

Culture, Language, Academic Skills Specialists

Ann Patricia Muston

Summary

Ann has over 35 years experience of working with and helping people from all over the world, adapting her approach to suit their needs and background.

Ann read Education at [Homerton College, Cambridge University](#) majoring in English and Drama. Having taught initially in the British Secondary Education system, she moved to Studio School of English, Cambridge to run the social and cultural integration for the students to enhance their stay in Cambridge. Not only would they learn the English language, they would learn about the culture of Britain and mix with others from overseas to learn from their cultures too.

In 1996 she moved to [The Leys School, Cambridge](#) to establish their ESOL department and went on to become Head of International Support. In this role she not only taught English language but also provided extensive tutoring to students whilst mentoring her colleagues in the needs of international students. Her support of students applying for UK universities became legendary amongst the students, who often continued to seek her assistance during and after their university studies and to recommend her to others.

Profile

Passionate about the education and welfare of international pupils and students, my employment has included setting up several departments almost from scratch. A visionary with drive, enthusiasm and initiative to make things happen, getting the best out of a team by being honest and respecting cultural differences. Before I retire, I wish to make wider use of my skills and experience to help integrate and educate internationals in British culture, education and business.

Work History

Cambridge English Class Ltd, August 2015 to date: *Managing Director*

The Leys School, Cambridge, September 1996 to August 2015: *Head of International Support*

The role developed following setting up the ESOL Department in 1996. Some key areas included:

- Teaching twenty lessons per week plus two afternoon clinics and an evening session of two hours,
- production of entrance papers to ascertain whether, with adequate support, pupils will be able to access the academic curriculum,
- integration of students and staff both socially and culturally,
- making sure pupils achieve the necessary English language qualifications to matriculate into, and flourish within a good university,
- provide subject specific areas where pupils are struggling with writing, reading, engaging in class discussions and most importantly vocabulary,
- liaison with Senior Managers and Housemasters, most significantly regarding the whole school induction programme,
- ensuring all The Leys staff are aware of cultural issues and etiquette,
- keeping updated on new issues, trends and initiatives in the education and pastoral care of international pupils by attending suitable meeting/conferences such as BAISS,
- meet all new staff for an initial induction and follow up with more detailed meetings and be responsible for the ongoing development though InSet,
- responsibility for an international pupil welcome package including the production of a handbook and advise the Headmaster and Deputy on necessary changes,
- arrange cultural trips for Leave Weekends to places that are of significant historical interest and/or prospective university choices,
- co-ordinator for The Leys - Aoyama Gakuin High School and The Leys- ACS International School, Singapore exchanges.

Studio Schools, Cambridge, June 1985 to August 1996: *Student Service Centre Manager*

EFL teacher, a teacher trainer covering the role of Drama in language learning and Social Organiser before being given the freedom to devise a social programme for all courses offered by Studio Schools and expand the department. Some key features included:



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- Preparing lectures, talks and producing worksheets on several topics and places of interest,
- building up an impressive range of day and overnight trips complementing the language learning received,
- liaising with agents regarding requirements for closed groups,
- attending British Travel Trade Fairs,
- producing weekly newsletters; organising evening cultural programme,
- fostering links with local clubs and societies,
- starting a local social organisers' network (SASO),
- campaigning for ARELS to recognise the need for a separate social organisers' conference,
- being appointed as the first National Secretary of Sonet,
- responsibility for the recruitment and training of the seasonal guides and activity leaders,
- working with local schools as a work experience placement,
- working closely with the SMT and responsible for budget control.

Related Work

Cambridge Programmes, Director Rebecca Clark: Two week intensive English Courses, summers 2004 to 2007 and 2013 to 2015. Teaching English and Drama to Chinese speaking children aged 10 to 18.

Cambridge Eastern Education and Development Society (CEEDS) July/August 2012, July/August 2013 and lectures during 2014/2015. CEEDS is a non-profit society officially registered at the University of Cambridge and founded during the 800th anniversary. The society is mainly aimed at promoting education and culture exchange between UK and China and providing personal development opportunities from China-related businesses. April 2014, 12 day trip to China, visiting seven or eight schools in the Shanghai, Hangzhou and Nanjing districts as the Senior Educational Advisor.

The Leys School Science Study Trips to Canada. July for six years (between 2006 to 2013), twelve days, based in Montréal, Ottawa, Toronto and Niagara Falls The trip usually included around 30 organised activities, 4 optional activities and 8 science seminars.

The Leys - Aoyama Gakuin High School visits to Tokyo in 2008, 2009, 2010, 2012, 2013, 2014 and 2015.

Studio Schools, Cambridge: Vacation EFL teaching during 1978 to 1985.

Professional Development Brief Summary

Association of Educational Guardians in Independent Schools (AEGIS), regular conference delegate and paper presented 'Impact of Cultural Diversity on Overseas Pupils', October 2009, 'Bullying within cultural groups and between cultural groupings', November 2014 and April 2015

BAISIS Bullying Presentation January 2014 and follow up session at BAISIS AGM in October 2014

CATCH (Cambridgeshire Association to Commission Health Ltd) Patient Representative a Local Commissioning Group (LCG) within the Cambridgeshire and Peterborough Shadow Clinical Commissioning Group (CCG) ensuring that the voice of the local and particularly the younger population for which CATCH commissions/buys health services is heard, January 2013 to present

Cambridge English CLASS Limited, Culture, Language, Academic Skills Specialists, Managing Director, August 2013 to present - see www.cambridgeenglishclass.com

Cambridge English Examinations, regularly attend talks and seminars, take part in webinars and support the research and marketing of the Cambridge Suite of examinations

CELTA, Regular talks pertinent to the needs of internationals and on examinations

Additional Positions of Responsibility

British Association of Independent Schools with International Students (BAISIS), Elected to Executive Committee Pastoral Training, October 2013

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Association of Educational Guardians in Independent Schools (AEGIS), Advisory Committee Member from September 2015

Acting Housemistress of North B House, April 2001 to March 2002

Assistant Housemistress of newly created Day House, September 1997 to June 2004

Homerton College Roll (Alumni) Committee in various positions; Editor of The Homerton Roll News, Treasurer, Co-ordinator of the Centenary Gala Ball 1990 to 2009

Joint Colleges Nursery (JCN), Cambridge one of the leading nurseries in the Cambridge area providing childcare for children aged 3 months to 5 years of age. Director on Management Committee, November 1992 to October 1995

Studio Schools Staff Association, Chair 1993 to 1996

Qualifications

Homerton College, University of Cambridge B. Education (Honours) September 1976 to June 1980 Drama and Education, DFEE Number 76/43587, Enhanced DBS Number 001238309961

RSA/UCLES Certificate of Teaching English as a Foreign Language to Adults (CTEFLA), August 1996

Cambridge Institute of Education: Pastoral care; Counselling Young People in Schools Oct. 1983 - March 1984

Bloxham Project Counselling Young Children in schools, March 2002