JOE Xaviour Amalraj

Professional ESL, EAL & IELTS Teacher

+91 99943 88584 joexaviour24@hotmail.com JOE XAVIOUR



TEACHING EXPERIENCE

Tutor - English
Freelance
06/2015 - Present Salem, India
- Tutoring English for IGCSE, GCSE, IB, CBSE, SAT and IELTS
- Collaborate with students and parents to create personalized learning plans based on individual needs and goals.
- Provide positive feedback to motivate and reinforce the skills.

Post Graduate Teacher-English
Montfort School - ICSE
06/2023 - 12/2023 Yercaud, Salem, India
- Taught English literature and grammar to learners of Grade 7, 9, 11 & 12.
- Developed appropriate lesson plans to engage students and cover curriculum.
- Created educational materials to aid in teaching lessons.

Post Graduate Teacher-English
The Indian Public School
01/2020 - 04/2022 Karur, India
- Built a collaborative and friendly classroom for learners from Grade 7 & 8 of IGCSE and from Grade 10, 11 & 12 of CBSE.
- Helped learners increase scores in reading and writing.
- Was a Magazine Editor and led the teacher team in preparation of the school newsletter.
- Conducted assessments of speaking and listening for Grade 10, 11 and 12.

Teaching Assistant -English
Periyar University
07/2019 - 12/2019 Salem, India
- Delivered lessons on Foundation English to 1st and 2nd year students.
- Prepared final year students for internal and external assessments.
- Designed and taught General and Communicative English lessons.

Post Graduate Teacher-English
Glazebrooke Public School
06/2014 - 06/2019 Salem, India
- Received appreciation from the Ministry of Human Resource Development, India for stellar student performance.
- Created and implemented lesson plans for 160 students to improve English proficiency.
- Coordinated a team of teachers to deliver quality lessons.

Trained Graduate Teacher-English
Cluny Vidya Nikethan
06/2012 - 03/2014 Salem, India
- Delivered quality lessons in English grammar and literature to learners from Grade 4 to Grade 8.
- Maintained records of anecdotal and grades.
- Sustained professional relationships with parents.

Post Graduate Teacher-English
Green Home Higher Secondary School
04/2010 - 05/2012 Salem, India
- Aided the school to achieve District 3rd rank in Grade 10 Board Exam.
- Planned and delivered functional English and literature lessons.
- Prepared Grade 10 and 12 students for external and internal board examinations.

SUMMARY

I am a professional educator with over 14 years of experience teaching English in secondary and high school settings, seeking a position at IB and CAIE board schools. My expertise spans both classroom and online teaching, along with administrative experience. I am dedicated to fostering student growth and have earned accolades for my commitment to educational excellence and the positive impact I have made on student achievement.

KEY ACHIEVEMENTS

Achievement in Education
Commended by the Ministry of Human Resource Development, India, for enhancing student performance in public exam.

STRENGTHS

Classroom Management
Strong classroom management and student engagement techniques.

Team Leading
Ability to collaborate effectively with colleagues to achieve educational goals.

Functional English & English Literature
Enhancing language skills and critical thinking through practical language use and literary analysis.

Online Teaching Techniques
Proficient in utilizing digital tools and platforms to deliver interactive online lessons.

English for Proficiency Exams
Expertise in preparing students for exams like IELTS and TOEFL.

CBSE Evaluator
Evaluating Grade 10 and 12 public exam papers as per CBSE standards.

ACADEMIC HISTORY

Certification in Teaching English as Second Language (CertTESOL)
Trinity College London
Oxford TEFL, CILA Campus, Kerala, India

Master of Arts in English
Vinayaga Missions University
Salem, India

Bachelor in Education
Periyar University
Salem, India

Bachelor of Arts in English
Periyar University
Salem, India

ADMINISTRATIVE EXPERIENCE

Officer Cadet cum Caretaker
NCC Troop No: 171/2 (Under 12 TN Army Wing, Salem)

09/2016 - 04/2019 **Salem, India**

An organization dedicated to youth leadership and development.

- Recruited cadets for the National Cadet Corps, India.
- Acted as a liaison between the Army Wing and school management.
- Motivated cadets to consider a career in the Defense Forces.

Centre Superintendent - NEET
Glazebrooke Public School

05/2017 & 05/2018 **Salem, India**

Oversaw NEET examination processes.

- Deputed by the Central Board of Secondary Education CBSE, India for exam supervision.
- Ensured fair and smooth conduct of examinations as per CBSE guidelines.

Centre Superintendent -- AISCE & AISSCE Exams
Shervaroys Valley School

03/2017 **Salem, India**

Oversaw the process of Public Examinations of Secondary & Higher Secondary.

- Ensured fair and smooth conduct of examinations as per CBSE guidelines.
- Drew seating plans and appointed invigilators to exam halls.
- Collected question papers from the designated safe and dispatched the answer-books to the regional office.

CUSTOMER SERVICE AND SALES EXPERIENCE

Associate
Tata Consultancy Services Ltd.

12/2008 - 12/2009 **Chennai, India**

A leading IT services, consulting and business solutions organization.

- Communicated with law firms and departments for foreclosure processes.
- Maintained good relations with client, borrowers and attorneys.
- Trained freshers and completed various quality reports.

Customer Support Executive & Tele-sales Executive
Dhanush Technologies Ltd.

12/2006 - 07/2007 **Chennai, India**

A BPO concern providing sales and customer support.

- Analysed market status and reported to team-leads.
- Achieved organizational targets.
- Provided quality customer support.

Customer Support Associate
Odyssey India Ltd.

11/2004 - 11/2006 **Salem & Chennai, India**

A company involved in retail customer service and sales.

- Established cordial relations with customers to enhance sales.
- Achieved targets in assigned categories.
- Provided valuable inputs on sales trends to managerial staff.

WEBINARS ATTENDED

25th February 2025
ESOL for Schools B1-B2: Writing and Speaking -
LANGUAGE CERT

30 January 2025
The Learning Brain - Implications For The Classroom -
Centre for Teacher Accreditation

6 December 2024
Building Resilient Communities – Fostering Social Connection In Educational Settings -
Oxford University Press

14 November 2024
Helping Students Understand Unfamiliar Vocabulary -
Teaching House

22nd March 2022
Developing Speaking skills for B1 Preliminary for Schools and B2 First for Schools: A Focus on grammar and vocabulary -
Cambridge Assessment English

17th January 2022
Developing Speaking skills for B1 Preliminary for Schools and B2 First for Schools: A Focus on Interactive Communication -
Cambridge Assessment English

28th October 2020
SEA IELTS Writing Workshop -
IDP Australia

WORKSHOPS ATTENDED

Masterclass for IELTS Trainers at British Council, Chennai
25th- 27th September 2019

4Cs in ELT by Harper Collins Publishers India at Salem
10th November 2018

ELT Training Workshop by Cambridge University Press at Salem
26th December 2015

How to Get More from a Text Book by Scholastic Education at Salem
26th November 2010

OTHER DETAILS

Spouse
Mrs. Vergil Lissy Paul
Higher Secondary Teacher - Maths

Address
37/9 A, Fatima Nagar, Convent Road,
Salem, Tamil Nadu, India.

Trinity College London

Joe Xaviour Amalraj

is awarded

CertTESOL

Level 5 Certificate in Teaching English to Speakers of Other Languages

Date: June 2019
Place of entry: Kerala (Centre no. 47793)
Certificate issued: 17 July 2019

Sarah Kemp
Chief Executive, Trinity College London

Patron HRH The Duke of Kent KG

Qualification number: 600/0192/6

Certificate issue number: 1
Trinity ID: 1-1544963369:1-1545218251
Candidate number: 1-1545218251

Regulated by Ofqual

00955633

TRINITY COLLEGE LONDON

BRITISH COUNCIL

Certificate

This is to certify that

JOE XAVIOUR AMALRAJ

has completed the 3-day

Masterclass for IELTS Trainers workshop

from 25 September to 27 September 2019

with the British Council, Chennai.

Teacher: Marykutty Thomas

Student ID: 526678

Session: Term Three - 2019

Antonius Raghubansie

Teaching Centre Manager, India
British Council

Reg. No. 07AEA2846
Col Code 315

No. 2KH 015461

பெரியார் பல்கலைக்கழகம்
Periyar University

கல்வியியல் புலம்
FACULTY OF EDUCATION

பெரியார் பல்கலைக்கழக ஆட்சிக்குழு **ஜூன்** **2008** ஆம் ஆண்டு நடத்திய தேர்வில் **X** **ஜோ** என்பவர் எழுத்துத் தேர்வில் **இரண்டாம்** வகுப்பிலும், செய்முறைத் தேர்வில் **முதல்** வகுப்பிலும் தேர்ச்சி பெற்றார் என்று தக்க தேர்வாளர்கள் சான்றளித்தபடி **கல்வியியல் இளையர்** என்னும் பட்டத்தை அவருக்குப் பல்கலைக்கழக இலச்சினையுடன் வழங்குகிறது.

The Syndicate of the **Periyar University** *hereby makes known that* **JOE X** *has been admitted to the* **DEGREE OF BACHELOR OF EDUCATION** *he/she having been certified by duly appointed Examiners to be qualified to receive the same and was placed in* **SECOND CLASS** *in the written examination and in* **FIRST CLASS** *in the practical tests at the Examination held in* **JUN-2008**

Given under the seal of this university

நாள்
Dated 05-11-2008
சேலம் 636011, தமிழ்நாடு, இந்தியா
Salem 636011, Tamil Nadu, India.

பதிவாளர்
Registrar

துணைவேந்தர்
Vice-Chancellor

स्मृति जुबिन इरानी
Smriti Zubin Irani

मंत्री
मानव संसाधन
विकास
भारत सरकार
MINISTER
HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA

Dated: 11th July, 2015

Dear Mr. Joe,

I offer you my heartiest congratulations on the stellar performance of your students in this Secondary School Examination of the Central Board of Secondary Education (CBSE). This is a moment of pride and joy not only for you but the entire nation.

It is teachers like you who play the most critical role in influencing the minds and personalities of your students, enabling them to discover their talents, preparing them to succeed in any challenge they undertake.

I earnestly thank you for your commitment and dedication, and salute your great efforts in preparing the next generation which will take our nation to great heights. The excellence and innovation that you exemplify is the mainstay of education in India.

With Regards,

Yours sincerely,

Smriti Irani

(Smriti Zubin Irani)

Mr. Joe,
Glazebrooke Public School
Nagaramalai Adivaram Reddiyur
Salem
Tamilnadu - 636004

M/46086/39062

COCHIN INTERNATIONAL LANGUAGE ACADEMY

INKEL TOWER 1
ANGAMALY SOUTH
ERNAKULAM DISTRICT
KERALA, INDIA
PIN - 683 573
PH: +91 484 2983555
+91 99615 96480

June 29th 2019

To whom it may concern

Reference: Joe Xaviour Amalraj

Mr. Joe Xaviour Amalraj took the Trinity College Certificate in Teaching English to Speakers of Other Languages from 24th April to 24th May 2019.

He was a hard working trainee and developed his teaching skills to a high standard. Having used traditional teaching methods previously, he is now a very competent communicative language teacher and is able to teach students at many levels from A2-B2. At CILA, he taught General English and English for Exams (IELTS) to students aged 16-35 years during his teaching practice.

He is going to be a good communicative language teacher and would be an asset to any institution looking for a teacher who can use modern communicative language teaching methods.

Yours sincerely,

Jaimon George

Academic Manager.

COCHIN INTERNATIONAL LANGUAGE ACADEMY * ANGAMALY * ERNAKULAM 683 573

A DIVISION OF:
JS TRAINING SOLUTIONS PVT. LTD.
12/576X, PYNADATH TOWER
KARUKUTTY PO
ERNAKULAM - 683 576
KERALA, INDIA
Ph: +91 9496 160 179

E-mail : info@cilakerala.com

www.cilakerala.com

OxfordTefl teacher training
TRINITY COLLEGE LONDON

Reg. No. : 201011110362 Sl. No. : 085398

C.No :1440

Vinayaka Missions University

VISION • WISDOM • UNITY

The Board of Management of the Vinayaka Missions University

hereby makes known that

Mr / Ms. JOE.X

Has been admitted to the Degree of

MASTER OF ARTS IN ENGLISH

having been certified by the duly appointed examiners to be qualified to receive the same at the examination held in MAR 2013

and placed in FIRST *class*

Given under the seal of the University

Under Section 3 of the UGC Act 1956

(Formerly Vinayaka Mission's Research Foundation Deemed University)

Registrar

Vice-Chancellor

Date : 07/Jul/2013

Salem, India

Reg. No. 01AAD1134
Col Code 029 / 113

No. 2F012387



பெரியார் பல்கலைக்கழகம்
Periyar University

கலையியல் புலம்
FACULTY OF ARTS

பெரியார் பல்கலைக்கழக ஆட்சிக்குழு **2007** ஆம் ஆண்டு **ஏப்ரல்** மாதம் நடந்த **ஆங்கிலம்** தேர்வில்

X ஜோ என்பவர்

மூன்றாம் வகுப்பில் தேர்ச்சி பெற்றார் என்று தக்க தேர்வாளர்கள் சான்றளித்தபடி **கலையியல் இளையர்**

என்னும் பட்டத்தை அவருக்குப் பல்கலைக்கழக இலச்சினையுடன் வழங்குகிறது.

The Syndicate of the **Periyar University** *hereby makes known that* **JOE X** *has been admitted to the* **DEGREE OF BACHELOR OF ARTS in ENGLISH**

he/she having been certified by duly appointed Examiners to be qualified to receive the same and was placed in the **THIRD CLASS** *at the Examination held in* **APR-2007**

Given under the seal of this university

நாள்
Dated 17-09-2007
சேலம் 636011, தமிழ்நாடு, இந்தியா.
Salem 636011, Tamil Nadu, India.

பதிவாளர்(பொ)
Registrar i/c

துணைவேந்தர்
Vice-Chancellor