**Reham**

E-mail: reham.379887@2freemail.com

To whom it may concern,

It is with great interest that I apply for a position at your school. With my experience as an effective school leader, I am enthusiastic and prepared to contribute my knowledge to maximize the student learning experience. So, please take the time to read about my experiences, interests and philosophies of learning.

I am currently the Vice Principal /Head of Primary at Gems National School Al Barsha in Dubai which is a new school offering the National Curriculum for England (NCfE).

I joined GEMS this year after moving from Qatar due to the political situation. I was the Primary Principal there and we had recently received PYP candidacy status and I was leading the authorization process. (I have also previously led several accreditation processes such as Advanc-Ed, CITA and Northwest). Additionally, I have experience in American, British and IB school systems.

My vision is to create a collaborative learning community characterized by achievement, encouragement, praise, teamwork, cooperative learning and principles. I believe with a passion, that my role is to maximize learning opportunities and outcomes for our students….. *You can be assured that this is my priority within a school*. I also believe that leaders within a school are responsible for building a community where all teachers, students and staff are continually expanding their capabilities and performance.

*I have always successfully led my teams to create better work conditions and thus improved faculty morale and, in turn, student performance.*

Originally Egyptian, but having been raised in England, I am a blend of both cultures and therefore am able to communicate with and manage very diverse communities; needless to say, English is my first language and is that of a native speaker.

 I have led very diverse teams consisting of a variety of different nationalities such as Americans, Canadians, South Africans, British Nationals, Lebanese, Jordanians, Egyptians and many more……

 As a leader, I believe in team- work and maintain an "open -door policy" which I believe is motivational and helps people feel comfortable enough to approach me with either issues they're facing, or new ideas, but at the same time I set high expectations and standards. I encourage creativity and thinking outside the boxand also believe in creating leaders within my staff.

In my career, I have worked in various roles; as a teacher, coordinator, and an administrator. And, through this range of experiences in different schools and different systems, I have had hands-on experiences and have become familiar with different types of teaching strategies and adamantly believe in “Student-centered Learning”.

I believe that my strengths and abilities are exactly what any employer would be looking for.

Thank you for taking the time to read my letter. I look forward to the opportunity to join your staff.

Sincerely

Reham

**Reham**

E-mail: reham.379887@2freemail.com

**VP/Head of Primary**

**■ PROFILE**

Passionate , experienced and overtly student -focused educational leader committed to building learning organizations and uniting school communities behind shared values, common goals and a relentless focus on student learning , development and well-being.

* Proven ability to be an instructional leader as well as an effective manager
* Fostering of a positive learning and teaching climate/environment in the school
* Promotion of a culture of teamwork and collaboration within the faculty
* Effective public relations with parents and the wider school community
* Proven ability as an innovative, self-motivated, energetic, creative problem-solver
* A sense of humor

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**■ EDUCATION AND CREDENTIALS**

* **Currently studying a Master’s of Education (MEd Leading Learning & Teaching)**

University of Dundee (Blended Learning with workshops in the UAE)

Also leads to the **IB Advanced Certificate in Leadership and Research**

* **Post Graduate Diploma in Educational Leadership and Management** (2014)

Jointly managed by Eton University & Notting Hill College (Completely face-to-face)

* **Certificate in Education** (2013)

College of Education, Alexandria University

* **Post Graduate Diploma in Mental Health (1997)**

High Institute of Public Health, Alexandria University

* **Bachelor of Medicine and Surgery (1995)**

College of Medicine, Alexandria University

* **GCE (1989)**

British Council, Alexandria

* **Primary schools in the UK**

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**■ PROFESSIONAL DEVELOPMENT**

* I am a lifelong learner and try to attend any workshops available for both leadership and teaching Some examples being:
* GEMS Reviewer Training 16/4/2018
* Bespoke Early Years Training ( Continuous Provision) 27/2/2018
* Coach U Clinic 20, 28/2/2018
* TPT\_TELLAL Professional Trainer Mar/2018
* Child Protection for International Schools 31/12/17
* An Introduction to Risk Assessment for International Schools 26/12/17
* First Aid Essentials for International Schools 21/12/17
* Fire Safety for International Schools 27/12/17
* Safer Recruitment for International Schools 31/12/17
* Health and Safety Awareness 27/12/17
* Pedagogical Leadership ( Cat 2 IB Workshop ) 12-13/5/2017
* Inspiring Performance Excellence 24/4/2017
* Inclusive Practices Workshop 18/4/2017
* Concept-Based Learning ( Cat 3 IB Workshop ) 13-15/1/2017
* Empowering leaders of Learning ( by WISE and EDI ) 13-14/12/2016
* IBAEM Regional Conference in Barcelona 6-8/10/2016
* An introduction to the IB programme standards for 4-5/6/2016

administrators new to the PYP ( Cat1)

* Teaching and Learning Forum 2016 30/4/2016
* Harvard Institute : Implementing Strategies & Structures 14/1-16/4/2016

to Enhance Teaching and Learning in QF (3 day workshops and 4 webinars)

* Inclusive Education in an IB School 8/3/2016
* Empowering Leaders of Tomorrow 12-13/1/16, 1-2/5/16
* Conceptual Learning ( Inset ) 8/2014
* NWEA workshop on MAP testing 24/5/2014
* AdvancED School Training 2/11/2013
* Cambridge Global Learner Seminar 30/11/2011
* AdvancED Global Conference 19/11/2011
* Cambridge Workshop 15/2/2010-19/2/2010

**■ ARTICLES PUBLISHED**

* Article published in Egypt Today: Inquiring Minds ( IB at NIC)
* Article published in Identity magazine: How to pick a good school

**■ PROFESSIONAL EXPERIENCE**

**(Experience in PYP, British and American Systems)**

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| --- | --- | --- | --- | --- | --- |
| **Name of School** | **Title** | **Curriculum/****System** | **Reporting** **lines** | **Location** | **Date** |
| Gems AlBarsha National School  | Vice Principal / Head of Primary (Whole School) | Bilingual: National Curriculum of England and MOE | CEO/Principal | Dubai, UAE | 8/2017-present |
| Qatar Academy Al Khor  | Elementary and KG School Principal (KG-G6) | PYP Candidate School | Director | Alkhor, Qatar | 2015-2017 |
| Nile International College | School Principal/Head (KG-G3) | PYP Candidate School | Board | Cairo , Egypt | 2014-2015 |
| Future International School | * School Principal

(KG-G12)* Basic Stage Principal (KG- G8)
* Acting Principal

(KG-G12)* Head of Science

(KG-G12)* Biology Teacher
 | * American
* British
* American
* American & British
* American & British
 |  Owner/SuperintendentPrincipalPrincipal | Alexandria,Egypt | 2012-20142011-20122008-20112006-20112004-2006 |
| Arab Academy of Science and Technology | Biology Teacher | IGCSE dept | Director | Alexandria,Egypt | 2000-2004 |

***NB: The dates overlap, because there were times when I had multiple roles***

**■** TECHNOLOGY SKILLS

* **Hardware:** (PC--Windows, Mac…) scanners, digital cameras, document camera/visualizer
* **Operating Systems** (Windows 98/2000/XP)
* **Applications**:
* Productivity software (Microsoft *Office*)
* Presentation software (*PowerPoint*)
* Graphics/Drawing/Painting tools (*Word* Drawing tools, *PhotoShop*)
* Screen video capture programs *(Camtasia , Hyperionics)*
* **Smart board, Mimio and other educational technologies**

**■** HOBBIES & INTERESTS

* Play the flute and recorder
* Read
* Listen to music (classical, pop etc……)
* Computer activities
* Countries I have visited: Holland, England, Scotland, Greece, Spain, UAE, Czech Republic

PERSONAL INFORMATION

* ***Date of birth*** : 24/3/1974
* ***Accompanying children:*** one son (DOB 10/11/2002)
* ***Marital status :*** Divorced
* ***Nationality :*** Egyptian