**Tahira **

**Montessori Teacher, English Teacher, Coordinator**

**Sharjah**

**Tahira.375640@2freemail.com**

This is experienced qualified teacher having experience of more than 8 years in Teaching with my qualification MA (English), BA (General) and B.Ed.

My Objective is to obtain a position as an Elementary School Teacher that will utilize my strong dedication to children's development and to their educational needs and obtain a position at a institute where I can maximize my teaching experience, children's program development skills and my training abilities.

**WORK EXPERIENCE**

**Montessori Teacher & Coordinator**

**Twinkle Stars School - Sialkot - July 2013 to July 2017**

* Giving work programme to junior teachers and assessing their work
* Teaching English and Math’s to primary classes
* Making syllabus and class wise course curriculum
* Rhyme and Handwriting session to nursery and KG students
* Interaction with students and monitor their development
* Special care and attention to underperforming students through proper teaching and guidance
* First point of contact with parents for any issues related to student
* Administer the day to day functioning of school

**Primary Teacher**

**Brook field School - Sialkot - May 2011 to April 2013**

* Develop disciplinary instructional units in order to meet the individual needs of students
* Maintain ongoing dialogue with other teachers and coordinators to handle curriculum integration and implementation
* Maintain classroom environment by ensuring that appropriate behavior rules are followed and lesson plan is followed
* Ensure availability of materials and resources needed to further educational plans
* Demonstrate rapport with students by ensurings kinness and respect for each student
* Report discipline concerns that may be beyond classroom tactics to the school head
* Timely create progress reports of each student
* Train teacher assistants in order to make sure that they are ready to perform in their roles
* Maintain classroom supplies inventory and stock
* Complete and maintain student records in school’s database
* Participate in interview processes for hiring new teacher
* Develop teaching outlines and lesson plans
* Give lectures, facilitate discussions and activities
* Keep class attendance records, assign homework
* Taking English Class, Math’s Class & other subjects

**Montessori Teacher**

**Brook field School - Sialkot - March 2009 to April 2011**

* Promote the Montessori’s vision and objectives by creating appropriate curriculum
* Maintain ongoing dialogue with other teachers and coordinators to handle curriculum integration and implementation
* Work with individual students to gauge abilities and work towards catering to these abilities
* Use various assessment tools to evaluate each student’s capabilities within the classroom
* Prepare an environment conducive to learning and social and academic development
* Demonstrate rapport with students by ensuring kindness and respect for each individual student
* Report discipline concerns that may be beyond classroom tactics to the school head
* Ensure safety and emotional security of students and ensure that the physical environment of the classroom is in accordance to health and security directives of the school
* Establish a positive relationship with parents by ensuring regular and positive communication
* Timely create progress reports of each student
* Develop and participate in school functions such as orientations, projects and carnivals
* Complete and maintain student records in school’s database

**EDUCATION**

**MA (English) in Linguistic English, Drama, Classical Poetry, Novel, American Literature**

University of Punjab - Sialkot

June 2014 to February 2016

**B.ED in School Organization, Perspective of Education, Psychology, English Teaching**

Allama Iqbal Open University – Sialkot

September 2013 to June 2014

**BA in Education, Child Development, English, Math’s, Economics**

Allama Iqbal Open University Sialkot

March 2011 to August 2013

**SKILLS**

Microsoft Office, Tailoring & Handicraft, Arts & Drawing, Patience, Creativity

**CERTIFICATIONS/LICENSES**

Domestic Tailoring

Stitching, Designing

Spoken Language

**PERSONAL DETAILS**

**Date of Birth:** 22 September 1987

**Marital Status:** Single

**Languages Known:** English, Urdu, Arabic (Read only)

**Nationality:** Pakistan

**Visa Status:** 90 days Visit (Expiring on 10 January 2018)