



ROOMANA MOIN

Contact Details

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Personal Profile

Pass Port / Nationality: Pakistani

Languages known: English and Urdu

Marital Status: Married

Education

University OF Karachi

1. ***M.Ed in ECE (Early Childhood Education)***
2. ***Montessori Diploma Course (L.M.I)***
3. ***NESA International Conference in Bangkok***
4. ***International Conference on Autism.***
5. ***Hourly trainings at TRC and Spelt.***
6. ***OUP teaching Phonics Workshop.***
7. ***Enrich, Engage, Empower at Akha Khan University.***

Skills

- Strong computer and communication skills.
- Flexible and adaptive to new ideas.
- Skilled in teaching within a Montessori model and ECED to target the developmental milestones and understand the needs of children so that no child is left behind.
- In-depth knowledge of child care methods and practices.
- Comprehensive knowledge of organizing classroom activities.
- Ability to adhere to the rules of educational philosophy.
- Familiar with the health and safety policies and procedures standards in pre-school settings
- Self-motivated, good planning and organizational skills.
- Effective communicator with the ability to establish good rapport with children and parents.
- Strong management skills and smooth execution of the planning on both smaller and larger scales.
- Lead a team, aspiring, training, and motivating other teachers by creating a positive environment.

Objectives

To secure a position where I can apply my passion for education and child development, utilizing my dedication to nurturing young minds and fostering a supportive learning environment, and contributing positively to their academic and personal growth.

Experiences

GEMS WESTMINSTER (2023 – Present)

Form Teacher/ Innovation Coordinator

- Delivering engaging and interactive Elementary lessons to Grade 1 students, following the school's curriculum and educational standards.
- Develop and implement creative and effective teaching strategies to inspire a love for elementary and fostering critical thinking skills.
- Collaborate with colleagues to create a positive and supportive learning environment.
- Ensuring continuity in delivering of curriculum content.
- Foster a positive and inclusive classroom culture that encourages curiosity and exploration.
- Participate in parent-teacher conference and maintain open communication with parents regarding students progress.

Foundation Public School (2009 – 2023)

Teacher/Lead teacher/Learning Center Coordinator

- Conducting teachers training sessions after attending workshops and as per need.
- Managing inventory list of the activities and material in learning center.
- Collaborate and communicate regularly with parents to support each child's learning
- Planning individual educational plan to cover zone of proximal development of each child.
- Regularly assess student's learning with multiple forms of assessment.
- Prepare and implement the monthly Planners for the class.
- Plan and execute mega events with budgeting and scheduling time slots for classes, and plan a routine for the classes for a smooth run.
- Supervising and coaching teachers for outdoor play, learning center, the importance of reading, and needs-based activities to cater to individuals' needs.
- Responsible for providing good care and ensuring a happy, safe, and stimulating environment.

- Monitor and review the curriculum and work closely with the Management team to ensure the smooth running of the Nursery.
- Planning and establishing developmentally appropriate practices to cater all 5 areas of development and learning of a child.
- Playing an active role as a part of a team, assisting and training teachers with personal interest.
- Guiding, facilitating teachers, and approving their classroom activities while making lesson plans.

Aitcheson Model School | 2008 – 2009

Grade 1 Teacher

Perform the tasks of planning, designing, preparing, and reviewing the curriculum for the grade.

Prepare performance reports and coordinate with the parents, and update child development activities on a monthly basis.

- Provide care and supervise children regarding their needs.
- Implement methods to ensure the continuous progress of the child.
- Responsible for planning and evaluating the performance of a child individually.
- Participates in curriculum development and workshops.
- Planning the annual function, stage program, and training the children for the same.
- Preparing children of different levels to participate in the assembly presentation.
- Creating and developing an appropriate classroom environment.
- Supporting and performing towards achieving the agenda and school goals.
- Planning activities that would stimulate growth in language, social, and motor skills.
- Providing an Individual approach to children regarding their developmental stage and sensitive periods for language and order.

