**LETHA K. JACOB**

Email:***lethajacob123@gmail.com***

**Mob: 00971563781453**

**SENIOR PROFESSIONAL**

**“Teaching / Administration”**



Extensive exposure to managing/handling staff, students, and all activities of the school and maintaining a safe and peaceful environment in the school.

# Personal Profile▼

A highly proficient and vibrant academician with 30 years of administrative as well as teaching experience in the **CBSE / British National Curriculum**. I am currently working as Vice Principal in a British curriculum school, also have taught **English,** looking for a challenging position with a reputed organization /institution, where my diversified educational experience and teaching skills could be optimally utilized, nevertheless enhancing my knowledge and providing an opportunity for my personal growth.

**Areas of Expertise**

* Educational Leadership and Management
* Academic Management
* Curriculum Alignment and Implementation
* Staff Training and Development
* Behavior Management
* Prepare pre-inspection documentation

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# Employment History▼

* **Vice-Principal** Al Sabah Indian School Sharjah ( UAE) April 2019 – March 2022
* **Vice-Principal** Ramsis British School **Ras Al Khaimah (UAE)**

August 2017 – March 2019.

* **Head Mistress** (Primary) Al Manahil Pvt School **Al Ain (UAE**)

September 2014 June 2017

* **Primary Supervisor** Global English School **AL Ain (UAE)** Jan 2013 - August 2014.
* **Principal** **S**hemford Noble International School**, Qatar** August 2010 – July 2012
* **Principal** **O**tten English Senior Secondary School, **India** May 2003 to May 2010
* **Principal** **St**. Thomas English High School, **India**  June 2001 to May 2003.
* **Head Mistress** **M.E.S**. Central School**, India**  May 2000 to May 2001
* **Teacher** **M.M.M.** Public School, **India** May 1991 to July 2000

# Education/Qualifications▼

* Holds MA (English) Degree from Pandit Ravisankar University, Raipur, India in the year 1989.
* Holds B. Ed Degree from Bharathiyar University, Coimbatore, India in the year 1999.
* Holds Pre-Primary Teacher Training from Kerala Education Board, India in the year 1991.
* Holds Diploma in Office Automation.

# Enrichment Course Undergone▼

* Workshop in Communicative English conducted by Ratnasagar.
* Workshop on Effective Classroom Management and Teaching.
* Workshop on Teacher Excellence.
* Workshop on Leadership.
* One-month training program in communicative English and Communication skills.
* PD in Student competency framework from ADEC  21st-century skills workshop.
* SDP workshop.
* Actively participated in and out of staff development training for professional development.
* International benchmarking training.
* SPEA Workshops

# Personal Information▼

**Birthdate:** **15 July 1964**

**Gender: Female**

**Marital Status: Married**

**Driving License, No: 2353943**

**Nationality: Indian**

**Passport No: R 8206156**

**Visa status Employment visa**

# LETHA K. JACOB