 **Najia Hamid Shah**

**Address:** Building 211, Apartment 002, Discovery Gardens, Dubai, UAE.

**Mobile:** (UAE): +971505383256

**Email**: najia1@gmail.com.

**Nationality :** British

**NVQ Level 3 CACHE Assessor**

**CACHE LEVEL 3 Diploma in Early Years Education and Care**

**CACHE LEVEL 5 Diploma in Health and Social care for children and young people**

# Profile Synopsis

Ambitious and empathic educational professional with seven years of solid hands-on class room experience, holds a Bachelor degree in Business Administration. Committed to the cultivation of a well balanced and supportive learning environment, where each child receives the attention that he/she needs and deserves. Demonstrated capability to provide individualized support, ensuring students need and goals are accommodated. Excellent communication, interpersonal, critical thinking and problem solving skills.

**Area of Expertise**

Guided Reading – Behaviour Management Support – Motivational Individualized Support – Learning Methodologies – Progress Monitoring – Early Years Childcare – Health and Safety – Event Organiser

**Employment History**

**NVQ Level 3 Assessor/Trainer (April 2021 till Date)**

**Kidz Inc Training Centre, Dubai**

**Responsibilities:**

* Planning and delivering vocational training programmes and workshops
* Observing and assessing candidates in the workplace
* Marking student work and examining portfolios of evidence
* Meeting with students to provide feedback and guidance
* Signing off the award when all requirements are met
* Keeping records of candidates progress
* Participating in team meetings and contributing to quality assurance cycles

**Lead Teacher- (**April 2018-December 2020)

**Blossom Children Nursery, Dubai Marina, Dubai UAE**

**Responsibilities:**

* Teaching all areas of the primary curriculum.
* Taking responsibility for the progress of a class of primary-age students.
* Organizing the classroom and learning resources and creating displays to encourage a positive learning environment.
* Planning, preparing and presenting differentiated lessons that cater the needs of the whole ability range within their class.
* Motivating students with enthusiastic, imaginative class activities.
* Preparing, marking and providing feedback to facilitate positive student development.
* Meeting requirements for the assessment. Records, evaluates and reports student’s development. Providing feedback to parents on student's progress.
* Working collaboratively with others to plan and coordinate work.
* Organizing and taking part for school events, outings and activities.
* Undertake special assignments, ad-hoc functions and related duties as and when required.
* **KPI (Key Performance Indicator) Coordinator**- Evaluating education planning and Learning Journeys.

**Class room Teacher (October 2017- April 2018)**

**Kids Kingdom Learning Centre JLT, Dubai UAE**

**Duties and Responsibilities:**

* To plan and organize activities and opportunities to extend learning.
* To produce accurate and effective observations so as to assess the child’s progress and the effectiveness of the learning environment.
* To support the development of the children through the early years framework.
* To manage the children’s behavior and routines in line with the settings policies and procedures.
* To work within a key person system.
* To maintain objective, accurate and up-­‐to-­‐date records that identify the children’s’ individual needs abilities and progress, and use these as a focus for future planning.
* To work in partnership with the parents and carers at all times.
* To work within the settings health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the centre.
* To work within the centre’s equal opportunities policies.
* To share tasks as necessary as part as the general up-­‐keep, tidiness, and cleanliness of the centre and which contribute to the general well-­‐being of the team.
* To plan for outings and be aware of the additional responsibilities needed for the children’s safety.
* To participate in and contribute to regular staff meetings
* Keep up-­‐to-­‐date with research and training so as to improve skills and knowledge and develop a positive attitude that enhances practice.
* To supervise and assist Assistant Teachers and helpers to ensure their practice is of high quality.
* To be responsible for own personal and professional development by receiving relevant training.
* To undertake any other task as requested by the centre management that is necessary for the smooth running of the centre and the welfare of the children in its care.

**Lead Teacher- Early Years Education and Childcare (Aug 2016-Sep 2017)**

**Future International Nursery, Al Warqa, Dubai UAE**

**Duties and Responsibilities:**

* Nurture and develop the knowledge, abilities and social skills of children from Birth to two years
* Developing and implementing lessons and work schemes using the Early Years Foundation Stage as a framework
* Provide a safe and stimulating environment that facilitates learning.
* Organising and supervising play and work activities i.e. reading, cooking, outdoor activities, music etc.
* Liaising with parents, carers and professionals such as speech therapists and health visitors
* To Monitor children’s progress, keep meaning full records and evaluate performance through formative assessments in line with nursery policy
* To work closely and manage 5 members of the nursery staff to establish the highest standard of achievement, within a learning environment which reflects current excellent practice for very young children, particularly those aged Birth – 2
* To implement the nursery’s policies and procedures with specific regards to Safeguarding and Health and Safety
* To Lead, attend and contribute to regular planning and staff meetings
* To plan, organise and resource a classroom environment which facilitate children’s autonomous, independent learning and enable children to maximise full potential
* To plan, organise and resource a classroom environment which facilitate children’s autonomous, independent learning and enable children to maximise full potential
* To set a good example in terms of punctuality, attendance, behaviour and dress, and to support the development of the nursery’s reputation and standing in the wider community.

**Teacher Assistant Volunteer** (June 2011-March 2014)

**St. Stephen’s Primary School, London, U.K.**

**Duties and Responsibilities:**

* To plan with teachers the daily and weekly programme lessons, activities and events.
* To prepare, plan and manage specific teaching programmes activities and adjusting them according to pupils responses and needs.
* To observe, record and support the development and progress of pupil, identifying difficulties and giving them feedback in relation to their progress and achievement
* To encourage pupils to interact and work co-operatively with others.
* Assisting teachers in maintaining a clean, safe and orderly classroom environment.
* To listen, support and discuss issues sensitively with parents and to participate in feedback sessions with parents and carers.
* Complying with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Head teacher.
* To supervise pupils on outing and visit to London Zoo, London Sea life, National History Museum, Science Museum, National Gallery, London Eye etc.

**Class Teacher** (Sep 2007- May 2009)

**Educator Beacon House, Lahore, Pakistan**

**Duties and Responsibilities:**

* Motivating and inspiring the kid's learning abilities, giving postural care to kids and giving them a safe learning atmosphere.
* Structuring and producing visual assistance.
* Organising education equipment and resources.
* Encouraging children's numerical and innovative development.
* To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
* Working with others to arrange and harmonize work, and sharing information with other practitioners and parents.
* To provide general clerical support, e.g. administer course work, produce worksheet for learning activities, photocopying, and filing etc.

**Business Studies Teacher Assistant** (Sep 2006-June 2007)

**National University of Computer and Emerging Sciences, Lahore, Pakistan**

**Duties and Responsibilities:**

* To work under the guidance of teachers/senior staff for evaluation of business related projects. Structuring programme of extra-curricula opportunities for students to develop and improve their skills in business and enterprises.
* Maintain good order to keep pupils on task.
* To conduct curriculum development work including identification of students requirements, planning, development and evaluation of courses and course material.
* To participate in student development review and appraisal process.

# Qualification

**Level 5 Diploma in Leadership for Health and Social care and Children and Young People’s Service**

**CACHE LEVEL 5**

**Level 3 Diploma in Early Years Education and Care (CACHE LEVEL 3)**

**British Orchard Nursery, Dubai, UAE-**

**Bachelor of Business Administration (2004-2008)**

***National University of Computer and Emerging Sciences, Lahore, Pakistan***

**Major:** Management and Finance (Result: CGPA 2.95)

**Intermediate in Computer Sciences (2002-2004)**

***Kinnaird College for Women, Lahore, Pakistan***

**Major:** Computer Sciences (Result**:** Marks: 805/1100)

**Matriculation (2002)**

***L.D.A Model Girls High School, Lahore, Pakistan***

**Major:** Sciences (Result: Marks 718/850)

**Seminars, Workshops and Community Involvement**

**Training Workshops at St. Stephen’s Primary School, London, U.K.**

⬩***Child Safety*** (11th June 2011) ⬩***Presentation Skills*** (8th June 2011) ⬩***Positive Mental Attitude*** (6th June 2011) ⬩***Team Building*** (1st June 2011) ⬩***First Aid*** (25th May 2011) ⬩***Problem Solving*** (4th May 2011)

**Parenting Issues and how to deal with them** (June, 2011)

**St. Stephen’s Primary School, London, U.K.**

**Basic Features of International Business** (December, 2005)

**National University of Computer and Emerging Sciences, Lahore, Pakistan**

**Community Involvement.**

Volunteer Walk, Cancer Research U.K.

Fundraiser Coordinator, Helping Hand, London, U.K.

Helping in Empowerment of Women’s Education in Pakistan.

**Skills and Core Competencies**

|  |  |
| --- | --- |
| ⬩Good communication, Customer service & Writing skills  ⬩Positive attitude & friendly personality  ⬩Possess excellent organization, communication and  problem solving skills  ⬩Self-motivated and adaptable to be able to work with minimal supervision  ⬩Good interpersonal skills  ⬩Ability to operate under solid pressure and meet tight deadlines | ⬩Strong multi-tasking skills and the ability to work in a dynamic and fast paced environment  ⬩Well developed planning, organizing, and time  management skills  ⬩Strong attention to detail  ⬩Strong user of all MS Windows and MS Office  applications (WORD, EXCEL and PowerPoint)  ⬩Ability to Organise Students Events. |

**Computer Skills:** MS Windows, MS Office and Internet Tools.

**Communication Ability:** Fluent in written and oral English, Urdu and Punjabi. Basic Arabic.

**Availability:** Immediately

**Relevant References and Certificates will be furnished on Demand.**