

Chemistry Teacher

Mrs. KISHWER SULTANA

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Career Overview

Well Qualified and skilled in Teaching Science and related education field extensively involved in teaching, coordination, follow up and executing the job assigned.

I am basically from Science field and my main stream was teaching chemistry to undergraduates in India in a reputed Women's College which is affiliated by the Ministry of Education, India.

Skills

Excel, Power point , teaching , Word, time management , Smart board teaching and Modern class room technology

Work Experience

HOD /Science Teacher

A'Soud Global School (Duqm/Oman) – August 2021 – till date

To maintain an up to date set of schemes of work and syllabuses for all areas within the Faculty. To ensure that wall displays within teaching and resource areas support teaching and learning.

To design and write educational materials for their students and monitor new scientific developments to make sure everything is up to date.

To maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.

To prepare and oversee the science department's budget for the school, in addition to keeping an eye on test scores and educational goals and requirements.

To maintain an overview of the induction and professional development of staff within the Faculty, and to assist in performance management procedures within a nationally agreed framework

HOD /Chemistry Teacher

Al Wadi Int School (Jeddah/ KSA)– Aug 2018- - May -2021

- Taught and developed lesson plan/notes in accordance with the national scheme of work
- Establish communicate and demand high expectations for student learning and quality of work
- Use a multitude of instructional strategies and activities that are academically rigorous and highly engaging
- Promoted student engagement in order to inspire and encourage progress
- Prepared and delivered daily lessons to students on standard chemistry topics
- Assisting pupils in meeting grade targets
- Working alongside my colleagues to provide consistent education for all students
- Regularly performing experiments and teaching students how to replicate the experiments under safe conditions
- Writing and marking examination papers
- Marking homework, quizzes and tests weekly
- Educating students on the health and safety regulations in a lab
- Responsible for creating and designing PowerPoint presentations weekly for each individual class on varying subjects
- Reporting back to school administrators on the progresses and behaviors of all the staff in my department
- Responsible for creating booklets and worksheets for my students to work on
- Liaising with school administrators on matters of concern
- Created chemistry tutorials aimed at helping students in their checkpoint Cambridge examinations which boosted their academic performance
- Assisting in the running of the Science Club

- Maintained the school laboratory by keeping records of the equipment and supervising the students during practicals.
 - Strove to inspire students to reach their maximum potential through use of inquiry based learning , including classroom laboratories and technology based learning
 - Collaborated with colleagues in creating extra curricular activities for the students which led to increase in student participation
 - Well trained in using the latest technologies like smart boards, PPTS and other interactive methods incorporated in taking classes
- ❖ **Due to covid 19 restrictions distance education for classes been taken online via Microsoft teams and zoom**

➤ **Science Teacher / HOD**

Al Faisal Int School (Jeddah/ KSA) – **Physics, Chemistry & Biology**

Mar 2014- May 2017

- Plan, prepare and delivered lesson plans and instructional materials to facilitate active learning.
 - Guided and monitor students in the use of learning materials and equipment.
 - Use relevant technology to support and differentiate instruction.
 - Managed student behavior in the classroom by establishing and enforcing rules and procedures.
 - Maintained discipline in accordance with the rules and disciplinary systems of the school.
 - Provided appropriate feedback on work.
 - Encouraged and monitor the progress of individual students and use information to adjust teaching strategies.
 - Maintained accurate and complete records of students' progress and development.
 - Updated all necessary records accurately and completely as required by laws, district policies and school regulations.
 - Prepared required reports on students and activities.
- Participated in department, school and parent meetings.
 - Communicated necessary information regularly to students, colleagues and parents regarding student progress and student needs.
 - Prepared classroom for class activities.
 - Provided a variety of learning materials and resources for use in educational activities
 - Observed and evaluated student's performance and development.
 - Assigned and graded class work, homework, tests and assignments.
- Teaching students from 11-16 years old the Sciences (Physics, Biology, Chemistry)

- Designed lesson plans focused on age and lab skill development standards
 - Execute detailed lesson plans mapped to a year-long academic plan to address learning needs
- **WORKED AS LECTURER IN CHEMISTRY :**
IN JBAS College, CHENNAI, INDIA (June -2006 - 2008 JULY)
- **WORKED IN FUTURE GENERATION INT'L SCHOOL IN JEDDAH, K.S.A**
AS EXECUTIVE SUPERVISOR / ADMINISTRATOR: from Jan 2010 to feb 2011
- **WORKED IN BANGLADESH INT'L SCHOOL IN JEDDAH, K.S.A AS SCIENCE TEACHER (Physics, Chemistry & Biology)**

Academic Education

<u>Educational Qualification</u>	<u>School / College Studied</u>	<u>Year of passing out</u>	<u>Percentage Obtained</u>
S.S.L.C / 10 TH STD	St. Williams Anglo Indian school, Chennai, India.	March - 1995	81.7 %
P.U.C / + 2 (Physics, Chemistry, Botany, Zoology)	F.B.M Higher secondary school, Chennai, India.	March -1998	87.25 %

B.Sc (General Chemistry)	J.B.A.S College for Women's, Chennai, India.	Oct.- 2001	72.5 %
M.Sc. (General Chemistry)	Presidency College (Autonomous), Chennai, India.	April -2004	71 %
M. Phil (Physical Chemistry)	The New College, Chennai, India.	Aug-2006	63%
B.Ed	MADRAS UNIVERSITY	JUNE-2014	70%

Additional Courses

Engaging with learning technologies- School links projects-
British council – Feb 2021

Engaging with professional development- the Reflective teacher
British council – Feb 2021

Critical Thinking - British Council Dec 2020

Class room management -- British Council Nov- 2020

Motivating learners – - British Council -Jan -2020

Professional development- need of the hour -feb2017

Professional development & Teachers - feb2017

Hobbies and interests

- Outside of class, I like to spend quality time with my family on days out, especially visiting museums and art galleries.
- Sports and gardening
- Reading novels

Referees

References:

Asma Siddiqua

HOD of english

Al Wadi international school, jeddah

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Ms Ashrafunnisa

Co teacher -

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+966502777681

Ms Sadiya Shaikh

Computer coordinator

Al Wadi international school, jeddah

saadiya1286@alwadischool.com>

+966532439536

Personal Information

Date of Birth : 13-12-1980.

Marital Status : Married

Children : 3 kids

Iqama Status : Presently in Spouse sponsorship visa

Languages Known : English, Arabic ,Hindi, Tamil and Urdu.

Hobbies : Reading Novels, Gardening, Cooking.

Passport Details

Passport Number : S 7699660

Date of Issue : 09-07-2018

Place of Issue : Chennai, India

Date of expiry : 08-07-2028

I hereby, solemnly declare that all the above information furnished by me is true and correct to the best of my knowledge and belief.

Place: Jeddah, K.S.A.

(Mrs. KISHWER SULTANA)