



Sweta Sheth

PERSONAL SUMMARY

I am an experienced Inclusion Teacher and Behaviour therapist who has worked in international schools for eight years. I am keen to find a challenging position within an ambitious organization where I can demonstrate my professional skills by supporting children and young adult with wide range of special needs along with extending and enhancing further professional development by accomplishing required qualification in addition.

Academic Qualification

Completed level 1 – Foundation of Orton Gilling ham Practitioners & Educators Approach	2018
Diploma in Special Educational Needs with distinction Blackford Centre – UK	2017 - 2018
Completed and trained in “ASDAN” UK	2017 - 2018
Certificate Course “Applied Behaviour Analysis” and “Rationale Behaviour Therapy” Behaviour Enrichment Center	2015 - 2016
Certificate Course in Research Methodology Nirmala Niketan College, Mumbai	2009 – 2010
M.A. in Counseling Psychology S.N.D.T. University, Mumbai	2003 – 2005
B.A. in Psychology and Child Development Nanavati College, Mumbai	1997 – 2001

Professional Associations

- Registered with BCBA board as “RBT - behavior therapist”.
- Life time Membership in Mumbai Psychological Association
- Life time Membership in Mumbai Psychiatric Society
- Registered under Rehabilitation Council of India (License No. CRR No. A19600)

Accomplishment

- ***Won “Best SEND team award” for 2017 – 2018 for Innoventures Group of School.***
- ***KHDA appreciation (in 2013 – 2014 report) for good identification procedure and protocol implemented across the school for GEMS Winchester School***
- ***Achieved objective of improving eating habit of children in the school by running a project with hypothesis “Whether hemoglobin levels have any impact on IQ levels of children” in primary school.***
- ***Achieved and solved marital problem cases with proper diagnosis and evaluation. Implementation of therapy has been accurate in solving the cases.***
- ***Conducted IQ assessment (Wechsler Intelligence Scale of Children) 80students at Deonar in “Kumud Vidya Mandir High School” a government project headed by Dr. Kumar Dhawale (MLD Trust) with objective to prove whether homeopathic medicines has any effect on “learning disability”.***
- ***Conducted a survey on understanding teacher’s perception and personality with regards to their profession.***
- ***Conducted a research on “Women perception on marital communication with marriage span of 6-12 years between three communities (Hindu, Muslims and Christians – both working and housewives as subjects).***
- ***Conducted aptitude and vocational guidance programs for students studying in grade ten.***

Career Summary

- Having being identified as one of the school key strength during DSIB inspection and well versed with DSIB inspection protocol and the Inclusion framework.
- Having more than eight years of experience in teaching and supporting young children by drafting IEP and carrying out systematic lessons both individually and in group through setting realistic and achievable goals.
- Having more than nine years of experience into counselling by implementing appropriate counselling therapy and strategies by assisting them in enhancing their social, emotional and personal development.
- appropriate assessments and external interventions required.
- Acquiring strong and professional networking with eminent organizations/ institutions/ centers/ clinics and paraprofessionals who can assist professionally in identifying/ support the needs of students through appropriate assessment and therapies.
- Possessing strong verbal, written and interpersonal communication skills.
- Extensive knowledge of human psychology which helps in dealing with students and deciding the correct therapy/strategy that would help them to have a positive approach towards life and be independent.
- High level proficiency in computer operations with extensive knowledge of Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Outlook.

Professional Experience

- Working at Raffles International School since September 2015 – till date as learning support teacher for primary school.
- Worked with GEMS Winchester School as Head of SEN/Counsellor, since Sept 2011 – Oct 2014.
- Worked with Saifi High School, Mumbai (India) as Counsellor, since 2005 – 2010.
- Worked with Masina Hospital, Mumbai (India) as Counsellor, since 2009 -2010.
- Worked with Saifee Hospital Mumbai (India) as Counsellor, since 2009 - 2010
- Worked with Safa School, Mumbai (India) as Counsellor, since 2008 - 2009
- Worked with C.B.Patel Research Centre, Mumbai as Co- Ordinator of Nutrition programme, 2007 – 2008.
- Worked with New Zealand Educational Services, Mumbai as Career Counsellor, 2004- 2005.

Roles & Responsibilities

- Primary Learning Support Teacher:
 - Carrying out informal assessment to identify the need of the child
 - Drafting and implementing SMART IEP's, student passport, IEP tracking form termly through group/ individual sessions with children.
 - Guiding parents, staff, ILSa and other stakeholders as per the requirement.
 - Monitoring and training ILSa with strategies and resources related to IEP goals.
 - Monitoring and training LSA in conducting lessons, preparing resources and strategies related to IEP goals.
 - Meeting with parents, staff, LSA, ILSa and external professional to exchange information and share best practices.
 - Attending and conducting training programmes for ongoing professional development and for other staff members.
 - Delivering Training to main stream staff, parents and volunteers.
 - Arranging meetings regularly with staff members, parents, senior management team, SENDCo, LSA, ILSA's and others to share strategies, IEP and progress.
 - Maintaining records & providing verbal & written feedback for each student regularly with all the stakeholders.
- **Counsellor:** Listening to an individual problem and empathizing with them.
 - Establishing trust and a bond with clients.
 - Interviewed/ Counselling students, parents, teachers and administrators to obtain for assessment and developed and implemented individual treatment plan.
 - Have designed customized behaviour plans for supporting children with challenging behaviour.

- area of focus while counselling students
- Implementing specific counselling therapy with students to facilitate their achievement and behaviour.
 - Provided coaching and support with problem solving and decision-making using a strength-based approach when students encounter barrier(s) to success.
 - Referring students to other professionals, when appropriate.
 - Ensured timely and proper follow-up on all referrals made to internal and external resources.
 - Monitoring and tracking progress of clients.

KEY SKILLS AND COMPETENCIES

- Creating customized resources as per the need of the child.
- Aware of UAE policies, laws and procedures regarding child protection, KHDA protocols and norms for special needs.
- Positive attitude, patience and a calm approach during critical situations.
- Excellent leadership skills, decision making and time management skills.
- Outcome oriented person – with swift ability to analyze complex problems & suitable solutions.
- Excellent organization skills, quick learner, highly intuitive, and creative.
- Detailed and deadline oriented, promptly adaptable and true love for children.

Personal Details

Visa Status: Husband sponsorship

Languages Known: English, Hindi, and Gujarati.

DOB: 5th March

Nationality: Indian

Hobbies: Learning new things, Music, Travelling, Reading

Mobile: **0556106358**

Email id: sweta.sheth2011@gmail.com

References: [Available on request](#)

Mrs. Sweta Sheth

Date:

Place: