

SONAL KATHURIA

SUMMARY

Experienced professional with background in delivering successful strategic planning and policy formation. Committed to upholding school mission and values by analyzing student progress benchmarks and addressing resulting challenges. Approachable leader with strong communication and interpersonal skills.

EXPERIENCE

Junior School Headmistress, 11/2018 - Current

GD GOENKA SIGNATURE SCHOOL - GURUGRAM

Academic Excellence:

- Ensured the implementation and improvement of high-quality academic programs.
- Monitored and evaluated teaching standards and student performance.
- Developed and reviewed curriculum in line with educational standards and requirements.
- Implemented effective assessment and evaluation strategies.

Leadership and Management:

- Provided strong leadership and guidance to teachers, staff, and students.
- Foster a positive and inclusive school culture and ensure discipline and decorum.
- Managed and allocated resources effectively, including staff, budgets, and facilities.
- Developed and implemented policies and procedures for the smooth functioning of the school.

Staff Development and Management:

- Recruited, trained, mentored, and evaluated teaching and non-teaching staff.
- Facilitated professional development programs and workshops for staff.
- Foster a collaborative and supportive work environment.
- Ensured appropriate staffing levels and manage workload distribution.

Student Welfare and Support:

- Promoted a safe and nurturing environment for students.
- Monitored student progress, behavior, and well-being.
- Implemented effective counseling and support services for students.
- Encouraged and facilitated student involvement in co-curricular activities.



CONTACT

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SKILLS

- Team leadership abilities
- Exceptional communicator
- Training and mentorship
- Continuous learning
- Decision making
- Adaptability
- Emotional Intelligence

- Parent and Community Engagement:
 - Foster positive relationships with parents, guardians, and the wider community.
 - Communicated effectively with parents regarding student progress and school activities.
 - Organized and participated in parent-teacher meetings and school events.
 - Collaborated with community organizations for the benefit of students.
- Administrative and Operational Responsibilities:
 - Overseen day-to-day school operations and administrative tasks.
 - Ensure compliance with legal and regulatory requirements.
 - Managed school records, reports, and documentation.
 - Handle admissions, student records, and examinations.

Head of School, 03/2016 - 11/2018

Presidium - Gurugram

- Oversaw day-to-day administrative activities, including selection & staffing, discipline, admissions, and welfare.
- Planned and managed budgets, successfully increasing admissions through effective promotions and activities while minimizing expenditures.
- Ensured academic quality through classroom observations, note book corrections, and student discipline.
- Facilitated effective communication with parents regarding academics and maintained documentation.

Teacher , 04/2013 - 03/2016

Presidium - Gurugram

- Efficiently handled classes from Nursery to Grade III.
- Prepared reports, conducted staff training, and participated in business generation.
- Organized events and parent orientation sessions, ensuring parent satisfaction.
- Maintained regular communication with parents regarding students' performance.

Teacher and trainer, 04/2011 - 11/2012

Holy heart prep school - Gurugram

- Implemented curriculum and organized events and induction programs for teachers.
 - Conducted demo sessions for teacher selection and facilitated regular training and assessments.
 - Maintained communication with parents regarding students' progress.
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EDUCATION

Nursery Teacher Training, Early Childhood Care Education , 2015

Karnataka state of open university - Gurugram

B.Ed , Education , 2015

MDU - Rohtak, HR

Bachelor of Arts, Education , 2013

Shobhit University - Meerut, UP

12th ,Commerce, 2004

Blue Bells Model School - Gurugram

10th , Schooling, 2002

Blue Bells Model School - Gurugram

LANGUAGES

English: First Language

Hindi: