Hoda

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| Institution  (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
| 1985-1988 | BA (1.2), Warwick University, UK |
| 1997 - 1998 | Certified Homeopath, London School of Homeopathy |
| 2005 – (4 weeks) | Certified Group 1, International Baccalaureate teacher in Language A: Language and Literature |
| 2006 - | Trained Junior Youth Empowerment Program Animator |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| Arabic | 3 | 1 | 2 |
| French |  |  |  |
| English | 1 | 1 | 1 |
|  |  |  |  |
|  |  |  |  |

1. **Membership** **of professional bodies:**
2. **Other skills:** (e.g. Computer literacy, etc.) writing proposals, 5 year plans, policies, giving workshops, working with youth,
3. **Present positions: Director of Summer School at Brummana High School, and during term time, Head of the EFL Department, an IBDP teacher and a member of the IB policy team.**
4. **Years within the firm:8 years**
5. **Key qualifications:** (Relevant to the project) Have been a principal of a school for 4 years and held numerous administrative positions. Have initiated and founded two NGO’s and worked with the Ministry of Education, Municipalities, USAID, Save the Children, INAASH, and public school in Lebanon. Have worked with OXFAM in the UK. I have contributed to initiating, writing up and implementing many service oriented projects in Lebanon.
6. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from - Date to |
| Lebanon | 1994 - present |
| UK | 1992 - 1994 |
| Cyprus | 1989 - 1992 |

1. **Professional** **experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from - Date to | Location | Company& reference person[[1]](#footnote-1) (name & contact details) | Position | Description |
| September 2010 – Present | Brummana, Lebanon | **Brummana High School**,  Principal, Dr. Walid Khoury | *Director of the Summer Educational Program*  *Head of the English as a Foreign Language Department*  *Member of the International Baccalaureate Team*  *Trained IB teacher of: Group 1 – English Language & Literature*  *Advisor of secondary students (10-12)* | During the summer Educational programme, I ensure the right staff are employed, trained in the needs of our students and together prepare the appropriate material required for the courses offered.  As a Head of Department, I review staff applications, select books, prepare student and staff timetables, advise students on course selection, follow up on student progress, communicate with teachers and parents as and when needed, prepare curriculum, lesson plans, appraise teachers work, follow-up with school policies and procedures. Plan student’s integration into mainstream courses.  As a member of the IB team, I write and review policies and handbooks, share IB relevant IB material, meet weekly with various members of the team and reflect on teaching progress.  As an IB teacher, I prepare unit plans, follow the IB course guideline, apply formative and summative assessment on a regular basis etc.…  As an advisor. I listen to students concerns, liaise with the relevant staff members, guide student course choices etc.. |
| June 2014 – Present | Beirut, Lebanon | **Hampshire Academy**  Director, Mrs Yvonne Nasr | Pre SAT teacher | Offer Pre SAT courses to students from French speaking schools |
| August 2005 – July 2009 | Jourat Al Balout | **Valley International School,**  Director, Mr. Shukri Husni | Principal | Principal of an Inclusive Education School of 250 student’s K - 12, offering the Lebanese Baccalaureate and American High School Diploma, including Vocational Training Diploma. I was responsible for all the affairs of the school from hiring staff, organizing professional training, scheduling timetables, admitting students, drafting policies and 5 year plans in corporation with the staff, meeting curriculum requirements, etc.… |
| September 2000 – 2005 | Brummana, Lebanon | **Brummana High School**  Principal, Dr. Walid Khoury | *Head of Lower School*  *Director of Guidance*  *English Language and Literature teacher (Intermediate & Secondary)* | As Head of the Lower School, I was responsible to hire staff, set policies, liaise with staff, parents and students, plan events and apply the school vision. I initiated a values education program for the whole lower school.  As a Director of Guidance, I was responsible for all the pastoral affairs of the school K – 12. I initiated an advisory and counselling structure, increased the number of counsellors and advisors, wrote up job descriptions for the Heads of Sections, was responsible for their follow-up and took part in drafting a 5 year plan. |
| September 1994 – 2000 | Mansourieyeh, Lebanon | **Eastwood College**  Principal, Mr. Amin Khoury | *Head of the Learning Support Department*  *Drama Teacher – Secondary*  *English language and Literature – Secondary* | As Head of the Learning Support Department, I was responsible for the students with special educational needs, specialized staff and therapists. In liaison with staff, reviewed every students Individual Educational Plans (IEP) and timetabling.  (Special Education) K - 12 |
| September 1992 – 1994 | Wisbeck, UK | **The Queens School** | *Supply Teacher* | Supply teacher for secondary English classes including Special Education |
| April 1989 – 1992 | Limassol, Cyprus | **College Melkart**,  Principal, Mrs. Mussalim | *English language and Literature teacher (Intermediate and Secondary)*  *Editor of student magazine (Secondary)* |  |
| February 2014 – February 2015 | Beirut, Lebanon | **Lebanon Industry Value Chain Development - LIVCD Program**  Director, Mr. Nasser Lama | *Writing and editing proposals to support local agricultural projects for USAID approval*. | , |
| July 2009 – Present | Beirut, Lebanon | **MOTO** (Mighty Oak Tree Organization) NGO | * *Founder and Director* | Projects completed:   1. Three Educational Agendas for the Public school sector in collaboration with AgandaWare, the Ministry of Education and the Hariri Foundation. The Agendas were:   *Careers (secondary classes)*  *The Environment (Intermediate classes)*  *Healthy Habits (Elementary classes)*   1. A three-day National Career Fair in collaboration with AgandaWare, the Ministry of Education and the Hariri Foundation   *Produced 12 career fliers*  *Conducted 3 national career fairs in Siada, Beirut and Tripoli*   1. A youth Empowerment Program for 25 children of mixed religious and ethic backgrounds in Nabaa in collaboration with World Vision 2. A youth Empowerment Program for the Municipality of Cornet Chahwan   *A two year program to empower youth to serve their community*  *(the same program was presented to USAID (LCI) and was approved –*  *we started the program in the Bekka for a month)* |
| December 2011 – 2014 | Beirut, Lebanon | **INASAH ASSOCIATION** , NGO, | *Educational consultant* | Writing comprehensive reports on the state of three Kindergartens run by the Owned and runby the NGO in different regions in Lebanon  Writing proposals for funding  Conducting staff and parent training sessions (Mar Elias, Burj al Barajneh, Baalbak)  Introducing a Values Educational Program to the staff and Parents of a Kindergarten in the Bekka |
| July 1997 – 2004 | Beirut, Lebanon | **PARTNERSHIP IN EDUCATION** (PIE), NGO | *Founder* | Founded the NGO Partnership in Education (PIE) to introduce values education to schools in partnership with parents in collaboration with the Head of Centre for Justice at LAU Jbeil, Dr. Irma Ghosn.  Trained staff and parents in the Human Dignity Project at Brummana High School – Beirut, Lebanon  Implemented a 3 year Pilot project at Ahliyeh School in Grade 1 and 2. |

1. **Other relevant information** (e.g., Publications)

Published Record

* Future TV – Aailati – Positive parenting
* OTV – Morning Show – Inclusive Education
* Published in ‘*Peace Education’* By Irma Ghosn – On the work of a Lebanese NGO Partnership in Education (PIE)
* Al Balad , AlNahar, Al Akhbar newspapers regarding the Agandati project and the Career Fair by MOTO (NGO)

Lectures and Conferences

Offered training on various educational topics in Schools and the Ministry of Education – Lebanon.

* Positive communication (teachers/students) - Schools
* Motivating not dictating students – Schools
* Reflection and Learning - Schools
* Circle Time – Schools
* Values Education – Administrators / teachers / parents in schools
* Consultation skills in the workplace – Schools and Corporate companies
* Junior Youth Empowerment program – local youth
* Careers Education – Ministry of Education to all Heads of Public Schools
* The importance of preserving the Environment of Lebanon – Harriri Foundation

1. The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification. [↑](#footnote-ref-1)