J. MANOJ PRABHAKAR



Principal | Academic Coordinator | Head of Department – English

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Professional Summary

Experienced education professional with 13 years of experience in English teaching, academic coordination, school administration, department leadership and institutional responsibilities. Experienced in working across CBSE school environments as Senior English Faculty, PGT English, Head of Department, Subject Coordinator, Examination Coordinator, Language Trainer and Principal. Strong background in teaching English to Grades 6–12, academic planning, curriculum implementation, student mentoring, examination coordination, teacher collaboration, department management and board examination preparation. Proven record of delivering 100% results across six Grade 10 batches and four Grade 12 batches, with a subject average exceeding 91% and multiple 99-mark scores in Grade 12 English. Experienced in CBSE workshops, orientation programmes, board examination activities, practical examination observation and board evaluation. Recognized with a Best Teacher Achievement Award for successful board examination results.

Core Competencies

- School Academic Admin
- Academic Leadership
- English Language & Lit.
- Teaching & Learning Mgmt.
- Curriculum Implementation
- Department Management
- Faculty & Subject Coordination
- Examination Coordination
- CBSE Board Exam Prep
- Student Mentoring
- Classroom Management
- Academic Performance Imprv.
- Teacher Training
- Spoken English & Training
- English Olympiad Prep
- Spell Bee Training
- Academic Planning & Execution
- Institutional Coordination
- Stakeholder Communication

**Common skills (e.g., Problem Solving, Leadership, Adaptability) omitted to highlight core academic strengths.*

Professional Experience

PGT ENGLISH FACILITATOR & HEAD OF THE DEPARTMENT – ENGLISH at Nava Bharath International School, Coimbatore — Aug 2021 – Present

- Serve as PGT Senior Secondary English Facilitator and Head of the Department of English.
- Lead English department activities, academic planning and subject-level implementation.
- Teach English at the senior secondary level with focus on board examination preparation and academic achievement.
- Coordinate subject-related academic activities and support effective curriculum delivery.
- Mentor students for improved academic performance, language proficiency and examination readiness.
- Guide students in English Olympiad, Spell Bee and other language competitions.
- Support teachers and students through effective academic coordination and communication.
- Participate in CBSE workshops and orientation programmes conducted through online and offline modes.
- Contribute to CBSE-related examination activities, including Grade 12 board practical examination observation and board evaluation.
- Apply structured lesson planning, classroom management and student-centered teaching approaches.

PRINCIPAL at Nairs Vidhya Mandhir, Coimbatore

- Handled school-level academic and administrative responsibilities as Principal.
- Supported effective planning and implementation of academic activities.
- Coordinated teachers, students and departmental requirements.
- Contributed to institutional discipline, academic planning and overall school functioning.
- Provided academic leadership and supported smooth coordination among different stakeholders.

ENGLISH FACULTY / LANGUAGE TRAINER at Sri Ramakrishna Central School, Coimbatore — Sep 2018 – Mar 2020

- Delivered English instruction and supported students in academic language development.
- Planned and implemented classroom activities according to curriculum requirements.
- Focused on communication, language proficiency and examination preparation.
- Supported student development through mentoring and academic guidance.

ENGLISH FACULTY at Sri Ambal Thulasi Public School, Annur, Coimbatore — Jun 2016 – Mar 2018

- Taught English across school-level classes (Grades 6–12 under the CBSE curriculum).
- Prepared students for academic assessments and board-oriented examinations.

- Supported students in improving grammar, communication, writing and comprehension skills.
- Participated in academic coordination and school-level activities.

PREVIOUS TEACHING ROLES (Details upon request)

- **Kathir Vidyaa Mandhir, Coimbatore (Apr 2015 – Apr 2016):** English Faculty
- **KG International School, Annur, Coimbatore (Jun 2014 – Mar 2015):** English Faculty
- **PSG Public Schools, Coimbatore (Feb 2013 – Apr 2014):** English Faculty

Key Achievements & Roles

Academic & Leadership Achievements

- Successfully completed six Grade 10 batches and four Grade 12 batches with 100% results.
- Achieved more than 91% subject average in Grade 12 English with multiple 99-mark scores.
- Trained students for English Olympiad examinations, Spell Bee and other language competitions.
- Participated in numerous CBSE workshops and orientation programmes, both online and offline.
- Served as a CBSE observer during Grade 12 Board Practical Examinations and as an examiner during CBSE Board Evaluation.
- Received the **Best Teacher Achievement Award** for producing successful board examination results, organized by the Private Schools Teachers Association, Trichy.

Education

2011 – 2012 **Bachelor of Education (B.Ed.) – English (73%)**
Tamil Nadu University of Education, Kathir College of Education, Coimbatore

2009 – 2011 **Master of Arts (M.A.) – English with Computer Applications (72%)**
Bharathiar University, Ooty Arts College

2006 – 2009 **Bachelor of Arts (B.A.) – English (67%)**
Bharathiar University, Ooty Arts College

2004 – 2006 **Higher Secondary (72%)**
State Board, St. Joseph's Higher Secondary School, Ooty

Skills, Languages & Personal Details

Professional & Technical Skills:

- Digital Comm. & Educational Tech
- Online Teaching & Language Training
- Academic Documentation
- Computer Literacy & Apps

Languages:

- English (Fluent)
- Tamil (Fluent)
- Badaga (Fluent)

Personal Details:

- **Date of Birth:** 17 December 1988
- **Marital Status:** Single
- **Permanent:** Ooty, The Nilgiris, TN
- **Target Roles:** Principal, Vice Principal, Academic Coordinator, HOD - English, PGT English, Senior English Faculty, Exam Coordinator