

R. SHAZIA SABHA (M.A, M.ED)

English Teacher | Curriculum Developer | Education Specialist

Pursuing master of Education in Teaching

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Date of birth: 14/09/1996



TEACHER

Highly accomplished and passionate English teacher with over **7 years of teaching experience** in international and national curricula, specializing in the **IGCSE syllabus**. Adept at **curriculum development, lesson planning, and student engagement strategies**. Proficient in integrating **technology-driven learning methodologies** and fostering an interactive classroom environment. Committed to student development through **personalized learning approaches** and **critical thinking enhancement**. Seeking opportunities in the international job market to contribute expertise in English language instruction and educational leadership, leveraging my skills, experience, and leadership abilities to inspire and empower students.

CORE EXPERTISE

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| ☐ Lesson Planning and Delivery | ☐ Classroom management | ☐ Student progress tracking |
| ☐ Technology Integration | ☐ Assessment and grading | ☐ Creative teaching strategies |
| ☐ Communication and Collaboration | ☐ Parent-teacher communication | ☐ Grammar and vocabulary instruction |
| ☐ Curriculum development | ☐ Standardized testing preparation | ☐ Student motivation |
| ☐ Literary analysis | ☐ Club management | ☐ Professional development |

PROFESSIONAL EXPERIENCE

Ahmadhiyya International School, Maldives May 2024 - Present

IGCSE English as a Second Language Teacher | Grade 3 Class Teacher

- Plan and deliver engaging and comprehensive English lessons aligned with the IGCSE syllabus (British curriculum).
- Serve as the Grade 3 class teacher, fostering an inclusive and positive learning environment.
- Develop lesson plans that accommodate diverse learning needs and promote critical thinking.
- Utilize classroom management strategies to maintain a disciplined and productive classroom.
- Conduct parent-teacher meetings to discuss student progress, address concerns, and foster school-community relations.
- Create and grade assessments to evaluate and monitor student progress effectively.
- Offer personalized support to students requiring additional guidance or extension activities.
- Integrate technology to enhance lesson delivery and engage students through digital learning tools.
- Collaborate with fellow teachers for curriculum alignment and sharing of best teaching practices.
- Participate in professional development to stay updated on educational trends and methodologies.
- Contribute to curriculum development and refinement of English teaching materials.
- Organize and assist in school events, including literary competitions, drama productions, and debates.
- Maintain accurate records of student attendance, performance, and behaviour.
- Ensure adherence to school policies and promote a safe, respectful classroom environment.

RESPONSIBILITIES AS GRADE 3 CLASS TEACHER Classroom Management:

- Establish and maintain classroom routines that support a structured learning environment.
- Utilize positive reinforcement and clear behavioural expectations to promote respectful interactions among students.
- Address and resolve classroom conflicts effectively, using strategies that foster empathy and mutual respect.

Student-Centered Teaching:

- Design interactive lessons that cater to different learning styles, including visual, auditory, and kinesthetic approaches.
- Integrate multimedia tools (videos, games, and digital resources) to make lessons engaging and relatable for young learners.
- Encourage collaborative learning by organizing group activities and projects that build teamwork and communication skills. **Parent-Teacher Communication:**
- Provide regular updates on student progress through various communication channels, including emails, reports, and online portals.
- Share resources with parents to support learning at home, such as reading lists, practice activities, and tips for language development.
- Involve parents in school activities and events, fostering a supportive community around each student's education. **Progress Tracking and Support:**
- Conduct regular assessments to track each student's academic growth and identify areas needing improvement.
- Develop individualized learning plans for students who require additional support or advanced challenges.
- Collaborate with special education and support staff to address specific learning needs and ensure inclusivity. **Creating an Inclusive Environment:**
- Celebrate cultural diversity by incorporating global perspectives and traditions into the curriculum.
- Plan class activities that promote empathy and awareness, such as cultural presentations and collaborative projects.
- Foster an environment where every student feels valued and motivated to participate fully.

ENGLISH SUBJECT COORDINATOR RESPONSIBILITIES

Curriculum and Lesson Planning:

- Design detailed, structured lesson plans that cover core language skills (reading, writing, listening, speaking) while aligning with IGCSE objectives.
- Regularly review and refine curriculum content to ensure it remains relevant, challenging, and adaptable to student needs.
- Support teachers in implementing differentiated instruction to meet diverse learning needs across the English department. **Innovative Content Creation:**

- Develop engaging presentations and instructional resources, including visual aids, quizzes, and digital worksheets.
- Incorporate storytelling, interactive reading sessions, and creative writing exercises that inspire a love of language.
- Utilize online resources and tools to provide students with supplementary materials for independent learning. **Professional Development and Collaboration:**

- Lead collaborative meetings to discuss curriculum updates, share effective teaching strategies, and address any challenges.
- Organize workshops on topics like technology in education, student engagement techniques, and assessment best practices.
- Coordinate with the school administration to ensure English curriculum goals align with broader academic objectives. **Assessment Development:**

- Create formative and summative assessments that reflect IGCSE standards, ensuring accurate measurement of student progress.
- Design rubrics and grading criteria to provide consistent feedback and support fair assessment across the department.
- Analyze assessment data to identify trends, areas for improvement, and to adjust lesson planning as needed. **Mentorship and Teacher Support:**
- Guide teachers through onboarding, providing resources, lesson ideas, and classroom management tips.
- Offer one-on-one support and constructive feedback to teachers in their instructional practices and lesson delivery.
- Facilitate a collaborative environment within the English department, encouraging the sharing of ideas and resources.

St. Mary's Matriculation Girls' Higher Secondary School Jun 2019- 2024-05-10

ENGLISH TEACHER (Secondary Grade Teacher) | CTTE

- Develop and implement engaging and comprehensive English language curriculum for secondary grade students.
- Plan and deliver effective lessons that align with curriculum standards and cater to diverse learning needs.
- Foster a positive and inclusive classroom environment that promotes student engagement and participation.
- Assess student progress through various formative and summative assessments, providing timely and constructive feedback.
- Support literacy development by integrating reading, writing, speaking, and listening skills into lessons.
- Utilize technology and digital resources to enhance instruction and student learning.

Flair for Language and Literary Skills:

- Develop and implement engaging strategies to cultivate a passion for the English language among students.
- Design creative and interactive lessons that stimulate critical thinking, encourage independent thought, and enhance literary skills.
- Organize literary discussions and analysis sessions to facilitate deep comprehension and interpretation of texts.

Oratory and Independent Thinking:

- Organize debates, public speaking competitions, and elocution events to encourage students to develop strong oratory skills.
- Foster critical thinking and independent analysis by challenging students to examine different perspectives and articulate their own opinions.

Reading Habit Promotion:

- Initiate reading programs and activities to cultivate a love for reading among students.
- Establish a library club within the English Literary Club, providing a wide selection of books and resources for students to explore. **Debating Events**

and Creative Writing:

- Coordinate inter-school and intra-school debating events, enabling students to develop their persuasive speaking and critical thinking skills.
- Organize workshops and training sessions to help students enhance their creative writing abilities, encouraging them to explore different genres and styles.

Emphasizing the Importance of Phonics:

- Implement phonics-based instructional strategies to improve students' language acquisition, pronunciation, and spelling skills.
- Design phonics activities and exercises to develop students' phonetic awareness and decoding abilities.

EDUCATION

Pursuing Master of Education in teaching in Villa College, Male', Maldives	2026
M.A in English Literature from Annamalai University	2019-2021
B. ED from Gojan College of Teacher Education	2017-2019
B.A in English and Communication Skills from Ethiraj College for Women	2014-2017

CERTIFICATION

- Certified MS-OFFICE. (2016)
- IELTS – overall 7 bands