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| Susan ***Nursery/Primary Teacher & Admin Professional***  **E-mail:** [susan.146250@2freemail.com](mailto:susan.146250@2freemail.com) | C:\Users\CVWriter\Desktop\Untitled.jpg |

**PROFILE SYNOPSIS**

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Versatile, Dynamic and Performance-driven professional equipped with 12+ years of experience in training students besides providing excellent leadership and administrative support to the organization. Manifest broad knowledge in teaching children, creating interactive lessons, encouraging students’ participation in discussions and effectively managing the classroom; Track record of cultivating students’ learning abilities, fostering creativity, imparting the most competent education and consistently complied with the school programs to achieve school’s objectives; Recognized by students, colleagues, and management as an energetic, organized, hardworking and professional educator; Acquired excellent planning, analytical, problem-solving, decision-making, organization, coordination, monitoring, time management, communication & interpersonal skills; Seeking a full-time employment where I can utilize my teaching qualifications and experience to enhance student’s learning. Being a very caring and competent Teacher, I will deliver a worthwhile and valuable contribution to any School which I will be employed.

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| **Strengths** | |
| * Gained 12+ years experience within School Industry * Child Assessment and Playground Supervision Skills * Excellent communication/presentation & listening skills * Adept in managing classroom using effective techniques * Cognizant in cultural awareness and sensitivity | * Competency in teaching Nursery/Primary Students * Skilled in Teaching Math, Numbers, Colors & Shapes * Expertise in creative writing activity, books & worksheets * Compassionate, Understanding and sound work ethics * Strong motivator, Friendly and Active Personality |

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| **QUALIFICATION** |

**Diploma in Early Childhood Education –** *Thika Teacher’s Training College* **2006**

**Certificate in Early Childhood Education –** *City Centre for Early Childhood Education, Nairobi* **1995**

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| **CAREER SNAPSHOT** |

**Primary Teacher** **–** *Aga Khan Nursery School, Tanzania* **2015 – Present**

**Head of Primary Teacher –** *Excel Academic Center, Tanzania* **2011 – 2015**

**Primary Teacher –** *Ruaraka Academy, Kenya* **2005 – 2011**

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| **ACHIEVEMENTS** |

* Gained 12+ years experience within School industry in domains of Head of Primary Teacher, Primary Teacher, and Student, Parents, Community Relations. Acquired Overall Best Teacher (Primary School-Ruaraka Academy) in 2007
* Received an Award as Communicator - Responds to and expresses ideas confidently in many ways and in different languages - Aga Khan Nursery & Primary School, Dar-es-Salaam, Tanzania.
* Attended workshop training for First-What is learning: Strategies to engage and empower young people in their learning by Pro Learning International - May 2016.
* Acquired excellent intercultural communication skills, demonstrate international mindedness.
* Flexible in mastering the school’s language of instruction to near- native level as a head of school and obtained school management skills.
* Capabilities to manage student performance and intervention strategies to raise performance and safeguarding and additional educational needs.
* Ability to work under pressure and to meet tight deadlines with a strong capacity to operate in a confidential manner with discretion and enthusiasm, optimism and energy on working towards service excellent.

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| **CORE COMPETENCY** |

**Pre-School/Nursery Teacher**

* ***Program* –** Plan and implement a program that encourages the physical, social, and cognitive development of each child and that follows the policies and philosophy of the school.
* Utilize all available resources to provide an educationally sound program, including field trips, resource people, creative themes, etc. Adapting the program to the needs of the individual child with concern for his/her interests, special need, talents, and individual style and pace of learning.
* ***Relationships –*** Treat each child with dignity and respect. Work with other professional staff members to plan and implement activities that carry out the philosophy of the school and accepted early childhood education practices.
* Help each child to become aware of his/her role as an integral member of a group. Consider the individual child in relationship to his/her cultural & socio-economic background.
* ***Physical Environment –*** Maintain a physical environment in the classroom that is inviting and conducive to learning and which lends itself to the teaching of developmentally appropriate activities.
* Ensure that the classroom atmosphere that is conducive to learning, fun, and positive interaction between children.
* Assume an equal share of the joint responsibilities of the nursery school staff. Providing a safe and healthy environment for each child.
* ***Continuing Education –*** Attend all staff meetings, parent programs, and orientations. Participate in recommended training programs, conferences courses, and other activities that ensure professional growth.

**Administration**

* Set up and maintain efficient office systems within the school’s admin office, including manual and computerized information retrieval systems. Draft and type correspondence, reports and other documents for the Head teacher.
* Deal diplomatically with telephone inquiries and visitors to the school and/or for the Head teacher.
* Effective management and coordination of the School and the Head teacher’s diaries.
* Photocopy, distribute and filing of documents as appropriate. Copy typing documents for Head teacher and teachers.
* Take notes of meetings in staff meetings and when Head teacher meets parents, type up notes and distribute to relevant people. Administer procedures relating to pupils transferring or leaving the school.
* Identify information in school prospectus that is out of date, get approval from Head teacher for proposed changes and get changes printed.
* Administer school’s admissions procedures for the nursery/school, by giving advice to parents and members of the public on admission criteria, collate applications for admission and monitor criteria being applied consistently. Also, communicate with parents regarding the decision of the Head teacher.

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| **PROVEN JOB ROLE** |

**Primary Teacher –** *Aga Khan Nursery School, Tanzania & Ruaraka Academy, Kenya*

* Responsible for preparing lesson plans and teaching pupils in accordance with the national curriculum. Teach every area of the curriculum, from Math’s, English, Science, Physical Education etc.
* Accountable for more than one curriculum in class group and presenting different material on different subjects to students at different levels within a single classroom.
* Planned and deliver lessons, sets and marks assignments, works as a team member within the wider school staff, and, as required, liaises with parents and other relevant individuals such as educational psychologists.
* Prepared teaching materials and the marking of assignments submitted by pupils, as well as attendance at parent-teacher meetings, where teachers provide parents with feedback on their children’s progress.

**Head of Primary Teacher –** *Excel Academic Center, Tanzania*

* Formulated overall aims and objectives for the school and policies for their implementation.
* Worked with the management and senior colleagues to deploy staff effectively and recruit new staff.
* Ensured the good financial management of the school and the school is up-to-date with innovations, from teaching practices to new technologies.
* Managed accommodation (e.g. classrooms) effectively to meet the needs of the curriculum and Health & Safety requirements. Resolve major disciplinary issues with pupils, including working in partnership with social services.
* Coordinated activities, able to work in teams, excellent classroom practitioner and can accommodate different learning styles, sound IT skills and technical skills related to early childhood education.

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**Professional Development:**

* Attended workshop training at the In-School PYP - Dar-es-Salaam organized by IB Global Centre -The Hague, and were led by experience practitioners of the IB - Oct 2015
* Certificate of Completion (Beyond Counting): Strategies to support Pre-School Math Development issued by Penn State Better Kid Care Program
* Certificate of Completion for achieving 21st Century Skills through Project-Based Learning issued by Penn State Better Kid Care Program
* Certificate of Completion for Becoming 21st Century Skills Program issued by Penn State Better Kid Care Program
* Certificate of Completion for Activities Learning Math: Numbers, Colors, and Shapes issued by Penn State Better Kid Care Program
* Certificate of Completion for Supervision: Playground Supervision issued by Penn State Better Kid Care Program
* Certificate of Completion for The Ins and Out of Good Circle Times issued by Penn State Better Kid Care Program
* Certificate of Completion for An Introduction issued by Penn State Better Kid Care Program

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**I.T Skills**

* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).

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| **PERSONAL DETAILS** |

Nationality : Kenya

Date of Birth : 15th Mar 1969

Marital Status : Single

Visa Status : Visit Visa

Languages : English

Reference : Available Upon Request