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# Subject: Application for the post of Principal/Head of School

It is with great pleasure that I am seeking to secure the position of the **Head of School / Principal** your institution. I believe that my instructional abilities, combined with my strong interpersonal skills, work ethics, leadership skills and organizational abilities to lead, manage and administer in an international environment would greatly benefit your educational programme.

I trust that education is the key to success for young students. As a principal learner I hope to motivate students and faculty in ascertaining their inner strengths and abilities and discovering what truly inspires them. I have learnt that if students construct their own learning experiences they will not only attain deeper understanding, but will also become more confident in their abilities to understand and retain concepts and skills. I love working with children and adults and will continue to strive to be a positive influence in their lives.

My teaching and leadership skills have enabled me to develop a special rapport with students, youngsters and adults. I hope to instill a love for life long learning and a desire for constant knowledge within each student and staff.

I have enclosed my resume with the letter.

**EDUCATION**

* Master of Arts. (English Literature)

Calicut University

* Masters in Business Administration (MBA)

United Business Institute, Belgium, Europe

* P.G. Diploma in Human Rights.

Indian Institute of Human Rights

* Cambridge International Diploma for Teachers and Trainers (CIDTT)

Centre for International Examinations, Cambridge.

* Bachelor of Education

Singhania University

* Bachelor of Arts (English Honors)

North Bengal University

* Certificate in Strategic Leadership for Schools in a Changing Environment

Indian Institute of Management, Ahmedabad (IIM-A)

* Certificate in Philosophy

Salesian College, Darjeeling

**EMPLOYMENT EXPERIENCE**

* **GEMS MODERN ACADEMY, DUBAI – 2016 TO PRESSENT**

**Assistant Principal/ Principal**

* **VELAMMAL GLOBAL SCHOOL, CHENNAI- 2015- 2016**

**Sr. Principal, Velmmal Global Schools & Founding Head of Velammal IB School**

Manages two IGCSE and working on setting up the first IB school for the group.

**KHDA/ DSIB (Dubai School Inspection Bureau) Associate Inspector**

* Establish the vision, mission and education strategy, Provide professional leadership for staff, produce a clear marketing strategy and plan for the promotion of the school.
* Staff supervision, financial management and administration, pedagogy, & curriculum.
* Compliance/inspection/accreditation, Academic performance management, school procedures and processes: manage community relations, resource management, human resource development & feedback to parents and students etc.
* **SILVER OAKS THE SCHOOL OF BANGALORE:** 2013- 2015

**Founding Principal/ Head of School**

* Build the school image and realizing the mission, vision and culture of Silver Oaks.
* Setting learning goals for each year level, designing instructional methodology, assessment practices and mentoring teachers.
* Develop and monitor thriving sports and activity curriculum for all the learners
* Develop friendly and progressive interaction amongst the adult members of the school.
* Implementing the PYP plans, liaison with IBO for facilitation, training and documentation and perform the role of PYPC as recommended by the IBO
* Develop a progressive association with the parent community.
* Identify right people for the right role and build a healthy HR culture within the school and develop appraisal procedures for the team and keep them informed regarding the same
* Work on marketing plan for admission and coordinate all the events and processes and develop the front office team into competent and capable front-end team of the school.
* Monitor the work of people who are supervising the catering, transport, housekeeping, technology an general upkeep of the school
* **OAKTREE INTERNATIONAL SCHOOL (OIS) : 2011-2013**
* **Founding Member**
* **School Coordinator and Coordinator of EE & TOK**.
* Taught IBDP English A (SL & HL) & TOK, IGCSE (Language & Literature) & MYP English
* **IB Examiner for English A**: Literature (HL) & Extended Essay.
* Director of MUN, Editor of the School Newsletter.
* **THE INTERNATIONAL SCHOOL BANGALORE (TISB), INDIA : 2009-2011**
* Taught IBDP English A1 (SL & HL) & TOK, IGCSE (Language & Literature)
* **IB Examiner for English A1**: Literature (HL) & Extended Essay.
* Curriculum planning, internal assessment management.
* Supervised Extended Essay writing, CAS & MUN.
* Organized various trips and activities.
* **SINGAPORE INTERNATIONAL SCHOOL, JAKARTA, INDONESIA – 2009-2007**
* Head of the Department of English
* Taught English A 1 Literature (SL) and IGCSE (Frist Language English & Literature)
* **FAIRVIEW INTERNATIONAL SCHOOL, KUALA LUMPUR, MALAYSIA: 2005-2007**
* Teacher of English (IGCSE- First Language & Literature)

**WORKSHOPS AND PROFESSIONAL TRAININGS:**

* The Moral Education Programme- Principal’s Orientation, Dubai, November 2016
* IB Higher Education conference- Abu Dhabi, November 2016
* "Building Your Leadership Skills by HEC Paris, April 2016".
* International Baccalaureate Asia Pacific Conference, Hyderabad, India- March 16.
* The Association of International Schools, India leadership conference, Mumbai- September, 2015
* Speaker at the IHC, New Delhi, conference on Life after school November, 2015
* IB Continuum: Governance- Introduction to the IB owners and Board Members & The IB for the Investors (Cat 3)-Mumbai – September, 2015
* Planning Backwards: Establishing a Continuum of International Education from K-12- IB Seminar – Bangalore- 2014
* Making PYP Happen (Cat-1) workshop- Bangalore- 2014
* Teachers as Researchers- (Cat-3) workshop – Hyderabad- 2014
* TOK (Cat – 3) Subject Specific Workshop – New Syllabus (Mumbai, India, 2013)
* English A: Literature (Category 2) Workshop (Manila Philippines, 2012)
* MYP in school workshop, (Kolkata, 2011).
* Assessment tasks, Interdisciplinary Projects (IDP), School management & training and comprehensive Sex Education. (Jakarta, 2009)
* Multiple Intelligence, Creative writing and Smart Class. (Kuala Lumpur, 2007)

**WORKSHOPS CONDUCTED**

* Classroom Management -2015 (For faculty)
* Role of Teachers- 2015 (For faculty)
* Novel Study and guided reading- 2014 (For teachers)
* Standards and practices – 2014 (For teachers)
* Lesson planning- 2014 (For teachers)
* Research and teaching- 2014 (For teachers)
* Extended Essay: (For IBDP students and staff, Kolkata 2012 &13)
* Academic Honesty (For IBDP students and staff, Kolkata 2012 & 13)
* TOK & Learning (For IBDP students and staff, Kolkata, 2011 & 13)
* Study skills (For IBDP, IGCSE students and staff, Kolkata, 2011 &13)
* Conducted Leadership training programme for prefects. (Jakarta, 2009)

**ACADEMIC ACHIEVEMENTS & EXTRACURRICULAR ACTIVITIES:**

* Best Student award (graduation).
* Trained in basketball, football, table tennis, cricket and badminton
* Won ‘A’ Grade from a month long Leadership training program from HMI, Darjeeling, India.
* Won prizes for debates, quiz competition, dramatics, and attended intercollegiate symposia.
* Trained in yoga and meditation.

I am fortunate to have gained so much of experience and insight within a very short period of time due to my exposure to different group of people, various cultural settings and courses. I received a certificate in Philosophy (TOK & General Philosophy) from Salesian College, Darjeeling that has brought about a great level of correct and logical thinking in me. Philosophy helps one to think deep and wide leading to a comprehensive outlook towards life.

Philosophy and it many branches like the Philosophy of Being, Knowledge, Man, God, Nature, Morality (Ethics), Logic and the six system of Indian Philosophy made me realize the great minds of yesterday and the great relevance they hold today. Their role lies mainly in enlightening and helping one to lead a life, which is fulfilling for the self and for the betterment of the society.

The comparative study of various religions of the world has made me appreciate my own religion, at the same time understand, and appreciate the other. Study of Methodology, Principles of Education, Educational Psychology and Sociology were the parts of my philosophical studies. Writing thesis and a lot of reading made the study very interesting.

Practicing of Yoga, the techniques of concentration and meditation, which I had learned, proved very useful in my interaction with the youth and various adult groups. I can better use these skills for the development of the future generation especially in a school like yours wherein you have a multi-lingual and multi ethnic group. Today, we are realizing the relevance of facilitating the development of a well-rounded personality in every student. It is not only the curriculum but everything else too. International exposure has made me understand and appreciate different perspectives and ways of dealing with people and their fundamental differences.

I am extremely keen to further develop my skills and qualify myself for this very purpose and that is the reason for completing a PG Diploma for Teachers and trainers from the CIE Cambridge, and a P G Diploma in Human Rights. The skills & expertise gained through Masters in Business Administration (MBA) have given me the confidence to face various challenges of leading teams to its goals. The number of years in education has not made me perfect, however, has given me an insight that perfection is something I could strive for everyday.

I would welcome the opportunity to discuss & explore the feasibility to utilize better these skills and talents of mine with you further. Thank you.