Manal

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# Professional Summary

# As an experienced English teacher with a master’s degree in TESOL, I have 18 years of classroom teaching and an IELTS band of 7.5 Academic. I am certified to teach IELTS and TOEFL, and can to teach across all key stages. I am competent in computer-assisted educational resources as well as conducting action research on the newest educational topics.

# Skills & Abilities

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| --- | --- |
| * Dynamic ESL teacher | * Self-motivated |
| * Team leadership | * Detail oriented |
| * Excellent bilingual translator | * Problem solver |

# Current Employment

## English Teacher | Aysha Bint othaman high school| September 2001 – present

I am employed through the Ministry of Education in the UAE and have been teaching English at Aysha Bint Othman High School for the past 13 years.

**Main Responsibilities**

* Teaching the Cambridge English curriculum to students in grades 11 and 12, while establishing and communicating clear objectives to the students for all lessons, units and projects.
* Helping students to achieve grade level proficiency levels in reading, writing, speaking and listening.
* Planning and delivering rigorous lessons that are student centered and allow them the to use their creativity and thinking skills.
* Assessing the accomplishments of students on a regular basis, providing progress reports as required and communicating with parents while also providing families with opportunities for socialization and acculturation.
* Devising, writing and producing new materials, including audio and visual resources
* Organizing and getting involved in social and cultural activities such as sports competitions, school parties, dinners and excursions
* Attending and contributing to professional development sessions
* Preparing information for inspection visits and other quality assurance exercises

Performing basic administration, such as keeping student registers, attendance records and effectively using the Student Information System to input grades.

**Past Employment**

## Secondary Teacher | Manarah Language School | August 1998 – August 2001

Located in Cairo, Egypt, this is one of the largest schools in Egypt which adapts advanced levels of English Curricula.

**Main Responsibilities**

* Teaching English Language & Literature for grades 9, 10 and 11.
* Helping pupils to compete in different English skills
* Tailoring English teaching methods and materials to suit the needs of individual students.
* Planning, preparing and delivering lessons to a range of English classes.
* Conducting up to 5 classes in one day.
* Recording and monitoring a student’s attendance.
* Marking work and giving appropriate feedback to pupils.
* Devising and writing new curriculum materials.
* Preparing pupils for external examinations, such as GCSE and A-level.
* Managing pupils’ behavior in the classroom and on the school premises.
* Administrating examinations.
* Preparing coursework for students and the class.

# Education

## MAster of Arts | May 2013 | American University of Sharjah

* Major: TESOL

## BAchelor of arts | Date Earned | Ain Shams Universtiy, falcuty of al-alsun

* Major: English Language and Literature

**Professional Development**

* Teacher Evaluation and Development. TESOL Arabia, Sharjah chapter workshop. Nov2012.
* The UNESCO chair program. The American University of Sharjah. April 2012.
* 'Practical Apps for Education: Best practices for e-learning and using apps seamlessly to improve learning in the classroom and at home'., Dubai British Council, November 2013
* MacMillan Online conferences, November 2013.
* TESOL Arabia Annual Conference. Dubai, March 2014.
* Training on using Digital Question Bank. Ministry of Education, Dubai, January 2014.
* Training on New National Curriculum, ministry of Education, Dubai. May 2014.
* Understanding Language, University of Southampton 20th April to 17th May 2015 – Online course
* Understanding IELTS, British Council, 11th May to 21st June 2015

**Recognitions**

* Granted the “Employee with Outstanding Performance” Award from the Authority of Federal Authority for Government Human Resources - 2014
* A Certificate of Appreciation from Sharjah Educational Bureau for achieving high rates in IELTS preparation course I have planned in 2013-2014
* Excellent final appraisals and reports from different English supervisors.

**Languages**

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| * Arabic: Mother tongue | * English: Excellent |
| * French: Moderate | * Japanese: Beginner |