Mobile #: +92-335-3158787

Email: [zakiairshad88@gmail.com](mailto:zakiairshad88@gmail.com)

Availability: Immediately

Zakia Irshad

30 years old, an experienced and energetic practitioner; who served the education field for more than 10 years; has the knowledge, skills and understanding of a range of teaching, learning, assessment and behaviour management strategies needed for the prosperity & growth of any educational institute.

**CAREER HISTORY:**

**Designation: Curriculum Coordinatior for Junior & Higher Sections**

* Kings & Queens School Of Excellence, Harley Street, Rawalpindi. Pakistan; Jan 2017 to Mar 2018
* Shining Star School System, Peoples Colony, Rawalpindi. Pakistan; Sept 2015 to Dec 2016
* International Islamic University Islamabad School, Harley Street, Rawalpindi. Pakistan; May 2014 to April 2015

**Designation: Head of Academics & Exam Department**

* The Intellectuals School System-Head office I-8/2, Islamabad.Pakistan; Sept 2011 to Mar 2014

**DUTIES & RESPONSIBILITIES:**

* Maintained and strengthend the ethos and philosophy of the school
* Assisted in school planning
* Making informed and positive contributions to the planning and development of school initiatives
* Have being a positive and proactive member of the curriculum team
* Set appropriate standards and benchmarks in curriculum areas, and analysed, prepared and presented data to demonstrate achievements of cohorts in test and tasks, and learnings
* Determined annual goals and related targets
* Demonstrated exemplary teaching practice
* Recognised and catered for a diversity of learning styles
* Demonstrated a thorough understanding of the syllabus requirements for all relevant subjects
* Demonstrated an understanding of current trends in education
* Developed a responsive and appropriate curriculum
* Overseen the preparation and implementation of work programs, study plans and other courses of study within the relevant subject areas
* Planned, implemented and overseen assessment
* Ensured student records are maintained
* Demonstrated a thorough understanding of the nature of learning
* Ensured the provision of supportive and challenging environments that optimise learning
* Developed positive working relationships with and amongst colleagues
* Have being proactive in the support of colleagues in both academic and behaviour- related matters (when the behaviour is particular to the specific subject area)
* Supervised performance and progress of colleagues
* Promoted professional development of staff
* Inducted new staff members
* Assisted and mentored pre-service teachers
* Participated in appraisal processes
* Delegated tasks as necessary and/or appropriate
* Encouraged and fostered positive relationships with staff, students and parents
* Have being proactive in conflict resolution.
* Provided leadership and support in the area of student/teacher interaction
* Set meeting regularly with staff
* Provided the principal with minutes of curriculum area meetings

**Designation: English, Maths & Computer Sciences Teacher (Primary & Higher Section)**

* Aviation Army Public School, Rawalpindi, Pakistan; March 2008 to Jan 2009

**`DUTIES & RESPONSIBILITIES:**

* Planned and prepared lessons in line with subject schemes of work, using appropriate teaching methods and resources.
* Marked and monitored students’ class and homework providing constructive oral and written feedback, and setting targets for students’ progress
* Contributed to the development of schemes of learning and Subject/Faculty
* Set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline
* Undertook student supervisory duties and cover for absent colleagues in line with school procedures
* Operated school and subject rewards policy
* Assessed and recorded each student’s progress, including through observation, questioning, testing and marking
* Understood and made effective use of national, local and school data to set clear targets for students’ achievement and to monitor progress
* Met tracking and reporting deadlines
* Contributed to Subject/Faculty monitoring of the assessment of students
* Kept Directors of Learning, Directors of Student Progress and Form Tutors informed about student progress and behaviour and action taken
* Took part in lesson observations to share good practice and as part of the school’s policy of self-evaluation
* Contributed to meetings and discussions about teaching methods, schemes of learning, student progress and Subject/Faculty policies
* Kept parents and line managers informed about student progress/concerns and action taken
* Reviewed own professional development and identified training needs
* Completed other duties as required by the Principal

Awards & CertificaTe of Merits:

* Certificate for participating in Co-curricular Activties at St. Catherine’s Convent GHS School Rawalpindi, Pakistan.
* Certificate for participating in Science Exhibition 2006 held at St. Catherine’s Convent GHS School Rawalpindi, Pakistan.
* Certificate of Excellence for participating in Twin City Inter University Challange 2009 held at Institute of Space Technology Islamabad, Pakistan.
* Certificate for participating in inter departmental Mushaira Competition held at Fatimah Jinnah Women University Rawalpindi, Pakistan.
* First Prize Merit Certificate in Computer Sciences, BA (Seccion 2006-08) at Govt. Viwqr-Un-Nisa Post Graduate College for women Rawalpindi, Pakistan.
* Thirdt Prize Merit Certificate in Geography, BA (Seccion 2006-08) at Govt. Viwqr-Un-Nisa Post Graduate College for women Rawalpindi, Pakistan.
* Certificate of Teacher Training Programmes held at International Islamic University Islamabad School Rawalpindi, Pakistan.

**ACADEMI QUALIFICATION:**

**Masters** (Communication & Media Studies- Specialization in Electronic Media)

Fatima Jinnah Women University Rawalpindi, Pakistan (2009-11)

**BA** (Geography, Computer Sciences)

Govt. Viqar-Un-Nisa Post Graduate College for women Rawalpindi, Pakistan (2006-08)

**HSSC** (Physics, Mathematics ,Computer Sciences)

St. Catherine Convent Girls Higher Secondary School Rawalpindi, Pakistan (2004-06)

**REFERENCES**

May be furnished on demand