

TOJI JOSE

VICE PRINCIPAL | DEPARTMENT HEAD | SOCIAL SCIENCE FACILITATOR

CONTACT

tojijose09@gmail.com

+91 8143385845

Kannur, Kerala

EDUCATION

M.A. English Literature
Barkatullah University, Bhopal

B.Ed.
Osmania University, Hyderabad

KEY SKILLS

- Curriculum Development, Lesson Structuring & Instructional Models
- Academic Quality Assurance & CBSE Assessment Systems
- Staff Training, Mentoring & Performance Appraisal
- Leadership, Team Management & Stakeholder Coordination
- Student Performance Tracking, Motivation & Behaviour Management
- School Operations, Resource & Procurement Management
- Residential School & Hostel Administration
- Safety Protocols & Discipline Management
- Timetable & Examination Planning
- Parent Communication, Counselling & Grievance Resolution
- Digital Teaching Tools, Smart Classroom Technologies
- Decision-Making & Problem-Solving

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Email & Documentation Management

PROFILE

Academic professional with 14+ years of experience in curriculum development, academic operations, classroom instruction, and residential school administration. Expertise in implementing curriculum frameworks, developing academic plans, managing school administrative systems, monitoring staff performance metrics, and maintaining academic quality standards. Experienced in executing assessment systems, ensuring safety compliance, optimizing academic workflows, achieving improved board examination results, and managing departmental academic functions. policy implementation, timetable management, school documentation management, student performance monitoring, operational coordination, and data-driven academic planning.

WORK EXPERIENCES

HEAD OF SOCIAL SCIENCE DEPARTMENT & STUDENT COUNCIL BODY HEAD
Balsam Academy | 2020 – Present

- Lead the Social Science Department and implement annual curriculum plans aligned with academic learning objectives.
- Conduct teacher training sessions, classroom audits, and performance evaluations to improve instructional quality.
- Design and execute co-curricular programs and structured student leadership activities.
- Organize field trips, academic workshops, and experiential learning modules for curriculum enhancement.
- Implement school safety policies, discipline protocols, and emergency preparedness drills.
- Coordinate with management on academic calendar development, timetable structuring, and procurement of learning materials.
- Manage PTMs and structured parent communication systems for academic reporting and policy updates.

VICE PRINCIPAL (ACADEMIC & RESIDENTIAL MANAGEMENT)
St. Peter's International Residential School, Hyderabad | May 2017 – Apr 2020

- Managed full-spectrum academic operations, including timetables, assessments, and staff deployment.
- Supervised hostel operations, ensuring discipline, safety, and student welfare for residential students.
- Led counselling & behavioural interventions, improving academic and emotional development.
- Strengthened parent-school engagement, resolving escalations and grievances efficiently.
- Directed campus events, annual functions, and cultural programs, fostering holistic learning.
- Monitored student performance data and initiated improvement strategies across grades.

SOCIAL SCIENCE TEACHER
KB School of Excellence | 2014 – 2017

- Delivered high-quality instruction using structured lesson plans and activity-based methodologies.
- Designed assessments, project modules, and evaluation tools to track academic performance.
- Implemented learning differentiation, resulting in improved student outcomes.

ACHIEVEMENTS

- Best Teacher Award – St. Peter's International Residential School (2 years).
- Best Teacher Award – Chennai Institute of Technology (2021).
- Recognized for excellent board exam results in Social Science.
- Successfully completed British Council ISA Project as School Coordinator.
- Winner – IDEA Challenge Award (Balsam Academy) Recognized for proposing the best school-growth initiative among staff submissions.

LANGUAGES

- English
- Hindi
- Malayalam
- Telugu
- Tamil

PERSONAL DETAILS

Nationality	: Indian
D.O.B	: 12.03.1987
Marital Status	: Married
Gender	: Male

SOCIAL SCIENCE FACILITATOR
St. Jude's Co-Ed School, Bhopal | 2010 – 2014

Key Responsibilities

- Delivered high-quality classroom instruction and maintained excellent academic records.
- Organized student activities and supported holistic development programs.

ADDITIONAL LEADERSHIP & ADMINISTRATIVE CONTRIBUTIONS

- Identified, mentored, and trained students for prestigious platforms like IIMUN, enhancing their confidence, research skills, and public speaking abilities.
- Executed the British Council ISA project with 100% compliance across all action plans, resulting in successful international accreditation.
- Enhanced academic operations and calendar structuring, producing a 20% increase in schedule efficiency and a 30% reduction in timetable conflicts.
- Implemented safety drills, academic programs, and PTM frameworks, generating a 25% rise in parent participation and a 40% improvement in campus safety audit scores.

TRAINING SESSIONS & CERTIFICATIONS

- Completed 100+ hours of CBSE training programs.
- British Council certified for educational development programs.
- Teaching Proficiency Awards for 3 consecutive years.
- Qualified AP TET – 2015.

REFERENCE

- **Mr. Prabhakaran B**
  Principal
  Balsam Academy
  Contact: 9843218383

- **Mr. Saju Mathew**
  Former Principal
  KB School of Excellence
  Contact: 7760054204