Vinayaki

**Principal**

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# CAREER OBJECTIVES

Accomplished professional education background to fulfill the aspiration of being a **SCHOOL PRINCIPAL** with extensive track record of meeting high-expectations. Understands the business and educational aspects of organizing a new and successful chartered of school and to lead the younger generations to succeed in their bright future.

# CAREER PROFILE

* Commanded all the Academic and Non-academic activities of the schools with full devotion, dedication, humility, commitment, professional sincerity and above them all adaptive aptitude
* Having 43 years of working experience at various background in the field of Education as a School Teacher and School leadership cum managerial responsibilities
* Through knowledge and expertise in conducting school routines in an organized manner
* Adapt to learn, efficient and effective, exhibiting positive and progressive attitude towards establishing teaching and learning practices
* Reputed by former and present employees
* Stretches a significant and consistent performance under pressured conditions and challenges
* Highly disciplined and flexible to take expeditious decisions at different perspective to meet spectacular goals and aims
* Good success rate with establishing innovative and creative ideas
* Adhere to remove the stigma of weak and very weak in school and moving onwards to exhibit the title of acceptable and onward progress.

# PROFESSIONAL SKILLS ACHIEVEMENT

* Result oriented, enthusiastic educator with a proven track record of excellent teaching and leadership.
* Acquired outstanding leadership excellence to run an educational institution smoothly and successfully.
* Admirable expertise and experience to polish the teaching skills and methodologies of the teachers, according to the demand of the 21st century.
* Strong fascinating teaching record, according to the international parameters of teaching tactics.
* Expertise in supervising, panning, organizing, leading, appraising and retaining of teaching staff.
* Expertise in student administration, admissions management and school administration.
* Acquired excellent experience and knowledge of teaching according to the international standards.
* Proven skills in personally managing high-quality communication in all forms including written, oral, email, telephone and presentations.
* Eloquent communication aptitude in dealing with multicultural students, parents and teaching faculty.
* Certified School Leader (ADEK: Abu Dhabi Department of Education and Knowledge, MOE U.A.E.)
* Expertise in ICT to implement the instructional technology and computer application in education.
* Supervision and monitoring of teaching and learning in classrooms as per the inspection orientation.
* Monitoring and ensuring discipline during school hours and during events.

# ACHIEVEMENT TENDENCIES

* Staffing and recruiting the professional individuals
* Yearly planning and framing of Schedules and Time Table
* Compilation and completion of Administrative documentation with regard to CBSE and ADEC inspections
* Strategic planning and implementation of School Development Plan based on the Self Evaluation Frame Work
* Coordination with Administrative department, Accounts department, Transport department and Health & Safety department for ensuring smooth functioning of the school
* Strategies for innovation week, developing 21st century skills, competencies along with Cross Curriculum
* Conducting CPD (Continuing Professional Development) sessions
* Conducting workshops for teachers
* Project management experience
* Experience in evaluation statistics and performance measurement with different tools
* Instructional Design experience
* Degree in education and related field
* Manage and supervise the department, schools, education system and education planning including the development of curricula to ensure that educational standards are met and up to the mark
* Advise the Minister on all matters pertaining to education to ensure effective information flow
* Undertake the human resource functions by handling personnel matters for teachers and interviewing prospective teachers in order to make recommendation to the Teaching Service Commission
* Supervise the work of Principals and Organize and conducting Training Courses for Teachers to ensure that they receive the requisite opportunities for professional growth and development
* Consider and assess the confidential reports of teachers and take appropriate action in order for department development to take place
* Supervise the work of Education officers to ensure that educational standards are being met
* Supervise the maintenance of schools and the purchasing of supplies and equipment to ensure effective and efficient use of resources
* Supervise Cultural Activities to ensure that the activities enhance the learning experience of students and staff
* Ensure that documents required by Law are kept in accordance with the necessary procedure
* Serve on the necessary committees, attend conferences, seminars and workshops as well as maintain linkages with oversea agencies regarding matters pertaining to education in order to maintain effective and efficient information flow
* Serves as the Accounting Officer for the department
* Prepare and manage the Department’s Annual Budget
* Ensure the preparation and submission of performance planning and appraisal report for all staff in the department of education
* Develop and implement strategic plans
* Identify job specific and environmental factors, develop/enforce Health and Safety policies and mitigate and minimize hazards to promote health and safety of officers

# EDUCATIONAL BACKGROUND

### Masters of Philosophy in Education

*Madurai Kamaraj University, Madurai*

### Masters of Education (M.Ed)

*Madras University, Chennai*

### Masters of Arts (Hindi Literature)

*Manasa Gangotri University, Mysore*

### Masters of Arts (History)

*Madras University, Chennai*

### Bachelor of Arts (History)

*Central Board of Secondary Education (CBSE), Mumbai (Colaba)*

# WORK EXPERIENCE

* **Principal** *2018-present*

*Private School in AlAin, UAE*

* **Principal** *2015-2017(2 years 5 months)*

*Academy in AbuDhabi, UAE*

* **Vice Principal, Acting Principal** *2010-2015 (5 years 7 months) Academy in AbuDhabi, UAE*
* **HOD Social Science Department** *1997-2010 (12 years) Academy in Muroor, AbuDhabi, UAE*
* **Principal** *1996-1997 (1 year)*

*Hill View Public School, India*

* **HOD, Supervisor, Vice-Principal** *1985-1996 (11 years) Srimathi Sundharavalli Memorial School, Chennai, India*
* **Higher Secondary Teacher** *1977-1985 (9 years)*

*St’ Mary’s Matric High School, India*

# CORE EXPERTISE

* Handled all groups of children belonging to Kindergarten, Primary, Secondary, Higher Secondary schools.
* Exposure of British (IGCSE, O Level) *(Merryland International (former name Sherwood Academy))*,

CBSE, and Pakistani curriculum framework

* Student Admission and processing
* Staff Recruitment and Training
* Conducting regular activities such as Examination, Staff meetings, Events, Exhibitions etc.
* Rapport with parents and management
* Career counseling and guideline
* Formulating the School Development Plans (SDP Framework)
* Framing of Self Evaluation Frame Work (SEF)
* Observation of classes 1: Individuals, 2: Join Session Observations with Vice-Principal, Supervisor,

HOD’s

* Meetings conducted 1: SLT (Senior Leaders Team), 2: MLT (Middle Leaders Team), 3: OSH (Occupational Safety and Health), 4: Board Meeting with Management

## PROFESSIONAL DEVELOPMENT INDUCTION & TRAINING WORKSHOPS

* UAE Schools Inspection Framework & School Development Irtiqaa Tribal Group (UK) & ADEK,

Abu Dhabi 2016-17

* Continuous School Development Plan Training workshops ADEK Abu Dhabi 2017-18
* International Conference on Assessment & Evaluation of students ADEK Abu Dhabi 2017
* Training Workshop on Students Competences Framework Abu Dhabi 2017-18
* All Private Schools Conference School Management – Educational Leadership 2017-18 Abu Dhabi
* National Conference on Bullying Abu Dhabi at Emirates University 2017-18
* MASAR Training Workshop on Continuous Professional Development of School Leaders and Teachers Abu Dhabi 2017-18
* Training Workshop on Laws and policies of Ministry of Labor & Ministry of Education UAE 2018
* Training Workshop on International Assessment PISA & QAD Abu Dhabi 2018
* School Leadership and Student Achievement (Total School Solution USA) Yas Island, Abu Dhabi 2018
* Education Management – Educational Leadership (TSS USA) Yas Island, Abu Dhabi 2018
* Effective Formative & Summative Assessment 2018
* Differentiation of Curriculum (SST, USA) Yas Island, Abu Dhabi 2018
* School Evaluation & Performance Management ADEK Abu Dhabi 2018
* School Development Plan & SEF 2017-2018 ADEK & Irtiqaa Tribal Group (UK) & ADEK Abu Dhabi
* School Evaluation Framework (Academic Quality Assurance) and School Development Tribal Group (UK) 2018
* Data Analysis and Lesson Observation (Academic Quality Assurance) Tribal Group (UK) & ADEK Abu Dhabi 2018
* Private Schools Annual forum at Reem Island Abu Dhabi Training Workshop on strategic Leadership and Leadership Supporting School Improvement and education quality 2018-19
* Training Workshop on Preparation and consignment of lesson plan as per Bloom’s Taxonomy 13th

December 2018 at Al Ain EPS

* Training Workshop on Classroom Management and Classroom Observations 4th April 2019 at EPS Al Ain
* Training Workshop on teaching pedagogy and differentiation strategies 28th August 2019 at EPS Al Ain

## PERSONAL PROFILE

**Name:** Vinayaki

**Gender:** Female

**Nationality:** Indian

**Marital Status:** Married

**Date of Birth:** 03-01-1956

**Place of Issue:** Abu Dhabi

**Course:** Leadership & Management

**Languages:** English, Arabic (Basic), Hindi, Tamil, Malayalam, Telugu