Jones,

[**Jones.367665@2freemail.com**](mailto:Jones.367665@2freemail.com)

**Personal Summary**

An experienced ADEC approved teacher with 6 years of experience in providing the vision and leadership required to ensure a high quality of education for pupils. Having a proven track record of successfully managing resources and staff to improve educational services, thereby providing pupils and teachers with the best environment to achieve their full potential. Possessing the required enthusiasm, vision, drive and adaptability necessary to manage a modern school. Currently looking for a teacher/head teacher position with a progressive Institution that values and celebrates diversity and achievement.

**Education**

**Chartered Institute of Personnel Development, UK**

* The Chartered Institute of Personnel and Development (CIPD) is a professional association for human resource management professionals.
* *Activities and Societies:* [Teaching,](http://www.linkedin.com/search?search=&keywords=Teaching&sortCriteria=R&keepFacets=true&trk=prof-edu-activities_and_societies)[mock recruitment,](http://www.linkedin.com/search?search=&keywords=mock+recruitment&sortCriteria=R&keepFacets=true&trk=prof-edu-activities_and_societies)[collecting information abou](http://www.linkedin.com/search?search=&keywords=collecting+information+about+various+strategies+used+by+companies+as+part+of+my+project%2E&sortCriteria=R&keepFacets=true&trk=prof-edu-activities_and_societies)t [various strategies used by companies as part of my projec](http://www.linkedin.com/search?search=&keywords=collecting+information+about+various+strategies+used+by+companies+as+part+of+my+project%2E&sortCriteria=R&keepFacets=true&trk=prof-edu-activities_and_societies)t.

**Master of Computer Applications**

 Completed Masters in Computers in 2002 from Bharatiar University, India.

**Work Experience**

**Design & Technology Teacher**

**Australian School of Abu Dhabi August 2016 – November 2016**

* Training the students to meet the criteria’s of the IB Curriculum

**Head Of Computer Science Department**

**Al Worood Private Academy August 2013 – August 2015**

* Effectively manage and apply appropriate measures for student misbehavior.
* Involved in the recruitment and selection of teaching and support staff.
* Monitoring the performance of all staff.
* Follow up the lesson plans of all teachers by visiting classes.
* Writing observation reports and Teacher appraisal.
* Arrange Weekly department meetings and prepare an agenda for the meetings.
* Ensuring quality assurance and development targets are met.
* Constantly encourage new developments in the curriculum.
* To allocate lab time tables for teachers within computer departments.
* Preparation of termly question papers.

* Excellent oral and written communication skills. Clearly articulating the vision of the school so that it is understood and acted upon effectively by all.
* Experience of staff development and performance management.
* Promoting, developing and enforcing good management practice.
* Setting targets for teachers and other staff. Motivating, training and disciplining staff.

 **2012 September – 2013 August**

**AL WOROOD PRIVATE ACADEMY SCHOOL, IGCSE and American Curriculum, Abu Dhabi**

* + Worked as Senior computer teacher for IGCSE and American curriculum from Grades 8
* to Grade 12. 
  + To provide the best possible educational experience both in and out of the classroom, for
* pupils of all abilities and at all levels in the school. 
  + To inform the Head of successes arising from the work of pupils studying the subject and of any pupils posing or encountering problems. 

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 **2007 April - 2007 September**

**GIGGLES ENGLISH SCHOOL, UK Curriculum, ABUDHABI**

Worked as a computer teacher training the students in MS office applications.

 **2004 January -2005 January**

**BRITISH NATIONAL CURRICULUM SCHOOL, DUBAI**

Worked as a computer teacher for Grades 1-8, managed the entire course curriculum for the computer education and application. Conducted various workshops for computer training.

 **2003 April – 2004 January**

**GULF MODEL SCHOOL, CBSE curriculum, DUBAI**

Worked as a Senior Computer teacher by providing fundamental programming along with Computer applications to Grade 12 students and guiding them for their board exam. Training students in higher classes on Computer Subjects and programming.

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Nationality | : | Indian |
| Resident of | : | Abu Dhabi |
| Birth Date | : | 09-Oct-1978 |
| Gender | : | Female |
| Marital Status | : | Married |
| No: of Dependents | : | 2 |
| Driving License | : | Valid UAE Driving license |
| Visa Status | : | Husband's Sponsorship |
| Joining Period | : | Immediate |