

# Sara Abdelmeguid

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## Professional Summary

English teacher with extensive international experience, known for delivering exceptional, tailored instruction across diverse age groups. Transitioned into the role of a versatile Centre Coordinator / Nominated Supervisor, emphasising a commitment to child welfare, regulatory compliance, and fostering positive learning environments. Holder of an Early Childhood Diploma, CELTA, and TEFL certifications, showcasing a dedication to ongoing professional development. Proficient in both English and Arabic, with robust leadership experience in educational settings and a comprehensive academic background.

## Experience

o **November 2021- August 2024**

**CDPSL, Ambrose**

**Western Sydney, Australia**

**Position:** *Centre Coordinator / Nominated Supervisor*

➤ **Before and After School Activities Coordinator / Nominated Supervisor**

- ✓ Ensure the health and safety of all children in care, adhering to laws and regulations.
- ✓ Engage in self-assessment and quality improvement planning.
- ✓ Maintain relationships with school, and support programs.
- ✓ Foster effective teamwork, communication, and professional development among staff.
- ✓ Guide and support assistants, students, volunteers, and other personnel.
- ✓ Implement My Time Our Place framework for a balanced program.
- ✓ Promote social justice and equity, respecting diverse cultures and needs.

• **January 2017 – December 2021**

**Child Care Australia United Ltd**

**Sutherland Shire, Australia**

**Position:** *Centre Coordinator / Nominated Supervisor*

➤ **Before and After School Care Coordinator / Nominated Supervisor**

- ✓ Prioritised each child's wellbeing, positive identity, and the learning confidence.
- ✓ Ensured compliance with laws and regulations.
- ✓ Managed administrative tasks efficiently.
- ✓ Facilitated child-initiated play and learning.
- ✓ Fostered inclusive participation and informed decision-making.
- ✓ Communicated regularly with families about their child's activities and entitlements.
- ✓ **Delivered STEM workshops for educators – Little Scientists Australia**

• **August 2011 – November 2016**

**Alexandria House of English**

**Alexandria, Egypt**

**Position:** *English teacher – Day time*

➤ **Teaching English language and literature British system for year 9 Core (Pre-IGCSE) and for year 7 Checkpoint (Pre- IGCSE)**

- ✓ taught students whose first language is not English (age group 12 to 16 years old)
- ✓ planned, prepared and delivered lessons
- ✓ encouraged the students to communicate with each other using the structures and vocabulary they have learnt, and to improve the four basic language skills of listening, speaking, reading and writing
- ✓ prepared and set tests, examination papers, and exercises
- ✓ made and provided appropriate feedback on oral and written work
- ✓ freelanced teaching on a one-to-one basis
- ✓ basic administration such as keeping student registers and attendance records
- ✓ organised and got involved in social and cultural activities such as sports competitions, school parties and school trips

• **October 2011 – October 2015**

**American Language Institute (ALI)**

**Alexandria, Egypt**

**Position:** *English teacher – Evening time*

➤ **Teaching English as a second language for adults (Beginners - Intermediate - Advanced)**

- ✓ prepared worksheets, PowerPoint presentations and games
- ✓ set exams and provided appropriate feedback on oral and written work
- ✓ encouraged the students to communicate with each other using the structures and vocabulary they have learnt, and to improve the four basic language skills of listening, speaking, reading and writing

• **August 2009 - July 2011**

**Canadian International School (CIS)**

**Abu Dhabi, UAE**

**Position:** *English teacher*

- **Teaching English for grade 3 students with special needs on a 1-2-1 basis (Canadian System)**
- ✓ supported children with special needs in many ways, including filling in the gaps that exist in the learning process, helped the student build self-confidence, promoted interaction in the classroom, and ensured the student stays focused.
- ✓ Prepared extra worksheets and games for students

• **September 2007 - August 2009**

**Egyptian American School (EAS)**

**Alexandria, Egypt**

**Position:** *English teacher*

- **Teaching English for elementary school American System (grades 3 - 5)** (age group 8-11 years old)
- ✓ classroom management, planning, preparing and delivering lessons
- ✓ encouraged the students to communicate with each other using the structures and vocabulary they have learnt, and to improve the four basic language skills of listening, speaking, reading and writing
- ✓ marked and provided appropriate feedback on oral and written work

• **Sept 2005 - Aug 2007**

**Peace Tower School (P.T.S)**

**Alexandria, Egypt**

**Position:** *English teacher and lower grades coordinator and class teacher*

- **Teaching English for grades 6 (National System)** (age group 12/13 years old)
- **Teaching English, Science and Math for Kindergarten (National System)** (aged group 4/5 years old)
- ✓ Supervised lower grades teachers and set the exams for grades 1 to 3
- ✓ Introduced children to mathematics, language, and science
- ✓ Used games, music, artwork, films, books, computers, and other tools to teach basic skills
- ✓ Taught letter recognition, phonics, numbers, and awareness of nature and science
- ✓ Created projects designed to enhance learning
- ✓ Managed student behavior in the classroom by invoking approved disciplinary procedures
- ✓ organised and got involved in social and cultural activities such as sports competitions, school parties and school trips

## Education

- Achieved **Early Childhood Diploma** - Australia
- Achieved **CELTA** (Certificate in English Language Teaching to Adults), Sydney, Australia, 2015 certified by Cambridge University
- Achieved **TEFL** (Teaching English as a Foreign Language), TEFL international in Alexandria, Egypt, 2009
- **Diploma:** achieved an educational diploma, faculty of Education, Alexandria University, 2013
- **College:** Bachelor of Arts, English Department, Language and Translation section, 2004-2005
- **Written Translation** Courses (English and Arabic), Alexandria University
- **Consecutive and Simultaneous Translation** (English and Arabic), Alexandria University
- **School:** Elnasr Girls College Language School (E.G.C) 2000-2001

## Language and Nationality:

**English:** Fluent

**Nationality:** Australian

**Arabic:** Fluent

## Computer Skills

- Achieved the **ICDL** certificate
- Computer Courses (MS office) from: American University in Cairo (AUC)
- Computer Courses (Visual Basic) from: AUC
- System Analysis and Design from: AUC
- **IT** courses from: AUC