

Helen Smith

June 30, 2015

To Whom It May Concern,

For the past two and a half years I have been a lead English teacher in two separate groups of students. I started with them when they were turning 4 years old, and continued all the way through until they completed Kindergarten. I was able to become acquainted with the students, parents, teachers, and staff of the school. During my time with these students, I worked to ensure their happiness, health, and well-being. I worked closely with Polish and Spanish teachers to ensure that the students were able to learn and grow in a safe, pleasant environment.

Over the course of my time here, I had ample opportunity to not only work with the students, but help the school develop its educational procedures, implement new programs, and coordinate with others on many projects such as organizing and translating the different goals of the French education system to compare them with other highly viewed educational systems. The administration of the school is always interested in increasing the educational levels of the school and ensuring that the students are receiving the highest level of education possible for their age and developmental level.

The time I spent at this school has been invaluable to me as a teacher and as a person. The opportunities the school provides are amazing and have allowed the teachers who work here to grow and develop as people and as teachers. Both the owner and director are directly involved with the functioning of the school, to allow their teachers, staff, parents, and students to feel safe and cared for throughout their time at the school. They have a hands-on approach, but also give teachers the freedom to implement their curriculum in ways which are appropriate to their personal teaching styles.

One of the most important ways that the school has supported me was through their ongoing help with any and all issues that come up for a foreigner living in Poland. They were always friendly, open-minded, and willing to help when any issue arose, whether personal or professional. Their support through difficult times let me feel comfortable and happy, which in turn allowed me to focus my mind and energy on teaching. In addition to their on-going support, they provided a lovely home, lunch catered at the school, and the opportunity to take both Polish and French classes after work.

My time at this school was wonderful, beneficial, and educational. I hope that any position I hold in the future will provide such a great experience.

Regards,

Helen Smith