

CURRICULUM VITAE-MRS OLIVIA AYENSU

PERSONAL INFORMATION:

NAME: AYENSU OLIVIA (MRS)

DATE OF BIRTH: 19TH JULY, 1980

ADDRESS: KNUST Basic Schools. P.O. Box 639. Kumasi Ghana.

TEL: 00233506611644

E-MAIL: oayensu.basic@knust.edu.gh

PROFESSIONAL SUMMARY:

Strategic and nurturing education professional offering significant experience in teaching, senior leadership and comprehensive student counselling. Adept at curriculum design and implementation aligned with best practices in early years education. Expertise in cultivating safe, welcoming, and inclusive school environments that promote positive outcomes. Passionate about mentoring educators and pupils, driving academic progress, and championing student welfare through proactive pastoral care. As a teacher, my teaching philosophy prioritizes innovation, inclusivity and a collaborative approach to learning that enables learners to better adjust and embrace the challenges in a world that is changing at a very fast rate.

EDUCATION:

SEPT. 2023: MPhil Guidance and Counselling, University of Cape Coast

SEPT. 2015: University of Cape Coast, Ghana. (Post Graduate Diploma in Education)

APR.2014: MBA, Human Resource Management (University of Wales, UK)

MAY 2004: BA, English and French (University of Ghana).

JUNE 2003: Certificate in French Studies (Universite d'Abomey Calavy, Cotonou, Republic of Benin).

1997: SSS Holy child School, Cape Coast, Ghana.

WORK EXPERIENCE

- JAN. 2020 to Date. KNUST Basic Schools, KNUST Junior High School Kumasi Ghana.

Chief Teacher (French): I help shape a vision of academic success for all students by creating a climate conducive and hospitable for teaching and learning across all levels of the JHS. I cultivate leadership in others through people management and student motivation. My Postgraduate Diploma in Education has equipped me with relevant technical skills in teaching in addition to obtaining training in the use of Problem based learning to enhance my teaching skills. I have mentored trainee teachers from universities of education.

- SEPT. 2014 to 2020. KNUST Basic Schools, KNUST Junior High School Kumasi Ghana.

Principal Teacher (French): I was charged with the responsibility to teach, research and present relevant materials to students in order to develop the written and oral communication skills in French of pupils I have been preparing these students for further language studies at senior high school.

- SEPT. 2006 to 2014. KNUST Basic Schools, KNUST Junior High School Kumasi Ghana.

Senior teacher (French): responsible for instruction pupils in French, setting questions and marking of scripts. Also served as a member of the school supervisory team, assisting the Deputy Head to supervise teaching, and coordinating daily homework for Basic 7. Coordinating activities between parents and the school and general upkeep of pupils during school time.

PROFESSIONAL ASSOCIATIONS

- Member Ghana National Association of Certified Counsellors: GNACC-25-968
- National Teaching Council: PT/008429/2015
- Member of Ghana National Association of French Teachers.

WORKSHOPS ATTENDED

- April, 2025: Computer and Microsoft 365 literacy training offered by UITS, KNUST
 - May, 2023: I have gained valuable skills in Social and Emotional Learning (SEL) and the Lion's Quest curriculum during the Teacher's Training Workshop by Lion's Club. Through interactive sessions, I learned effective lesson planning techniques, conflict resolution strategies, and bullying prevention methods. I am excited to apply these practical tools in my counseling sessions and classroom to create a more supportive and engaging learning environment for my students at KNUST JHS.
 - 2022: Trained in Portfolio building and National Teaching Council Registration
 - March 2017: Regional Centre for Teaching of French conference.
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LEADERSHIP EXPERIENCE

- 2006-2024: As a class teacher, I was responsible for coordinating activities between parents and the school, presenting their grievances of parents to the school's authority while spearheading discipline among pupils. I served as a life coach in motivating pupils to aspire for good grades in their learning using a holistic approach
- 2014 to 2017: I was selected as a member of a strategic leadership team of teachers, responsible for supervising teaching and learning, monitoring curriculum and assisting the School's Head in his role. I also serve as a coordinator for homework as part of my duties.

- 2007 to 2010: In addition to teaching, I was tasked with the responsibility of managing the school's infirmary where I used the skills acquired in managing a family pharmacy business to promote the health and the wellbeing of students. My organisational, teamwork and planning skills were brought to fore when appointed as the Manager of the infirmary.

SERVICE TO COMMUNITY

KNUST

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- 2006-2023: Appointment as a Class Teacher: I organised visits to KNUST hospital for donations (2014, 2021 and 2023), galvanized parents to paint and decorate classroom (2023 7L) and paid visits to orphanages to donate (all Nations Charity Home, King Jesus Orphanage). Took pupils on KNUST Campus tour with KNUST security personnel, had class outdoor end of term parties and invited talks from professionals including pharmacists, doctors, lawyers, architect and fire service personnel. Presided over online meetings with parents and counselling sessions by counsellors from KNUST Counselling Center for students and their parents during COVID-19 and after, I set up a WhatsApp platform to discuss pertinent issues with parents concerning their wards. Ultimately the class (7L) won the coveted prize of Best Class in 2023. All these were done for the first time at the KNUST JHS.
 - January 2022: Appointment as Chairperson of the Clubs and Associations Committee: I spearheaded the formation and establishment of over 15 clubs and association in the school at the onset of the new curriculum by Ghana Education

service. I offered assistance to the club heads as to how to form the clubs and maintain them by creating a platform for delivery.

- 2006 to Date: sections Teacher: I have been organising pupils for general cleaning in the mornings, catering for sports activities and supervising morning assemblies.
 - 2016 to date: Member, Counselling Committee, KNUST JHS. I Helped the School to set up the counselling office. Helped to design counselling intake forms for counselling office while lending my knowledge to other colleague members of the committee to help maintain the counselling office to date. As part of my counselling role, I organise orientation programmes for new students and interns, facilitate ‘Coconut Meetings’ to address moral and social issues, and provide tailored support to underperforming or repeating students and their parents to help them adjust and regain confidence. I counsel students, parents, and staff on academic, social, and behavioral challenges, while also offering guidance to both teaching and non-teaching colleagues. I recently initiated a counselling programme for final year students at the beginning of the academic year on learning skills in collaboration with the school’s administration
 - Feb. 2015: Staff welfare Treasurer, KNUST, JHS.
 - March, 2016: Vetting Panel member, KNUST JHS Electoral Committee:
 - 2006 to Date: I have moderated for several school programmes including speech and prize giving days where my oral communication skills were employed.
- Creativity Day (July, 2022).

NATIONAL

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- January, 2022: Resource person CCC Children’s Ministry, a talk on courtesy for boys and girls.

- 2021: Ghana Statistical Service as Regional Trainer of Enumerators
 - 2021: Resource person, Choosing a life partner, YPG, Deduako, Kumasi
 - 2021: Resource person: Post COVID-19 Parental Challenges, CCC, Kumasi.
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PROFESSIONAL DEVELOPMENT SKILLS

- September, 2024: Trauma Healing Training by Ghana Bible Society
- June 2023: Trainer of Counsellors and reviewer of marriage counselling manual, CCC Ayigya Kumasi.
- August. 2022: The Academic Council of NIIT certificate in Working Smart with Microsoft office and the Internet
- July. 2022: Participant, Skilled Helper Programme, KNUST Counselling Center/ Ghana Psychology Council. Short course in Novel Counselling Skills
- April. 2022: Participant, Skilled Helper Programme, KNUST Counselling Center/ Ghana Psychology Council/ Dept. of Educational Innovations in Science and Technology. Short course in Innovative Counselling Skills
- Sept. 2021: Participant, KNUST 9th Summer School. SDGs and Universities: Actions Towards KNUST's mandate at 70 and beyond.
- 2016 TO 2020: Ghana Association of French Teachers' annual conferences.
- 2002 to 2003: My year abroad experience as French student equipped me to translate texts from French to English language, to present a research material and to communicate in a coherent manner especially in French and English. I have used this language skill to facilitate the translation of a webpage from English to French, enabling the client to maintain a wide customer base.

- 2001 to 2002: As a student leader, I was elected a general secretary for literary club where I made use of my communication skill and IT skills to prepare and present minutes at meetings.

VOLUNTEERING ACTIVITIES

- 2016 to Date: Convenor, Mum's Corner, an online Christian based group for supporting mothers.
- 2006 to Date: Since my appointment as a teacher in 2006, I have undergone appreciable in-service training to learn to design, develop and implement new teaching methodology which I have volunteered at my local Church as an Adult Bible Teacher, Marriage Counsellor and a Community Director.
- OCT 2013 to DEC. 2016: My leadership skills were placed at the fore when I coordinated the activities of the visiting Trainee teachers and their supervisors from State University of New York (SUNY) USA.
- 2011 to 2013: My background in educational activities led to my appointment as a governor at Skinner Street Primary and a lead governor in literacy during a short sojourn in the United Kingdom.
- MAY 2010 to FEB. 2013: I was a member of Kingdom Exchange Ministry hospitality team, a charity organization which distributes food and clothing to Brompton community, Medway.
- 1999 to 2004- HIV and STD awareness campaign Trainer of trainees for Haans presenting facts and prevention of the disease to local youth groups in towns and villages in Ghana (Africa)

PERSONAL INTEREST

- Using my managerial skills to groom adolescents to become responsible adults and achievers in life through short presentations and exposition.
- Singing in a church choir has improved my team-work skills. My leadership skill has been enhanced since becoming a worship team leader. I have also extended my interest in reading to facilitate the opening and operation of a church library.

INTERNATIONAL EXPERIENCES

- 2024 to 2025 (China Pharmaceutical University) I provided counselling services to international students at China Pharmaceutical University, assisting them with academic, cultural, and personal challenges. My role highlighted my cross-cultural communication skills and commitment to supporting students in a global academic environment. These experiences reflect my dedication to education and student well-being across different cultural contexts.
- I have demonstrated extensive international experience in education and student support. As a Governor at Skinner Street Primary School in Gillingham, Medway, UK (2011 to 2013), I contributed to school governance, policy development, and student welfare, gaining valuable insights into the British education system.
- APRIL 2011: **Enumerator** with National Office of Statistics, UK: I used my bilingual skill to support Data Collection, interviewing, explaining purpose, clarifying questions, building rapport and reassuring confidentiality of respondents in the UK and from the EU during the census.

REFEREES

- Rev. Mrs. Irene Nkansah

KNUST Basic School

Tel.: 0208357722

Email: ionkansah.basic@knust.edu.gh

- Prof. Godwin Awabil

Faculty of Educational Foundations, Counseling Centre, University of Cape coast.

Tel.: 0246573716

Email: gawabil1@ucc.edu.gh

- Prof. William Oduro

Dept. Wildlife and Range Management KNUST.

Tel.: 0244288321

Email: woduro.fmr@knust.edu.gh