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# FIONA UNDRILL

BEd (Hons), MA, PGCAEP, PGCert, AMBDA

**Primary literacy specialist:**

**Publisher, Author, Teacher**

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## EMPLOYMENT HISTORY 1 – EDUCATIONAL PUBLISHING

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From conceiving projects based around new curriculum requirements with educationalists to project-managing editorial and design teams and software developers. Publishing projects have included multi-level language courses, reading schemes, and online resources.

### **Research Officer and Project Manager** September 2023 (current)

OxEd and Assessment

We develop research-based assessments and interventions for nurseries and primary schools.

My roles include: product development, trialling, and preparing products for publication.

### **Freelance publisher and author** January 2006–September 2023

Clients include: Pearson, Scholastic, Oxford University Press (Educational, Home Learning, & English Language Teaching Divisions), Harper Collins, Capstone Global Library Ltd, Hampshire Music Service, OxEd & Assessment

Freelance tasks to date include: research and analysis, consultancy, resource development, project management, commissioning, writing, content and copy editing, proof-reading.

Published materials include: phonic reading books, English workbooks, French reading books, games, teaching notes, assessment tasks, video scripts.

### **Research associate** February 2020–September 2022

Department of Education, University of Oxford

Supporting the university team on the Nuffield Early Language Interventions for Nursery and Reception. Tasks included: writing training materials for teachers, developing class-teaching materials, assessing children, lesson observations, teacher interviews, proof-reading academic papers.

### **Publisher** April 2004–December 2005

Oxford University Press, Educational Division

Development and management of Key Stage 2 Literacy list, including resources for struggling readers

Prior to this, I held various editorial roles at OUP:

Education Division from June 2000

Primary literacy

English Language Teaching Division January 1997 to June 2000

Primary; Spain and Central & Eastern Europe

#### PUBLISHING ROLES INVOLVED:

- devising **publishing plans** for the primary list in the context of the strategy for the division;
- **financial planning** and **management** of lists and specific projects;
- **research** (including teacher observations and interviews, meeting advisors, questionnaire development and analysis, leading and observing focus groups, reviewing resources, reviewing government advice and materials on relevant areas);
- leading **resource development**, shaping structure and content with teachers, educational advisors, authors, colleagues;
- **team management** and **appraisals, project management, desk editing.**

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## EMPLOYMENT HISTORY 2 – TEACHING

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**Literacy support tutor** (freelance) June 2020 (ongoing)

Private tutor

I support children in Key stages 1, 2 and 3 who have literacy difficulties (face-to-face and online; at home and in school).

**Support to Special Needs Coordinator** (freelance) January 2020 (ongoing)

West Kidlington Primary School

Assessing children (standardised & informal assessments) to inform decisions on interventions; running interventions

**Year 2 Intervention teacher** (part-time, fixed-term) November 2018–February 2019

West Kidlington Primary School

Supporting children failing to reach age-related expectations in Maths and Writing

**Primary Languages Coach** (part-time, fixed-term) September 2009–July 2011

Oxfordshire County Council

I was part of a team of experienced primary modern foreign language (MFL) teachers representing Oxfordshire Local Authority. Our role was to coach and mentor primary colleagues with less experience of MFL and to share knowledge of policy, curriculum and resources.

**French teacher** (part-time) September 2008–July 2011

Dr Radcliffe's C of E Primary School, Oxfordshire

Delivering French to all KS2 classes, creating the school's Scheme of Work and policy for MFL

**Year 4 class teacher** October 1996–December 1996

Burwell Village College, Cambridgeshire

Brought in as a supply teacher and given a full-time contract while looking for jobs in publishing

**Classroom teacher and French Coordinator** September 1992–July 1995

Waverley Abbey (C of E) Junior School, Surrey

General class teacher for Key Stage 2 classes, designed the French curriculum for years 3 to 6, taught Year 4 and 6 classes (3-form entry), provided French training to other teachers

Also: trained the swimming team, ran clubs for rounders, cricket and French

**Language Assistant** September 1991–July 1992

Lycée Paul Hazard (6<sup>th</sup> form) and primary schools, Armentières, France

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## EDUCATION

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**Postgraduate Certificate of Education** Working with Children with Literacy Difficulties, Oxford Brookes University (Distinction) (2018)

**Post Graduate Certificate in Advanced Educational Practice** Coaching for Improvement, Oxford Brookes University (Merit) (2012)

**Master of Arts** Children's Literature, University of Reading (1996)

**Bachelor of Education (Hons)** (French major) (2.1) Westminster College, Oxford (now Oxford Brookes University) (1991)

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## PROFESSIONAL DEVELOPMENT

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**Associate Membership of the British Dyslexia Association** (2022) “indicates a high standard of professional competence in both diagnostic assessment and teaching”

**Literacy difficulties/Dyslexia:** Praxis, New Report Format Guidelines update 2021 (online, 2022); Praxis, Visual reading (online, 2022); Praxis, Analysing spelling: A model for practitioners (online, 2023); Working Memory & Academic Success, Dr Tracy Packiam Alloway (online seminar, 2023)

**Literacy:** Storytelling, Oxford Story Museum (2011); Picture books for developing critical thinking, oral language, inference & comprehension – Mary Roche (2018); The Write Stuff: Transforming the teaching of writing – Jane Considine (online, 2020)

**Writing:** Arvon writing course, Children’s Fiction (2016); relevant talks by the Society of Authors; Open University, Start Writing Fiction (online, 2021); Golden Egg Academy writing for children and young adults (2021-22)

**Primary Modern Foreign Languages** (courses/conferences): Making & Marking Progress (2010); Phonics & Language Teaching (2011); Stories & Languages (2011); CILT conference (2010); Oxfordshire Primary Language conferences (2009, 2010, 2011); CBfT Primary Languages Show (2012)

**General:** Safeguarding (December 2021); Prevent (December 2021)

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## VOLUNTARY WORK

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**Reading and Language support teacher** 2017–2023

West Kidlington Primary School; diagnosing difficulties and devising strategies to support struggling readers. Interventions for children with English as an Additional Language.

**French teacher** 2011–14

Woodstock Primary School Nursery, Reception, Year 1 and Year 2; French club for Years 3 and 4; supported the French coordinator with resources and planning.

**Secretary** 2008–2012

Woodstock Under Fives Association; a pre-school setting for 2- to 5-year-olds.

I have a full clean driving licence and have full professional fluency in French.

[www.fionaundrill.com](http://www.fionaundrill.com)  
References available on request