SWETA DIXIT

TGT English Teacher | CBSE | 9+ Years' Experience | CTET (PRT & TGT) Qualified

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Open to relocation

PROFESSIONAL SUMMARY

English educator with 9+ years of experience teaching at PRT and TGT levels across six schools following the CBSE curriculum. CTET-qualified (PRT & TGT) with a B.Ed and an M.A. in English. Known for differentiated, activity-based lessons that build reading, writing, speaking and critical-thinking skills; for well-structured assessment tools; and for leading debates, extempore, skits and literary events.

KEY SKILLS

Teaching: CBSE English curriculum planning | Differentiated and inclusive instruction | Activity-based and experiential learning

Assessment: Question paper design | Worksheets and practice material | Evaluation and academic record-keeping

Co-curricular: English Club | Debates and extempore | Skits, assemblies and inter-school competitions

Student Support: Mentoring and academic counselling | Classroom management and discipline

Technology: Digital tools integrated into lesson delivery

EDUCATION & TEACHING CREDENTIALS

PGCTL — Suraasa

B.Ed — Chaudhary Ranbir Singh University (CRSU)

CTET — Qualified for both PRT and TGT

HTET — Level 1 Qualified

M.A. English — IGNOU

B.Com — IGNOU

NTT (2 Years) — AICCCE

Class XII — CBSE; **Class X** — HSEB

PROFESSIONAL EXPERIENCE

TGT English/Social| NER School of Excellence, Ranasthalam **Jul 2024 – Sep 2026**

- Teach the English curriculum to middle school grades, with emphasis on conceptual clarity and creative expression.
- Design activity-based lessons, interactive worksheets and question papers differentiated for each grade level.
- Set, submit and correct question papers for term assessments.
- Coordinate the English Club, organising debates, extempore and other language and literature activities.

PRT/TGT English | Bansi Vidya Niketan, Ghugera, Palwal **Aug 2022 – Mar 2024**

- Developed differentiated lesson plans to meet the needs of diverse learner profiles.
- Coordinated co-curricular activities and inter-school competitions.

PRT/TGT English | Vidyasagar International School, Faridabad **Mar 2018 – Jul 2021**

- Taught English at PRT and TGT levels.

PRT/TGT English & Admin | Prayas Social Welfare Society, Faridabad **Jul 2016 – Dec 2019**

- Taught English alongside administrative responsibilities.

PRT/TGT English & Social Science | GCM Public School **Apr 2014 – May 2016**

- Taught English and Social Science at PRT and TGT levels.

PRT/TGT English | Haritima Academy, Sector-3, Faridabad **Jan 2012 – Mar 2014**

- Taught English at PRT and TGT levels.

Responsibilities across roles

- Planned and executed the annual English curriculum and co-curricular calendar.

- Created assessment tools, worksheets and question papers.
- Maintained student records, attendance and academic data.
- Integrated technology into lessons to raise student engagement.
- Mentored students for academic and personal growth.

ACHIEVEMENTS

- Delivered consistently strong academic results in English across grades taught.
- Designed and led literary events, debates, skits and school assemblies.
- Recognised for innovative teaching strategies and classroom engagement.

PERSONAL DETAILS

Date of Birth: 11 Oct 1991 | **Nationality:** Indian | **Languages:** English, Hindi
Interests: Reading, creative writing and cooking.