

Sethulakshmi Unni

Female, 42

CAREER CHRONICLE
Effective Educator with experience in various capacities as Coordinator, Teacher Trainer, Educator in different curricula in India & Sri Lanka, with a passion for implementing various teaching methods helping teachers & students alike
Experience in teaching CAIE curriculum and Ed-excel
Excellent Leadership and Enterprising Abilities-An Out-of-the-Box Thinker, working towards continuous improvement in processes, streamlining workflow and creating a teamwork environment. Incorporating technology into instruction to maximize learning engagements
An effective communicator with excellent relationship building & interpersonal skills. Flexible & detail-oriented attitude

ACADMIC CHRONICLE

Degree	Institute/School	Comments
CIDTL	**ITARI Bangalore**	Pursuing since May 2024
B.Ed.	**Lincoln University, Malaysia – IDM campus**	Education
HND	**EdHat International, UK**	Higher National Diploma in Education -Level 5
MBA	**Punjab Technical University**, India	Finance Major
B.Sc.	**Osmania University College**, Hyderabad, India	Mathematics, Physics, Electronics Major
Higher Secondary School	**Southern Pearl Matriculation** School, Chennai	Aggregate of 86%
Secondary school	**DAV Girls Higher Secondary** School, Chennai	Aggregate of 74 %

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TRAINING & COURSES ATTENDED	Period
Orientation Program - progressing towards excellence for effective use of Cambridge learning resources from	2024 6-May to 8-May
Underpinning Key Pedagogies of the new **Cambridge Global Perspective Resources Workshop** held at Coimbatore	2024-03-02
Online extension **Cambridge Primary Combined** English, Science, Mathematics course conducted by **CAIE** with 15 hours of credit	2023 3-May to 4-Jun
Core Subject Orientation Progressing towards excellence in teaching for effective use of Cambridge learning solutions	2023-01-30
Effective Classroom Management Strategies by Saamarthya Teachers Training Academy of Research	2022-07-16
6 Months Course as **Vedic Maths Certified Professional**	2021-07-24
Workshop on **GeoGebra Transforming Teaching of Maths**	2019-02-09
EdHat International Conference on **ICT**	2018-11-23
Pearsons Training for iPrimary & iLower Secondary Professional Development	2018-06-01

PROFESSIONAL SUMMARY

Institution	Duration	Assignment
M/s. The Hillside Prep	Since May 2022	**Coordinator Primary and Lower Secondary**
M/s. I2 Global International School, Chennai	September 2020 to April 2022	**Teacher for Mathematics/Science/ Geography/History**
M/s. Asian International School, Colombo, Sri Lanka	From March 2015 to July 2020	**Teacher for Mathematics/Science/ Geography/History**
M/s. People Interactive India, Bhopal	October 2008 to May 2010	**Centre Coordinator** in Bhopal, India
M/s. Lord Krishna Bank, Coimbatore	August 2004 to May 2007	**Banking Assistant,** in Coimbatore & Kasaragod-India

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PROFESSIONAL HIGHLITES

M/s. The Hillside Prep **Since May2022**

Coordinator Primary and Lower Secondary

Academic Coordination

Subject Departments-Oversee the departments of Math, Science, English, ICT, and Languages, as well as PE, Music, Art, and Dance for Grades 1-9

Assessments and Learning Process-Formulate assessments and finalize the learning process to align with learning objectives and outcomes for each grade

Curriculum Development-Collaborate with teachers to develop and review subject curriculum in accordance with educational standards, school objectives, and the needs of the students

Teacher Training-Provide professional development opportunities for teachers, focusing on pedagogical strategies. Conduct classroom observations and teacher evaluations, offering constructive feedback for their professional growth. Conduct workshops on Bloom's taxonomy and guide teachers in preparing effective lesson plans, question papers and blueprints according to Cambridge guidelines

Timetable Management-Successfully create grade-wise timetables for the academic year and effectively manage the substitution timetable on a regular basis

Special Programs-Introduced MUN participation and implemented sports activities such as badminton, swimming, Silambam, yoga, meditation, and music into the school timetable

Discipline and Behavior Management-Monitor student behavior and emphasize discipline across the school

Exam Coordination-Collaborate with teachers, administrators, and relevant departments to create a comprehensive exam schedule, arrange exam venues and seating, allocate invigilators, and ensure proper execution of exams and adherence to rules

Administrative Responsibilities

Admissions-Handle the admissions process and manage parent grievances and concerns.

Staff Recruitment and Conflict Resolution-Interview and assess candidates, selecting optimal team members for the school. Address conflicts among staff, students, and parents in a fair and diplomatic manner.

Space Management-Plan and manage learning spaces, successfully running primary and lower secondary departments with limited space

Accreditation-Facilitated a successful accreditation process

Student Enrichment

Field Trips-Manage and organize field trips for each grade on a term basis, helping students connect with the world beyond the classroom

Assembly and Special Days-Plan assemblies, allocate duties to teachers, and ensure successful execution of special days like Independence Day, National Sports Day, Republic Day, Sports Day, and Annual Days

Inclusive Education-Develop strategies for supporting students with diverse learning needs, following an inclusive approach

Parent and Community Engagement

Parent-Teacher Meetings (PTMs)-Conduct PTMs every term to foster strong parent-school communication

Innovative Initiatives-Initiated activities like Project-Based Learning (PBL), Student-Led Conferences (SLCs), and Student-Led Projects (SLPs) to enhance parent understanding of the school's vision, mission, and student learning achievements

Multi-Tasking and Deadline Management

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Responsibility Management-Confidently handle multiple responsibilities, tasks, and deadlines, ensuring smooth operations within the school	
Team Motivation-Motivate and inspire the team to work passionately to meet the required standards	
M/s. I2 Global International School	**September 2020 to April2022**
Mathematics, English, STEM & Global Perspective Teacher	
handling Mathematics for Grade 9 (IGCSE)	
handling English for Grades 5 to 7	
handled STEM & Global Perspective for Grade 2	
Participated in ongoing staff training sessions for MS Teams, Zoom & google Classroom	
M/s. Asian International School	**March2015 – September 2020**
Math/Geography/History Teacher	
Grade 6 Form teacher from 2015/16; Experience in handling Year 4, 5, and 6 grades	
Experienced in handling varied subjects like History, Geography and Science along with core Subject-Mathematics	
Participated in ongoing staff training sessions; attended a variety of professional development workshops centered on learning goals, classroom management, student motivation and engaging learning activities.	
Facilitated activities that developed students physical, emotional, and social growth	
Employed assessment tools and proactive strategies to improve instructions methods	
Working with an average of 28 students per class	
Encouraging students to be understanding with others and using positive reinforcement method to redirect poor behavior.	

Date of Birth	**April 12, 1982.**
Aadhar Card No.	688523024071
Passport No	L2149014
Spouse	Pramod M Nair, Enterpreneur

Lingustic Abilities	**Speak**	**Read**	**Write**
Malayalam	√	√	√
Tamil	√		
Hindi	√	√	√
English	√	√	√

REFERENCES		
Dr. Uma Govindarajan	HOD English (IGCSE), The Hillside Prep	Phone +919445965545
Mrs. Shanti Sivabalan	Computer Science Facilitator (IGCSE), The Hillside Prep	Phone +919944512164
Mr. Vel Murugan	CEO at Velammal Educational Trust	Phone +919444014830

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