**COVER LETTER FOR**

**ADLAI**

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TO WHOM IT MAY CONCERN

A commitment towards EXCELLENCE in EDUCATION and an EFFECTIVE curriculum that is DYNAMIC, SUSTAINABLE, CONTEMPORARY AND CONTEXTUAL is my passion towards educational philosophy.

Greetings…

I am a highly motivated South African born national, presently residing in Al Khuwair, Muscat Oman. I have been the Director of the General Foundation Program, overseeing the English, Math and Information Technology Courses at the University of Buraimi.I am presently employed at the Ministry of Health, overseeing the Masters Medical English program in collaboration with Cardiff University (Wales). I am enjoying my passion for Curriculum Development, Educational Administration and Teaching. My Senior Management skills embody an exciting trend towards Contact Education, Accreditation, Research and Development (Curriculum), Teacher training, mentorship and facilitation, Recruiting and Human Resources, and Conflict Resolution. I am also a certified TESOL and IELTS Teacher Trainer.

Having served in South Korea as English Professor at Samyhook University of Foreign Studies, Headmaster, and Principal of two large American (WASC) based International Schools, has allowed my strong Teaching and Administrative experience and expertise to come to the fore. I strive to be a well organised individual, who understands the ethos and the challenges of education in a multi-ethnic society. I fully understand that multi-tasking and the effective cohesion of working with peers, learners and stakeholders from all walks of life is the key to effective success.

I have a genuine zest for life, dynamic classroom charisma and a strong time management discipline, which embodies a professional dress code ethic, and a conscientious habit towards high family values and morals.

My Academic journey has instilled an effective eye for detail, and a quest for the empowerment and transformation towards our learner’s enhancement.

I submit this CV with the utmost respect and gratitude…..

God bless and I look forward to hearing from you.

Sincerely,

**Adlai**



***My Ethos :***

***To serve our learners and co-workers with dignity, integrity and respect, and to service my present vocation to the best of my ability taking it to newer levels of Academic excellence!***

**EDUCATION**

* PhD - (EDUCATION)CU Chester, United Kingdom (05th Aug 2009)
* Master of Arts– (COUNSELLING) - International Graduate School - (USA) (3rd Nov 1999)
* BA – English Language and Literature – Harris University, UK (25th Nov 1994)
* General Education Diploma – Durban College 1992
* ETDP – (Education Training & Development Practitioner) – renewed 2010
* TESOL Certification – Cape Town (17th Oct 2010)
* CERTIFIED TESOL TEACHER TRAINER

**WORK EXPERIENCE**

* **English Medical Sciences Tutor – Ministry of Health OMAN – (March 2013 to present)**

**PAST**

* **DIRECTOR - University of Buraimi – OMAN – General Foundation Program (01 August 2010 –to November 2013)**
* English Professor (IELTS) – King Abdul Aziz University – Jeddah, Kingdom of Saudi Arabia (08th February 2009-31 July 2010)
* Headmaster – Busan Foreign School(WASC) – South Korea – (01 June 2006- 5th Nov 2008) The school is authorised to offer the IB programme and IGCSE exams from Grades 9-10 from Cambridge
* English Professor/ Accreditation Director – LIS Management College – (Sector Education and Training Authority – (SA) (Jan 2004-May 2006)
* English Professor – Samyhook University– South Korea (Aug 2002-Dec 2003)
* ESL Academic Director – Global Kidz– Corfu – Greece (21 Jan 1999-31 July 2002)

**ACADEMIC PUBLICATIONS :**

*“Education in South Africa – the Transition from Eurocentricity to Afrocentricity- A Post Apartheid perspective” – 2008 (UK)*

**RESEARCH ARTICLES :**

* *Creative Classroom Concepts – A Modal within the Arab Culture*
* *Study Skills Essay – “Preparing to Research”*
* *Macrologues – A Mind Mapping Perspective!*
* *Blooms Taxonomy – Utilizing the LOT, MOT & HOT paradigm within an African context.*
* *Quality Assurance vs Quality Enhancement – A case study on the OAAA.*

**ACADEMIC EXPERIENCE –**

Administered all aspects of daily University/ School-wide management protocol as pertaining to :

* + Curriculum Development
  + WASC Accreditation
* IELTS / ESP/EAP (English for Academic Purposes)
* CERTIFIED TESOL TEACHER TRAINER
* Teacher recruiting, mentorship, teacher support, staff appraisal, staff development, chairing staff meetings etc.
* Curriculum review, teacher and student portfolio assessment, Course integration, Assessment standards and benchmarks, teacher lesson plans.
* Student discipline, staff and peer discipline
* Developing and maintaining ESLR and focusing all school-wide activities towards the same.
* Co-ordinating Parent Teacher meetings, arranging student functions and activities with student councils/associations/pta’s etc.
* Reporting to the Board of Directors and presentation of reports etc.
* Representing the School on various high profile platforms – Government agencies, European Unions, Rotary etc.
* Meeting with the various Stakeholders as per WASC recommendation and documenting same.
* Development : – meeting with business leaders and network partners to solicit financial support for school development and the effective writing of letters to accomplish our financial goals.
* Motivating high achieving students to enter global symposiums and Olympiads.
* Taught most subjects in Elementary, Middle and High School BESIDES Math and Sciences. (10 years teaching experience)
* *I previously was the Director of the General Foundation Program at the University of Buraimi, overseeing a staff complement of 55 teachers from 12 different countries, and a student contingent of 1050 students.*

**ADMINISTRATIVE EXPERIENCE –**

* Advanced Computer Skills – MS Word, Excel, Powerpoint, Publisher, etc.
* Multi-Tasker!!
* Strong administrative skills in filing, organising and facilitating meetings.
* Excellent oratory and writing skills.
* Systematic and methodical.
* Great interpersonal and relational skills.
* Capacity builder and team builder.

**HOBBIES –**

* Research and development
* Computers
* Reading
* Sport
* Music – accomplished musician playing 8 different musical instruments.
* Collecting men’s neckties!!

**SOCIAL PUBLICATIONS :** *“Strategies for Success!” (1994- Stratclyde Publishers)*

*“Becoming a Better You!” (2001 – All Africa Publishers)*