**Jumana**

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| Personal Details |
| IMG_0029ppDate of Birth:Nationality:Religion:Marital Status:Visa Status: | 19/8/1978JordanianIslamMarriedSponsor  |
| Education & Qualifications |
|  | * Education and qualifications
* Bachelor Degree of Education /English Language Literature and Arts .Al-Quds University –Jerusalem Palestine/Distinction /Total 88.4. –Minor Translation –Honor List Laureate for 6 times in row.
* Master Business Administration and Management Chiefly University ( in progression )
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| Work Experience |
|  | **20th January 2016 Vice Principal** **2014-2016 ,Dubai National School.****Chair of Quality Assurance Department & School Board Member /Job responsibilities** **Able to chair and devise the School Improvement Planning to influence the KHDA rate of an acceptable school into a good one in 2015-2016 and make leaps in considerable number of indicators including Leadership , Safety and Support , Students’ attainment and Progress in English, the Social and Personal Development and Curriculum Planning and Development.** * **Creating the US American Curriculum Authorized School Compliance Action Plan 2014-2015**
* **Creating the DSIB major recommendations Action Plans for years 2014-2015/2015-2016**
* **Preparing the First Progress Report of Progress and Planning for NEASC’s in response to he major recommendations of the visiting team 2014-2015**
* **Preparing multiple school policies in various provisions including SEN policies , academic honesty policy , Cyber policy , lock down policy and the structure of the School Health and Safety Policy**

**The General Head of English Department K-12** * To provide leadership, advice and expertise on educational services and quality assurance besides the enhancement of policies and procedures this includes academic and nonacademic aspects
* To ensure the quality processes and procedures serve the school’s mission, strategic plan and operational needs.
* To lead the quality assurance and enhancement staff team and ensure a responsive and high quality service to both internal and external stakeholders.
* To lead, develop, and to take responsibility for the planning, preparation and coordination of the processes related to external review and Audit, with special reference to the KHDA and NEASC’S accreditation agency and acts as main institutional and review facilitator.
* To craft the strategic plans , action plans and responds to the major recommendations set by auditing agencies including reports of planning and progress
* To conduct specialized meetings specialized for senior management leaders including the heads of departments to spread the culture of calibration and standardization in all indicators under scrutiny.
* To restructure committees in the light of performance and to evaluate the performance of various teams in the against the framework of KHDA and NEASC’S recommendations
* To create traceability and auditing tools sufficient to assess the progress of action plans and ensure their validity .
* Act as principal institutional source of advice and guidance concerning academic regulations, quality assurance and enhancement policy, procedures, and processes, and recommend and manage updates.
* To ensure professional support from the quality team and exercise oversight of the quality assurance and enhancement activities of our academic schools and our academic Quality Leaders and Collaborative Link Tutors.
* Participate in internal and external networks, representing the school as required.
* Revising policies and creating ones that are in line with international educational references .Such policies include attendance ,child protection , academic honesty policy , lock down policy , intellectual property , offence and tolerance charts .

**The General Head of English Department K-12 /Job responsibilities** * To lead, train, guide and support members of the department and to oversee their career development in conjunction with the Head Master, making recommendations (via the Deputy Head) for appropriate in-service training. b) To arrange department meetings for the subject on a regular basis and to keep minutes of these meetings. c) To ensure that the department is aware of all school and department policies. d) To ensure regular and effective liaison with colleagues in the Upper School, Learning Support department, the ICT department and Library staff. e) To delegate departmental duties by agreement with regard to each colleague’s interests, abilities and his/her overall commitment to the school; to provide an ICT representative for the department; to provide job descriptions for positions of responsibility within the department. f) To agree the allocation of lessons to the department in the weekly timetable with the Deputy Head. g) To allocate the teaching of sets in the subject within the constraints of the timetable, ensuring the fair distribution of age groups and ability groups. h) To induct new staff, within the school’s policy, and monitor their progress in liaison with the Deputy Head with special responsibility for newly qualified teachers. Assessment a) To prepare and maintain a published assessment scheme and policy for the department, within the school’s overall policy for examinations and assessment. b) To select syllabuses and public examinations within the school policy, compatible with the needs and attainment of the pupils. To make appropriate arrangements with the Examinations Officer for public examinations. c) To make arrangements in liaison with the Examinations Officer and the Assistant Deputy Head for internal school examinations. d) To maintain records and ensure completion of coursework by all candidates according to the requirements of Examination Boards. To agree the timing of large assignments with the Deputy Head. To liaise with other departments where there is an overlap of syllabus content or when skills are transferable. e) To submit to the Head Master and Deputy Head an analysis of the results of pupils within the department, based on their performance in public examinations, and to keep a record of these.

**sep.2014 till present Dubai National School** **Head of Social and Personal Development Indicator Committee regarding the KHDA Preparations.*** + - Align the school’s formal and informal aspects with the school’s and community’s perspective parallel to quality aimed
		- Conducting meetings to unleash the team and implement the indicator’s quality requirements
* Setting up action plans and building allies with stakeholders
* Auditing action plans and ensuring their continuous growth .
* Creating alliances with external stakeholders to buttress the social and personal development of students and revising disciplinary codes of ethics and conduct issues in the light of best practice.

**Sep.2010- 2013 , Dubai National School Supervisor of High Girls Section and Head of Department English** **8-12*** Coordinate and direct programs related to ensuring compliance with the school’s educational guidelines
* Oversees the implementation of in-service training and graduate courses in the core academic areas.
* Work in liaison with other members of staff to assist in promoting a solid education background and environment to aid in the student’s academic learning, directs and coordinates educational activities.
* Develops and evaluates education programs to ensure to the school standards.
* Assists with review of teacher performance in the classroom through observation and reports any problematic areas to the Stage Principal
* Interview and makes recommendations to the Stage Principal for the hiring of new instructors.
* Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials.
* Develop and monitor the curriculum, weekly plans, and daily lesson plans for compliance and revision as needed.
* Monitors and allocates supplies and instructional materials (textbooks) as needed.
* Reviews any necessary changes in instructional materials with the Stage Principal.
* Prepare student monthly progress reports.
* Review and monitor all semester exams.
* Review grades entered into the grading system.
* Establish system to follow up with student’s assignment, quizzes, and projects.
* Establish a professional rapport with students and with staff that has their respect.
* Develop and maintain all class schedules and record
* Attend parent / teacher conference, even if not on a school day or hours.

}         Complete daily walking rounds of the school building and property to evaluate safety and monitoring of school personnel.     **2002-2010 ,Dubai National School /TOEFL ibt instructor and Teacher of English Academic writing and language Grades 10-12** * -Able to conduct totally computerized and on-line based classes professionally besides implementing technology in -assessment using diverse programs
* -Able to provide technique –based classes of TOEFL ibt with internationally recognizable scores
* -Boosting student’s communication , debating and interpersonal skills by vigorous and methodical activities and assigning quite challenging and project –oriented tasks .
* -Meeting critical deadlines and responding to work contingencies besides controlling quality and testing
* -Implementing Cagen’s Structures of differentiation , Bloom’s Taxonomy of objectives in planning and Bloom openers and apple techniques for probing .

**Professional Development** ***Conferences attended*** -Building Reading Skills for College and Career , 16th March, 2015 Pearson Education -Language and Literacy 21st Century Skills from KG to Grade 2 , 8th March , Oxford University Press.-Improving Academic Outcomes through Language Learning , 15th March 2015, Pearson-Longman NorthStar-The 8th GCC Learning Disabilities Conference November 12th-13th 2014 , Ishara Consultants .-GESS External /Global Educational Forum 2014 -2015 24-26/Feb/2015 -MENA Common Core Conference 2014-2015.-Map Training. 16/12-17/12/2015 MAP External examination- Magrudy’s Education, Literacy pro26/11/2014-Think Central & HRW13/11/2014-The National Geographic Learning Educational Forum On Learning In The 21st Century9,10/ 11/2014-SEN Adaptation and social development through journey28/8/2014--Brain Gym 9/12/2014 , eyes -Stress Managemnt 2nd Dexc, 2013 Professional Development Department DNS .-Multiple Intelligence in Education 21th March, 2013 Al-Mustaqbal Institute of Quality .-Differentiated Instructions To Develop Critical Thinking .March 2013 , All Prints Harcourt -Nine Leadership Steps to A successful Writing Program Mrch , 2009 Houghton Mifflin Harcourt .-12 Hour training Class Management 22-24 April ,2010Experts International .-Arts of Guidance and Inspection 19-26 April , 2008 Manart .-Creativity in Education 8th Nov, 2008 Teachers’ Association .**Conducted the following trainings** -Apple Technique And Bloom Openers For Questioning5/2/2015-Effective Planning and SMART Objectives2/10/2014-Running a Global English Class Nov, 2014 -Leadership and Voice at Work -Setting Action Plans and Prioritising , Nov, 2013 for senior management -Setting the NORTH POLE on COMPASS /Aligning Staff and Empowerment Principles -Versatility and Flexibility of Leadership Oct, 2013 -Standardization of Leadership of Education within the context of the UAE indicators Feb, 2014  |
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|  Languages |
|  | * Arabic (mother tongue)
* Excellent command of English (read, written and spoken
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| Interests & Skills |
|  | * Writing English Poetry and Arabic Pros , reading , photography
* Reading Classic Literature
* Cultural Activities: Participated in different cultural events organized by the University
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