



Deepa Nair

English Teacher

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LANGUAGES

English ★★★★★

German- ★★

Malayalam ★★★

Hindi ★★★★★

Marathi ★★★★★

Tamil- ★★

OTHER SKILLS

Microsoft suit- Expert Proficiency

Integrating Google Tools in classroom activities

Google classroom for online classes

SUMMARY

An organized professional with proven teaching, counselling and guidance skills. Possess a strong track record in improving test scores and teaching effectively. A facilitator who ensures cognitive and social development in students with the ability to communicate complex information in a simple and entertaining manner. Highly motivated thinker with excellent communication and interpersonal skills who enjoys collaborating with all levels of students. Looking to contribute my skills in a school that offers a genuine opportunity for career progression.

EDUCATION

International House London, UK (CELTA)

Certificate in Teaching English to Speakers of Other Languages
July, 2021

Extension Cambridge IGCSE English as a Second Language (Speaking Endorsement) (0510/0511) (0991/0993) 2020-2021

Certificate of completion
2021-2022

Bombay Teachers' Training College, Mumbai, India

Bachelor of Education
2012-2013

University of Mumbai, Mumbai, India

Master of Arts in English Literature (Honors)
2010-2012

SIES College of Science, Arts & Commerce, Mumbai, India

Bachelor of Arts (English Literature, Psychology and Philosophy)
2007-2010

Tilak Education Society's JUNIOR College of Science, Arts & Commerce, Mumbai, India

Higher Secondary Certificate (Science)

Fr. Agnel Multipurpose School, Mumbai, India

Secondary School Certificate

Al Nahda National Schools (Girls), Abu Dhabi

September 2015 - PRESENT

Gems Winchester School, Abu Dhabi

August 2014 – July 2015

North Point ICSE School, Mumbai, India

June 2013- July 2014

Grade Advisor and English Teacher

Grade Advisor and Subject Teacher (English) for grade 8 and 9 (GCE) (2019-2020)

- Trained students for grade 10 IGCSE examinations

Grade Advisor and Subject Teacher (English and Social Studies) for grade 8 (GCE) (2018- 2019)

- Trained students for Cambridge Checkpoint Exams

Grade Advisor and Subject Teacher (English and Social Studies) (2017- 2018)

- Grade Advisor for grade 7(GCE and High School) and Subject Teacher for grade 8 (GCE)

Grade Advisor (2015-2017)

- Grade advisor for grade 5 (English and Social Studies)
- Subject teacher for grade 4 (English and Social Studies)
- Participated as a faculty Advisor for Abu Dhabi Model United Nations 2016.

Subject teacher and Form Tutor

- National curriculum of England
- Class teacher (form tutor) for Year 6 (English)
- Subject teacher (English) for Year 7
- House captain for Team Macaws (house)

Class teacher and Subject Teacher (English and History)

- Class teacher for grade 7 (Taught English Language, English Literature and History)
- Subject Teacher for History to grade 8
- Subject teacher of English Literature and English Language to grade 11 and grade 12
- Member of the magazine committee
- Coordinator of the cultural committee ensuring maximum participation of students.

Center for English and Foreign Languages (CEFL), India

2011- Feb 2012

NON-ACADEMIC

Brand-Whiz Mumbai, India

Oct 2011- Aug 2012

Indent PVT. LTD Mumbai, India

2010- 2011

Trainer for IELTS

- Trained students for the world's leading test of English for higher education and migration namely, IELTS.
- Encouraged the students to communicate with each other using the structures and vocabulary they have learnt, and to improve the four basic language skills: listening, speaking, reading and writing.
- Prepared tests and examination papers for a range of students from different age groups.

Copywriter

- Developed web content for the agency's Facebook page.
- Drafted business letters and newsletters
- Supervised review and editing of online content before posting for products to ensure that they are aligned with business goals and objectives.
- Interacted with clients for bringing out new content and ideas to be translated to print.

Administrative Assistant

- Coordinated with various staff for operational support activities of the unit; served as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
- Provided administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
- Scheduled and coordinated meetings, appointments, events and other similar activities for supervisors, which also included travelling and lodging arrangements.

INTERNSHIP

Global Telecom Ltd.
Mumbai, India

2009

AWARDS & CERTIFICATES

Internship Trainee

- Executed a research project that studied the work environment to address the various issues faced by employees. It aimed at improving the work environment, thereby increasing productivity levels in GTL.
- Mapped internal communication strategies for improving employee relations with the organization.
- Laid the basic framework of a guidebook which facilitated interactions between the employees and media. This equipped them to deal with possible media altercations.

Hamdan Bin Mohammad Smart University, Abu Dhabi - *Be an Online Tutor in 24 hours course*

Hamdan Bin Mohammad Smart University, Abu Dhabi - *Design an online course in 24 hours*

English Specialization Test (ADEK) - *Passed*

Pedagogy test (ADEK) - *Passed*

Workshop on Differentiation - *December 11th, 2019*

IELTS (Academic) Band-7.5 - *July 4th, 2019*

Gems Winchester School, Abu Dhabi - *June 11th, 2015. Certificate awarded for being Shortlisted as the teacher of the year 2015-2016*

SSAT Education - *November 3rd, 2015. Certificate for professional development training on effective lesson planning*

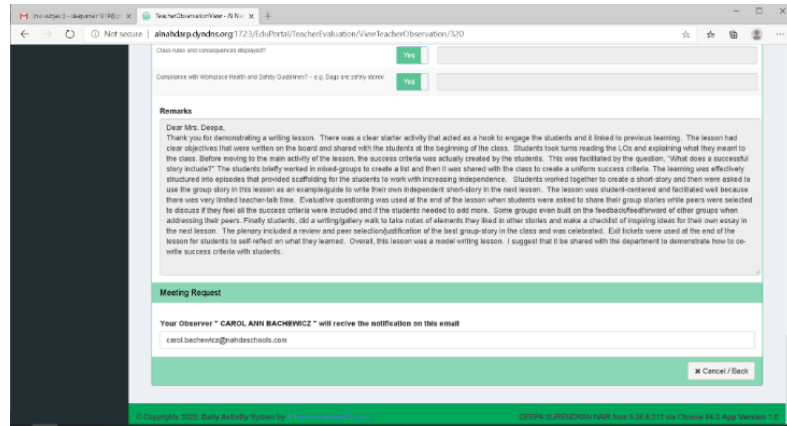
Al Bayan International Institute - *March 19th, 2016. Awarded a certificate on completion of 2-hour workshop on Kagan Structures*

Jernas Training and Consultants - *January 20th, 2018. Received a certificate on the completion of the workshop "Dealing with Teenagers"*


Completed a workshop on Fire and safety as per the norms of Abu Dhabi

PROFESSIONAL REVIEWS

Ms. Carol Ann Bachewicz
 Coordinator Al Nahda National School- 2019-2020
 Email- carolannbach@gmail.com



Ms. Aisha Hussain
 Teacher- Al Nahda National School

Al Nahda National Schools - Girls  مدارس النهضة الوطنية - بنات

PEER OBSERVATION FORM

Teacher: Deepa Nair **Class:** 9J
Subject: English **Topic:** informal email **Period:** 1
Visitor: Aisha Mustafa **Date:** Thursday 21/11/2019

What was the agreed peer observation focus area?
 Everything was perfect

Observations and notes (summary of what was happening during the visit)

Pair and Share
 A letter was given: the students had to re-order the sentences and then structured the letter into paragraphs and then decided on the correct sequence of paragraphs.

Group Work:
 Students were shown samples of letter of different levels. They discussed why they liked a certain letter over the other. They made notes to remind them of some techniques they could use in their writing. Then they Discussed the rubric.

Things that I thought went well in the lesson (positive ideas)
 Discussing the rubric was a good idea.
 All students were well engaged.

Directions: Please sign at the post observation meeting

Visitor's Signature: Aisha Mustafa **Date:** 21/11/2019
Teacher's Signature: _____ **Date:** 21/11/2019

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