABRSM (2000/01) Certificate of Teaching with the Associated Board of the Royal Schools of Music

RSA (1983/84) Diploma for Secretarial Linguists (DIP.RSA),  
Certificate for Secretarial Linguists,  
Certificate in German for the Office, Typing  
Stage II - 40wpm, Typing Stage II - Distinction,  
Shorthand 60 & 100 wpm

Pitman (1983/84) Shorthand I (70 wpm)

London University 'O' Level:  
(1983/84) Italian

Goethe Institute: (1982) Certificate in German – most successful overseas candidate  
- obtaining the highest grade.

GCE 'O' Levels:  
(1979/81) Biology, English Language, English Literature, French, General  
Studies, Geography, German, Latin, Mathematics, Music

ABRSM (1979/81) Grade 8 Practical Examinations in piano, clarinet, flute, oboe  
Saxophone

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## Work Experience

04.11.02 – 01.07.06 *Piano / Woodwind Teacher, Bruton School for Girls*

I taught 43 individual instrumental lessons per week, working with pupils between the ages of 8 and 18 and covering beginner to ABRSM grade 8 level. I also ran a hugely successful Concert Band. This was previously a Windband with only 4 members, which then grew under my direction to a very respectable 35. I also taught ABRSM Grade 5 theory.

Individual pupils were encouraged to enter music exams and also perform at Recital evenings. The Concert Band performed once a term in a concert. I was also involved with a Joint Schools Concert each year, which involved pupils from the three senior schools of Bruton of grade five standard and above working together in a Concert Band and performing music of a high standard. The musicians came together for a series of four rehearsals culminating in a concert in the town's church just before Easter.

22.04.02 – 12.01.06 *Piano / Woodwind Teacher, Sherborne Prep School*

I worked here with pupils between the ages of 4 and 13 with a wide range of ability from beginner to ABRSM grade 7 level. I taught mostly individual instrumental lessons, but also ran a successful Wind band and later shared the directorship of a Concert Band. In my early years there I also helped with class music in the Pre-Prep and ran a successful recorder club.

I accompanied the Orchestra on a trip to Strasbourg in 2004, where we performed in several concerts – including one in Eurodisney, Paris on our way back to the UK!

12.11.01 – Apr 02 *Piano Teacher, Ansford Community School*

I worked with six pupils and taught various styles of music to five pianists up to grade 4 level. I also taught keyboard to a student, who later went onto Jazz piano and continued working with me as a private pupil. He easily attained his ABRSM Jazz Grade 5 exam with a high merit score.

05.11.01 – July 02 *Piano Teacher, Our Lady of Mount Carmel Roman Catholic School, Wincanton*

I taught eight pupils between the ages of 6 and 10. During my time there I was able to boost instrumental lessons by helping particularly with motivation. My pupils list began to grow rapidly, but I was sadly unable to continue here due to restrictions on timetabling. However my role was very rewarding and I was able to persuade many pupils to perform in their first concert.

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06.04.95 - present     *Instrumental Music Teacher – piano, keyboard and woodwind  
(Clarinet, flute and oboe) working both privately and in schools*

During the past 14 years I have given private lessons to many pupils - most of whom are aged between 7 and 25. The rest play keyboard, guitar, saxophone, clarinet, flute, oboe, recorder – or a combination of any of the above. I also teach adults and thoroughly enjoy working at all levels.

I teach both individual and group lessons. I award a Music Trophy annually and a gift each term to recognise achievement. I enter pupils for examination (ABRSM, Trinity Guildhall and Rock School). I organise and run concerts, parties and workshops and I provide written reports, so that each student is able to see where he/she is up to.

In addition to my private teaching, I am also working voluntarily with beginner recorders at Lowther Endowed School and before that I worked voluntarily with beginner and advanced recorders at Bruton Primary School. Prior to this I taught recorders – beginner and advanced – at Springfields County First School, Yarnfield, Stone. I have taken a recorder group through the National Recorder Festival and reached the finals at Lichfield Cathedral, where we received high acclaim.

I also worked with pre-school children at Ladybird playgroup in Bruton and cover beyond the early learning goals for music as set out in the DfEE/QCA ‘Curriculum Guidance for the Foundation Stage’ document. In March 2001 an Ofsted Inspector visited the playgroup and was very impressed by the music provision. Working with particular group enabled me to gain experience for the group teaching part of the CT course, as well as allowing me to work with pupils with mild disabilities, which included partial deafness and autism. I found the work here particularly rewarding.

16.11.87 – 30.11.88     *PA to Director and Administrator  
St. Helena Hospice, Colchester*

This was a very rewarding post and one, which I was very sad to leave, although happy to have my first child! Whilst I worked very closely with both the Hospice Director and the Administrator, I also worked with the medical and support staff, together with volunteers.

My main tasks were to:

- deal with all administration required by the Director and Administrator;
- establish a close rapport with patients, their friends and relatives;
- process In-memoriams and keep them up-to-date at all times;
- liaise with Bereavement Counsellors and voluntary staff to ensure appropriate counselling for bereaved friends and relatives;
- provide secretarial support to fund-raising staff;
- help with the arrangements of a Royal visit by HRH The Princess of Wales.

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*03.11.86 - 03.09.87 Secretary to County Music Adviser  
Devon County Music Office, Exeter*

The County Music Office was newly established at Countess Weir, Exeter. I provided secretarial assistance to the County Music Adviser, the Head of Instrumental Music and two Senior Area Music Tutors.

My main task was to run the County Music Office and keep regular contact with County Hall, the Education Department and schools within Devon requiring instrumental peripatetic teachers. I set up and introduced a new computer system to the Adviser and his team. I also provided on-location assistance for County workshops, special competitions, instrumental courses and the Devon Schools Prom.

*09.12.85 - 25.04.86 Secretary - Heppell Chancel Shops & Interiors, Exeter, Devon*

I provided full secretarial support to the shopfitting manager and his team of managers and Quantity Surveyors. I displayed my exceptional organisational skills by making sure that staff and materials were in the right place at the right time to achieve contract deadlines.

*28.01.85 - 25.09.85 Director's PA - Chennell & Armstrong Limited  
(Wine Merchants), York*

This excellent post not only allowed me to fully use my PA qualifications, but also provided me with the opportunity to use my fluent German, French and Italian language skills. I often had to arrange wine-tasting trips to vineyards, which involved booking hotels and speaking to the vineyard owners.

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**Main Interests**

- Music is my main interest – teaching, performing and listening.
- Gardening
- Keeping fit
- Active member of the ISM – both the ISM and ABRSM constantly hold workshops, seminars and conferences. I regularly attend those that are of specific interest to me. Examples of some I have attended to date include:
- ‘The Whole Picture’, which was run by Paul Harris and Anthony Williams and looked at providing a broader musical context within repertoire learning to pupils at grades 5-8 and DipABRSM levels;
- Music and Dyslexia Conference;
- The art of Piano Technique;
- Teaching Jazz Piano – grades 1-3;
- Seminars looking at all work from a new ABRSM syllabus when it first comes out. (Piano and woodwind);
- I encourage talented pupils to attend NYO workshops and took 4 pupils to an NYO weekend to Bristol in March 2004.