

### Profile Summary

A multifaceted Educational Leader, Trainer, Manager and a member of the Senior Leadership Team of the school offering over 15 years of varied experience in providing vision and leadership to ensure a high quality of inclusive education for pupils. Exceptionally enthusiastic and energetic with the vision, drive and adaptability necessary to manage a modern school. As a certified NLP Practitioner and Leadership coach, holds the distinction of working closely with all levels to determine needs, develop strategies and plan and provide educational resources in support of those needs to all stakeholders.

### Academic Details

#### NILE University, Norwich UK: Ongoing

MA in Professional Development in Language Education (MAPDLE)

#### Annamalai University, India: 2014

B. Ed. in English and Natural Science (distinction)

#### All India-Nursery Education Promotion: 2004-2005

Nursery Teacher's Training (NTT)  
Training, New Delhi, India. (For classes KG to 5)

#### Isabella Thoburn College, Lucknow University, Lucknow India: 1996

B.Sc. with specialization in Chemistry (1st Division)

#### AMU, Aligarh, India: 1993

SSSC (10+2) with Physics, Chemistry & Biology as main subjects. 1st Division (affiliated to CBSE Board)

#### Carmel Convent, Lucknow, India: 1991

High school: Passed with distinction  
(Affiliated to UP Board)

### Core Competencies

- Strong Communication skills
- Excellent Leadership and Inter personal skills
- Strong problem resolution skills
- Team development & Performance Improvement
- Good presentation skills
- Impressive Work Ethic / Lateral Thinker
- Proven Motivational skills
- Change agent – Process improvement
- Empowering people to take initiative and inspiring success
- Ability to work under demanding situations in fast paced environments
- Recognized for dedication and the ability to achieve results
- High level of professional commitment & drive to grow

### Notable Accomplishments Across the Career

- Successfully launched the Cambridge GCE - A Level Program at the Secondary Section with Outstanding Results and 100% pass rate
- Implemented highly systematic Online Synchronous and Asynchronous Teaching and Learning System during the pandemic
- Established a highly effective and viable SEAL (Social Emotional Academic learning and well-being) model for all stakeholders including Students, Parents and Teachers
- Set up the first 'Career Counselling Department' with a comprehensive guidance and CCA platform
- Devised an Internship Program that enabled students to learn from actual employers and educated students in acquiring skills on employment etiquette and best practices
- Played a key role in achieving the International Cambridge school status by leading whole school through vigorous Quality assurance inspections and curriculum alignment as per Cambridge requirements
- Innovated an inclusive remedial program that enabled at-risk students to shine through positive leadership opportunities
- Conceptualized, designed and executed flawlessly the opening ceremony of BISC (Beacon house International Student Convention) with international student participation from all 8 partner schools from Malaysia, Thailand, Philippines, Pakistan, UAE and Oman
- Initiated Cambridge Literary Program resulting in enhanced reading and writing performances of pupils
- Planned and implemented International competitions with partner schools in Malaysia, UAE and Pakistan
- Awarded excellent school rating by the Beaconhouse School Evaluation Board and MOE (Ministry of Education), Oman school rating unit
- Successfully completed the role of Cambridge Exam Officer (CAIE) in 2019
- Successfully launched the Bilingual GED Program at the Secondary Section
- Introduced Singapore Math which significantly impacted the scores

### Work Experience:

#### Beaconhouse School System – Muscat, Oman

Secondary Section: Head Mistress: April 2019- Present

Primary Section: Senior Mistress: Aug 2013 – Apr 2019  
Head of Department: Aug 2011 – Aug 2013  
Head Teacher: Oct 2009 – Aug 2011

#### KEY DELIVERABLES:

Working in partnership with Pupils, Staff, Parents and the Senior Leadership Team, to develop a rich and creative Curriculum which meets the learning needs of all children. Currently, I am the member of the Senior Leadership Team and heading a highly professional team of 35 teachers. Reporting to the Principal, my responsibilities include but are not limited to:

- Performance evaluation of all staff
- Manpower Planning and Recruitment of Teaching and Support staff
- Evaluating the Training Needs of staff at all levels and act as a Mentor and a Guide
- Planning, Managing and Monitoring the School Improvement Plan within the agreed budget. Ensuring Quality assurance and meeting of the development targets
- Review of lesson plans prepared by respective class teachers; Class observations (Informed and surprise)

## SCHOOL LEADER

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### Computer Skills



Windows



MS Office

### Languages

Hindi 

English 

Urdu 

### Hobbies

- Reading
- Travelling
- Storytelling
- Drama Direction
- Interior Decor
- Motivational Writing and Speaking
- Mentoring and Coaching

### Personal Details

- Date of birth: 25th May, 1975
- Marital status: Married
- Nationality: Indian
- Current Location: Muscat, Oman

- Working with teachers and administrators in designing continuous professional development programs to ensure staff understood all aspects of initiative, including application in classrooms, exercising best practices, and interpreting data for individual students
- Head of Curriculum Development Committee, which oversees the conceptualization, design and implementation of the curriculum. Constantly encourage new developments in the curriculum in the context of local and international initiatives.
- Developed 'Student Mentorship System' that included enhanced Parent/Teacher communication. Liaising with parents about their child's progress and coordinating parent volunteers in student reading program
- Taking appropriate actions to respond to pupil's needs by creating effective learning environments, securing their motivation and concentration, using appropriate assessment approaches and setting targets for learning
- Counseling, advising, and assisting students in advancing post-secondary plans; providing robust resources and deep insights to fully prepare students
- Daily classroom management, monitoring student behavior and individual student progress
- Plan and organize variety of activities such as Weekly Assemblies, Speech competition, Elocution, Handwriting and Creative writing competitions, Annual concerts and Sports day, Award functions, Educational trips etc

### Training Programs, Conferences & Workshops Attended/Presented

- 'Personal Mastery' and 'IBPCT' 2021 Certified NLP Practitioner, Certified Life Coach, Certified Success Coach, Certified Wellness Coach
- 'Personal Mastery' and 'IBPCT' 2021 Certified Leadership Coach, Certified Emotional Intelligence Coach, Certified Soft-skills Trainer, Certified Behavioral Skills Trainer
- Member of IATEFL and TESOL ARABIA
- Completed a face to face course on SEN and Inclusive Education by Pilgrims Institute UK in 2018
- Attended training in TRUGS ( Teaching Reading Using Games) and implemented it across Primary Section in 2017
- Completed 160 hour Premier Plus TEFL Course with distinction in 2016
- Presented an online workshop on ' Visible Thinking Routines' , a Project Zero Harvard based Reseach , at the virtual TESOL ARABIA conference in 2020
- ◆ **Mentored teachers of my team to deliver a workshop at the:**
  - British Council 2016 ELTPN Conference themed 'Effective, Engaging, Effortless' Ideas and activities for the classroom; and Middle East College ELT Symposium
  - Presented a workshop "Inspiring Innovations, Transforming Classrooms: New Ideas that really work" for the 2ndCASELT Symposium 2015 at the English Language and Literature Department, Rustaq College of Applied Sciences, Oman
  - Attended the ELT conference British Council One-day conference – "Practical Ideas in the Classroom" on February, 14th 2015
  - Completed TDC –Teacher Development Course –British Council in 2015
  - Attended a conference on Learning Difficulties held in Dubai in 2014
  - Completed In-service Teacher Development workshops – British Council
  - Process writing (3 online workshops)
  - Grammar (3 online workshops)
  - Learning Styles (2 online workshops)
  - Becoming a reflective practitioner (2 online workshops)
  - Member of ELTPN : Attended several ELT Professionals Network workshops conducted by British Council