**Applying for a principal**

***Personal Data***

 **Full Name: Mohammad**

**Mohammad.363047@2freemail.com**

 **Nationality: Jordanian Date of Birth: 25/12/1966**

 **Marital status : Married Children : 5**

***Qualifications:***

* **Bachelor of Arts (1989) , ( Yarmouk University )**
* **Grade : Very good**
* **Main : English language and its literature / Education**
* **IELTS Certificate – British Council, June, 2010 ( Academic) Score: 6.5**
* **Intel certificate ( Education for Future ), 2007 by Ministry of Education .**
* **( ICDL ) Yarmouk University, August, 2005**
* **Awarded by the Ministry of Education of UAE and ADEC as the Distinguished Model Teacher, 2008.**

***Work Experience:***

* **Principal for 3 years in ADEC schools since the school year 2014/2015 ( Cycles1, 2 & 3 ) still on duty.**
* **My school / Al Seddique – ADEC got A3 in Irtiqaa Inspection last school year done by CFBT.**
* **Vice Principal for 5 years in ADEC schools ( Cycles 2 & 3 ) since 13/9/2009 to August, 2014.**
* **Training teachers on a weekly basis over the years 2013/2014 /2015 /2016 on differentiation , safe teaching & learning environment , Class management , classifying SS, meeting students needs, scores analysis, merging SEN students,……etc .**
* **Training teachers on the New School Model for five months in 2010 .**
* **coordinator of English language for two years. 2007 to 2009**
* **A teacher of English at Abu Dhabi Educational Council, at Al-Ibtikar *Model* School for boys ( Grades 1-12 ) from 2005 till now,2010.**
* **A teacher of English - Ministry of Education in the UAE, 1996-2005.**
* **A teacher of English - Ministry of Education in Jordan from1989 to1996**

 ***Skills:***

* **Got training on leadership skills and differentiating teaching from September 2013 to March 2014 all year long by SSAT / ADEC ( 12 hours per month).**
* **Got training on leadership skills for 8 months by SSAT / ADEC from February to May, 2012 ( 12 hours per month).**
* **Got training on leadership for 8 months by Leeds Global/ ADEC- 2010/2011. 6 hours per month**
* **Making School improvement plans and School action Plans 2010/2011/2012/2013**
* **IELTS Certificate – British Council, June, 2010 ( Academic) Score: 6.5**
* **A 138 hours course, “Using English for educational purposes”, Zayed University, 2008.**
* **Intel certificate ( Education for Future ), 2007 by Ministry of Education .**
* **( ICDL ) Yarmouk University, August, 2005**
* **Awarded by the Ministry of Education and ADEC as the Distinguished Model Teacher, 2008.**
* **Awarded by the zone for being creative in various competitions, 2008.**
* **Attending many workshops in methodology, writing for purpose and audience, reading for meaning & phonological awareness, by ADEC.**
* **Attending many workshops in motivation and creative writing, TESOL Arabia.**
* **A group of reports, certificates and photos showing appreciation of having high quality teaching and educational participations, projects and initiatives.**

Researches

|  |  |
| --- | --- |
| **No.** | **Research Title** |
| **1** | **Developing listening and speaking** |
| **2** | **Pupils problems in writing paragraph** |
| **3** | **The influence of vocabulary on successful writing** |

Memberships in Educational societies

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| --- | --- |
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| **1** | **A member of TESOL Arabia, 2006** |
| **2** | **A member of Teachers’ Society, 2008** |
|  | **A member of Leeds Global 2010** |

**A Cover Letter**

**Dear Recruitment Team,**

**I have a total of 28 years of full-time work experience ( 21 years in UAE - Ministry of Education & ADEC) and other 7 years in Jorda ) Leadership, Administration and Teaching are my fields.**

**Beginning of the school year 2013, ADEC promoted me as a principal for a common school and last year 2016, my school got A3 in the IRTQAA inspection by CFBT to be one of the only two schools over ADEC schools to achieve this rating. Dramatically changing the school performance which was rated in the previous inspection C6 with the former leadership.**

**Strong leadership was the first strength in the report and the quick change in the quality teaching and learning ( student centered learning).**

 **As a principal I work to establish a culture that promotes excellence, equality and high expectations of all staff and students. Working with others, I am responsible and accountable for:**

 **• evaluating the school’s performance to identify the priorities for continuous**

 **improvement and raising standards;**

 **• ensuring equality of opportunity for all;**

 **• developing policies and practices;**

 **• ensuring that resources are efficiently and effectively used to achieve the school’s aims**

 **and objectives and for the day‐to‐day management, organisation and administration of**

 **the school;**

 **• building the leadership capacity within the school;**

 **• engaging all parents and community stakeholders in the education of students.**

**From September 2009, I worked as a vice principal for 4 years in Al Ebtikar Model school, during that period I instigated certain changes to the school administration and academic system. Throughout my career I have had a proven track record as a strong team player and leader within the education system. I was appointed to accomplish the following duties:**

* **Assist the Headmaster in carrying out his responsibilities for the School as appropriate and support the Head in implementing and monitoring the vision and mission of the school.**
* **Daily management and supervision of the School and of all the classes that are run by teachers.**
* **Ensure the smooth running of the school by developing positive working relationships with and between all staff and sustain motivation.**
* **Ensure the appropriate health and safety conditions exist in the school.**
* **Provide leadership to and supervision of the School administration staff , providing guidance, feedback and direction.**
* **Assign and monitor administrative and secretarial responsibilities, ensure filing systems are maintained and current establish procedures for record keeping and monitoring.**
* **Liaise with Governmental Departments ( ADEC , Ministry of Education ) and other agencies, academic organizations and groups.**
* **Coordination and Communication with parents of current students and prospective students.**
* **Providing academic support and training to the teachers; developing academic resource materials and innovative classroom practices Observe and give feedback on teaching, attend Department meetings, oversee the completion of satisfactory schemes of work.- Academic Supervision .**
* **Staff Management , Helps in staff recruitment by assisting in preparing ads, initial screening of CVs, scheduling interviews and communicating with candidates. Help new members of staff fit into the smooth running of the school.**
* **Help with the production and implementation of all school policies, procedures and documentation, including staff and student discipline, staff welfare.**
* **Ensure examinations are produced in advance and ensure that curriculum delivery.**

**In addition I have worked as an English Teacher for 21 years, during my service I operated many Academic and nonacademic positions such as:**

* **Head of English Department, English Language coordinator, and Committee member "strategic school plan".**

**During my service I was rewarded as the distinguished model teacher in 2008 and I have got excellent reports and high recommendations. I believe that the skills I have acquired in the course of my professional and educational experiences will be valuable assets for any Academic institution.**

**Yours sincerely,**