****

**Sheeja**

[**Sheeja.368459@2freemail.com**](mailto:Sheeja.368459@2freemail.com)

Introduction

A Self Motivated Analytical Learner, Hard Working, and Good Communicator with Potential of Intensive Traveling and to Take Independent Responsibility with Full Commitment and Determination to the Job Assigned. Over **13 Years** of Total UAE Experience in the Education Field with Highly Reputed Schools has Boosted My Confidence to Meet Career Challenges.

Areas of expertise

* To raise the standard of NC curriculum in KS3
* Planning the Scheme of Work.
* Planning the Master Rubrics on each chapter for KS3
* How to carry out Scientific Enquiries (Planning, observation, conclusion and evaluation)
* Supported the teachers as well the Science student leaders to conduct the science week effectively.
* Observed new teachers lesson and set targets for areas where they need improvement.
* Recommend new teachers for PD, and follow up done on regular basis to monitor the impact of PD.
* Outline plan for each unit was shared with teachers of year 7, 8 and 9 which helped them how to plan their lesson.
* Multiple intelligence strategies were shared with teachers to make the science lesson more interactive and fun.
* Guided teachers how to assess the students’ progress using rubrics.
* To maintain students’ progress using progress tracking sheet.
* Encouraged students to be a part of SCI FEST.
* Note book scrutiny – shared with teachers based on the school marking policy and how to set targets for students for further improvements.
* Encouraged buddy system for support and peer observation to learn more and incorporate in teaching and learning.
* Discuss and shared how to prepare Summative Assessment question paper.

Professional Development

Have successfully completed and attended the following Professional Development Course:

|  |  |
| --- | --- |
| * Active learning Strategies | * Developing ICT in Students' Learning. |
| * Starters, Plenaries, Objective, Outcomes. | * Use of scaffolding techniques in class. |
| * Writing effective lesson plans. | * To discuss strategies to become more organised and manage time better. |
| * Differentiation in Class room | * Introduction to NC Levels and 3 part lesson. |
| * Effective Questioning Techniques | * Behaviour management. |
| * Behaviour for Learning (Behaviour Policy and Classroom Management) | * Email Etiquette |
| * Catering to Multiple Intelligences and Learning | * To identify the difference between assessment and evaluation |
| * Assessment for Learning: Creative Displays | * Outstanding Lessons, Planning, Questioning, Plenaries. |
| * Assessment for Learning: Target setting, exam feedback, report comments. * Innovation- TEDX lesson, Flipped class room. | * Encouraging creativity in the classroom. * Use of STEAM activities * Use of technology like Padlet, Near- pod, glogster, canva, * Successfully completed the   **GEMS Developing leadership Programme.** |

KEY SKILLS AND COMPETENCIES  
  
**Teaching**

* Building aspirations within pupils.
* Keeping up to date with the ever changing nature of science.
* Able to develop own course content and instructional methods.
* Explaining things in a way that students will be able to understand.
* Willing to assume responsibility for student achievement.
* Supporting a pupil’s growth and development.
* Experience of working in culturally diverse setting.
* Knowledge of the latest instructional technology.
* Computer literate and proficient in the use of Microsoft Office software.
* Highly organized and able to meet deadlines.

**Personal**

* Treating all students fairly, consistently and without prejudice.
* Always striving for academic excellence.
* Working persistently to hit goals and targets.
* Setting a good example to students in terms of appropriate dress, punctuality and attendance.

**CAREER HISTORY**

**2014 - Present**

The Winchester School, Jebel Ali Gardens, Dubai.

**As Secondary Science Teacher and Head of year 7**

**2007 – 2014**

The Winchester School, Jebel Ali Gardens, Dubai.

**A Secondary Science Teacher / IGCSE Biologist and Second in Science department**

**2003 – 2007**

Yellow Brick Road Nursery. (British Curriculum)

**As a Teacher of Age Group 5 – 6**

**ACADEMIC QUALIFICATIONS**

**M.Sc.** (Master in Science - Biology) – **First Class**

Holy Cross College, Nagercoil with M.S University, Tamil Nadu, India during 1999-2001.

**B.Ed.** (Bachelor of Education) – **First Class**

St. Ignatius College of Education with M.S University, Tamil Nadu, India during 1998-1999.

**B.Sc.** (Bachelor of Science) – **First Class**

Holy Cross College, Nagercoil with M.S University,Tamil Nadu, India during 1994-1997