Lekha Vijayadas

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Key Competencies

- Teaching Methodologies
- Instructional Design
- Classroom Management
- Curriculum Development
- Pedagogical Skills
- Instructional Delivery
- Formative Assessment
- Evaluation & Reports
- Constructing Models
- Concepts & Theories
- Student Engagement
- Conflict Resolution
- Parent and Stakeholder Coordination

Skills

- Organizational & Interpersonal Skills
- Strategic Planning
- Multitasking
- Decision Making
- Quick Learner
- Communication
- Innovative & Adaptable
- Motivation

Education

- Currently pursuing a **Doctorate Program in Educational Leadership form Edgewood College**
- Post Graduate Diploma in Educational Administration & Supervision (PGDES), Annamalai University, India - 2017
- B.Ed., University of Calicut, India - 1998
- M.Sc (Mathematics), University of Calicut, India - 1997
- B.Sc (Mathematics), University of Calicut, India - 1995

Personal Dossier

- Date of Birth: 04th Dec 1974
- Visa Status: Under Husband's sponsorship
- Nationality: Indian

Profile Summary

- Passionate and dedicated **Secondary School Math Teacher** with over 26 years of experience fostering an engaging and inclusive learning environment and having international teaching exposure.
- Expertise at designing and delivering effective **learning programs** on math, modelling teamwork and flexibility, and complementing **pedagogical success** with an ability to comprehend the elements of a good lesson.
- Proven track record of instilling a love for mathematics in students, facilitating **classroom discussions**, **assessing** students' performance, and preparing students to be successful leaders.
- Extensive experience in **school administration**, including **curriculum development**, scheduling, and coordination of educational programs, managing day-to-day school operations.
- Adept at leveraging **innovative teaching methodologies** to enhance student comprehension and enthusiasm for the subject while facilitating academic and personal development.
- Featured on **Centa's website** for successfully passing their **Teachers Professional Olympiad (TPO).**
- **Excellent communicator** and **outstanding faculty**, quick to **build rapport** with the students, increasing student participation, structuring social interaction, fostering a positive learning environment, and improving learning.

Certifications

- Passed Pedagogy and Subject specialization Cycle3 conducted by MOE, UAE.
- Passed the State Eligibility Test (SET) an eligibility test conducted by the Government of Kerala for teachers to teach in Higher Secondary Level.
- **FAME Training Institute (KHDA licensed):**
  - Child Protection and Safeguarding Program
  - Diversity Program
  - Well-being Program
  - Dealing with the People of Determination Program
  - Moral Education Program
  - Quality assurance Training on Sustainability
- Computational Thinking for Educators, CS Education Programs (Google)
- Empowering Classrooms–Educational Technology Foundation, Edline Institute
- Workshop on "Excellence, Ethics and Engagement" conducted by The Global Education and Leadership Foundation, India
- Participated in "The Teachers Forum", the interactive session with Dr. A.P.J. Abdul Kalam, Former Honorable President of India.
- Attended the workshop "Supervisor – The Situational Leader" facilitated by Mr. Ashok Kumar, CEO of The Indian High School Dubai.
- Participated in Workshop on "Question paper Setting and HOTS" in Mathematics (CBSE Board exams) conducted in Indian High School Dubai
- Certificate course in Computer Awareness and Software Application conducted by the Government of Kerala.

Career Trajectory

Apr 03-Jan 04
Gulf Indian High School
Secondary Teacher

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Sep 07-Jul 22
Delhi Pvt School
Coordinator Academic HOD Math & Sr Secondary Teacher

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Aug 2023 to till date
GEMS Millenium School
HOD &Sr Secondary Teacher

Work Experience

GEMS Millenium School, Dubai

Aug 2023 to till date: HOD & Senior Secondary Teacher

- **Curriculum Development: Designing lesson plans for secondary mathematics courses in alignment with curriculum standards.**
- Integrating modern teaching methodologies, interactive tools, and real-world applications to enhance student engagement.
- **Instruction Management:** Conducting dynamic and informative lectures and incorporating diverse instruction techniques to accommodate diverse learning styles and abilities.
- **Classroom Management:** Formulating effective classroom management strategies, promoting discipline, and creating a conducive learning atmosphere.
- **Student Assessment and Progress Monitoring:** Administering assessments, quizzes, and examinations to evaluate student comprehension and progress, identifying areas for improvement, and adapting teaching methods accordingly.
- **Parent-Teacher Collaboration:** Updating parents on student progress, addressing concerns, and providing insights into academic development.
- **Extra-curricular Involvement:** Mentoring students participating in math-related events, competitions, and tutoring sessions, fostering a passion for the subject beyond the classroom.
- **Professional Development:** Engaging in ongoing professional development activities and attending workshops, conferences, and training sessions to stay abreast of educational advancements.
- **Team Collaboration:** Collaborating with colleagues to share best practices and contribute to improving the school's educational programs.
- **Leadership:** Assuming leadership roles within the mathematics department, contributing to curriculum reviews, departmental planning, and school-wide initiatives.

Sep 2007 to Jul 2022: Delhi Private School, Dubai

Career Elevations:

- **Sep 2017 to Jun 2022: Coordinator & Academic HOD Math (Middle School) and Sr Secondary Teacher**
- **Apr 2015 to Feb 2017: Academic HOD Math (Middle School) and Sr Secondary Teacher**
- **Apr 2013 to Mar 2015: Activity Coordinator**
- **Apr 2012 to Mar 2013: Sr Secondary Teacher and Class Teacher**
- **Apr 2010 to Mar 2012: Sr Secondary Teacher and Representative (Grade9)**
- **Sep 2007 to Mar 2010: Sr Secondary Teacher**

Sep 2017 to Jun 2022: Coordinator & Academic Head of Department Math (Middle School), Sr Secondary Teacher

- Led the Middle School Math Department, facilitated efficient functioning, and supported personnel and staffing.
- Championed positive behavior among teachers and students, serving as a character model.
- Fostered communication with parents, teachers, and students to ensure smooth operations.
- Collaborated with school management to set 21st-century-aligned curriculum standards and implemented innovative assessment practices for optimal student achievement.
- Upheld the highest quality, integrity, and pedagogical practices among teachers.
- Exploited opportunities for knowledge and skill transfer among teachers, promoting continuous improvement.
- Trained teachers to meet the teaching standards outlined by the ministry (KHDA).
- Ensured effective teaching and assessment processes, identified gaps and devised strategies to optimize student achievement.
- Identified and secured appropriate resources for the department's needs.
- Encouraged the integration of ICT in relevant areas of learning.

Apr 2015 to Feb 2017: Academic Head of Department Math (Middle School), Senior Secondary Teacher

- Crafted challenging and engaging learning experiences for all students, fostering learner engagement and participation.
- Analyzed ASSET, CAT4, and internal assessment data to enhance classroom teaching and learning.
- Assessed and monitored student progress, providing measurable targets for continuous improvement.
- Collaborated with the HOD for effective curriculum delivery, including resource selection and efficient classroom management.
- Partnered with the Sen Co to develop ILPs, created remedial work, and assessed progress for gifted and academically challenged students.
- Engaged with teachers across the UAE through workshops and professional development platforms.

Apr 2013 to Mar 2015: Activity Coordinator

- Actively participated in co-curricular and extra-curricular activities, overseeing school events, coordinating meetings, organizing rehearsals, and coordinating events, including picnics.
- Interfaced with staff and students, focusing on health, safety, and safeguarding.
- Networked with schools and external partners, recruiting judges.

Previous Experience in India:

- Jun 2001 to Mar 2003: Kendriya Vidyalaya & Government Higher Secondary School, Kerala - Guest Lecturer & PG Teacher
- Jun 1998 to Jun 2001: Kanikkamatha Convent Girls High School, Palakkad - High School Teacher

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