



# Qudsia Iftikhar

HOD for Islamic Education Department

## CAREER OBJECTIVE

Innovative, student-focused, Head of Islamic department highly regarded for planning curriculum, implementing positive learning strategies, and driving test scores. Possesses in-depth understanding of standardized testing, common core learning standards.

## PERSONAL INFO



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Sharjah, UAE



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## EDUCATION

**B.Ed. in Islamic Studies + Social Studies**  
2012

**Master in Islamic Studies**  
**Subjects:** Arabic Language, Tafsir, Hadith, Fiqh, Islamic History  
Sheikh Zayed Islamic center university of Karachi, Pakistan  
2003

**Bachelor (Hons) in Islamic Studies**  
**Subjects:** Arabic Language, Tafsir, Hadith, Fiqh, Islamic History  
Sheikh Zayed Islamic center university of Karachi, Pakistan  
2002

## PROFESSIONAL SKILLS

Curriculum Development  
Leadership  
Lesson Planning  
Presentation Skills  
Teaching  
Team Work  
Classroom Management  
Creative Problem Solving  
Staff Development  
Students and Parent Relations  
Academic Administration  
Program Development

## PROFESSIONAL SUMMARY

- 10+ Years of experience in teaching KS3, KS4 and A level students' cross a range of abilities, including SEN.
- Associated with New Indian Model School Sharjah, UAE as **Head of department for Islamic Education** (2018 - present).
- I have played a significant role in transforming the SPEA rating of Islamic Education Department @ NIMS Sharjah from "Acceptable" to "Good", and committed to continually improving my subject knowledge and teaching methods through ongoing trainings.
- Dynamic communication skills with proven ability to build lasting relationships with teachers, staff, students, and parents.
- Motivational leader who enjoys actively engaging with students and educators.

## WORK EXPERIENCE

May 2018 – Present  
**Head of department for Islamic Education**  
New Indian Model School Sharjah UAE



The New Indian Model School  
Sharjah

### Role & Responsibilities:

- Develop and implement policies and practices which echo the school's commitment to provide effective education to all pupils.
- Analyze and interpret national and school data, using SPEA inspection evidence, to update policies, practices, expectations, targets and teaching methods.
- Create and implement the yearly department development program plan including identifying targets for improvements across the department.
- Ensure the department is working consistently to implement and improve the schemes of work in line with national curriculum guidelines.
- Ensure that all assessments are based on the current schemes of work and marked fairly.
- Organize extra-curricular activities related to the subject, such as school trips, guest speakers, Islamic festival, Ramadan week, Adhan, Quran and Hadith competitions, quiz program, Hamad and Naat, Islamic Architecture designs and Arabic calligraphy competitions etc.

## ACHIEVEMENTS & PROJECTS

Achieved rank for department as GOOD By SPEA in 2019

Improved phase 3 and phase 4 result with 73% of pupils achieving A\* in MOE Annual Exams.

Increased ratio of winning prizes in inter and intra curricular activities within 3 years.

Conducted Successfully CPDs for Staff on generic and specific topics.

## COMPUTER SKILLS

MS Office



Google meet, zoom and Microsoft team



## LANGUAGES

English



Urdu & Hindi



Arabic



## PERSONAL DETAILS

**Date of Birth:** 11<sup>th</sup> April 1975

**Nationality:** Pakistani

**Marital Status:** Married

**Visa Details:** Employment Visa

**Passport No:** AT1570172

## REFERENCES

**Mrs. Nusrat | HOS**

New Indian Model School Sharjah

+971-504783979

nusratmjawaad@gmail.com

**Mrs. Iqbal Mohammed | Arabic Secretary**

New Indian Model School Sharjah

+971-503400174

iqbalath@yahoo.com

- Work with the heads of sections/ supervisors to select, recruit, and induct new staff for Islamic Department.
- Maintain and supervise all records within department advised by SPEA and School management.
- Actively involved in training of new staff.

April 2015 – March 2018

**Vice Principal**

Rangers Public School & College System Pakistan



### Role & Responsibilities:

- Planned the School Program assisting in the development and establishing of the school goals and objectives.
- Monitoring the performance of all staff.
- Constantly encourage new developments in the curriculum in the context of local and national initiatives.
- Setting appropriate targets for the improvement of school.
- Evaluate performance of and provide written performance reviews for assistant teachers on no less than an annual basis.
- Maintain accurate classroom records and emergency contact information; maintain confidentiality of information provided by parents, staff and administration.

Oct 2011 – March 2015

**Headmistress**

APWA RLCC Secondary Public-School Pakistan



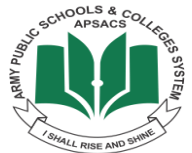
### Role & Responsibilities:

- Adapt teaching methods and instructional materials to meet students varying needs and interests.
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence

Oct 2005 – July 2007

**Teacher cum Cluster Coordinator**

Army Public School & College System Pakistan



### Role & Responsibilities:

- Developed and implemented programs to encourage student participation
- Help to make lesson plans and activities according to the grade levels.
- Encouraged interactive learning by incorporating education software and the internet.
- Adapted teaching methods and materials to meet student's varying needs and interests.
- Set up lesson materials, bulletin board displays and demonstrations.
- Planned and implemented creative lessons in accordance with course curriculum.
- Fostered team collaboration between students through group projects.