**Wardah Tanweer**

Date of birth: 02/11/1984

 Address: Istanbul, Turkey. Tel: 090 507 179 81 02

. Email: wardah\_kazmi@yahoo.com

Highly dedicated educational professional with an extensive experience as a Montessori Education Coordinator and primary Montessori teacher. Emphasis placed on creating an environment which fosters a love of learning for the teachers as well as students.. Encouraging and patient. Prepared individualized and extracurricular support for students who are struggling with learning concepts. Quickly developed an excellent rapport with students, staff members and parents to produce a friendly and supportive school community. Organize year round Montessori trainings for staff members as well as organize workshops and seminars for the promotion of Montessori learning wherever I have worked.

**Areas of Expertise:**

Montessori Education – Curriculum development- Student Motivation- Team Teaching Approach– Classroom Management– Multi –Age Classroom – Critical Thinking -Detailed Record keeping – Hands – on Learning-Administrative duties- Behaviour Management

**EDUCATION**

* 0-3 Montessori diploma, North American Montessori Centre **December 16- May 17**
* Montessori Post-Diploma Certificate, Maria Montessori Institute AMI **October 08- June 09**
* AMI Diploma (3-6)*,* Maria Montessori Training Organisation **September 07-June 08**
* Masters in Human development & Family studies, Home Economics college, Lahore, Pakistan, **2007**
* Bachelors in sciences, Home Economics College, Lahore, Pakistan, **2005**
* Metric, Pakistan Embassy School Jeddah, KSA **2000**

**CAREER HISTORY**

* **October 15 - Present**

*Palet Montessori School: Education Coordinator Istanbul, Turkey*

All responsibilities which apply to group representatives (head teachers) also apply to the education

coordinator.

2. The working hours is from 8:00 am to 17:00 pm.

3. At the beginning of each academic year, preparing an annual program with the administration and

teachers separately for each class and applying them in monthly and weekly periods.

4. Ensuring the application of the Montessori curriculum and the National Education (Ministry of

Education curriculum) curriculum in the most appropriate arrangement and following up.

5. Working together with the General Director and Branch Directors for the development of educational

goals and strategies. Making proposals and suggestions. Determining that there is no deficiency for

the correct application of the system.

6. Ensuring that the group representatives progress simultaneously and in accordance with the program

in their education activities.

7. Preparing a special assessment chart for the Montessori system. Following how this chart is applied

by the teachers. Presenting it to the manager at regular intervals.

8. Keeping track of the material, homework, observation notebooks and class presentations, and report

cards prepared by the group offices and directing them.

9. Sharing all kinds of information, feelings and thoughts regarding teaching and learning activities of

the group representatives and communicating them to administration.

10. To improve the quality of education, organizing various activities between the school, parents,

teachers and students such as meetings, seminars, harmonization events and tea meetings.

Carrying out joint efforts with other departments for their organization and preparation.

11. Sharing all kinds of information and documents related to the school, administration and teachers

with the administration. Strictly following the teachers and group representatives in this regard.

12. Organizing the training of teachers with the knowledge of the General Director, tracking their

performance.

13. Being responsible in the first degree for the conduct of teacher training programs.

14. Participating in routinely held class (group) meetings. Presenting meeting reports to the directors at

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* At the beginning of each academic year, preparing an annual program with the administration and teachers separately for each class and applying them in monthly and weekly periods.
* I work together with the General Director and Branch Directors for the development of educational goals and strategies. Making proposals and suggestions
* Ensuring that the group representatives progress simultaneously and in accordance with the program in their education activities.
* Preparing a special assessment chart for the Montessori system. Following how this chart is applied by the teachers. Presenting it to the manager at regular intervals.
* I keep track of the material , observation notebooks and class presentations, and report cards prepared by the group offices and directing them.
* Organizing various activities between the school, parents and teachers.
* Organizing the training of teachers with the knowledge of the General Director, tracking their performance.
* Being responsible in the first degree for the conduct of teacher training programs.
* Participating in routinely held class (group) meetings. Presenting meeting reports to the directors at regular intervals.
* Organizing school trips
* Making orders for Montessori materials, furniture order, school supplies etc.
* Making regular observations of classrooms and providing feed backs to improve the practices.
* Represented the school on different forms e.g. educational fair, International child development congress.
* **Sept 14- Sept 15**

 *Dar Al Fikr: 2nd grade English Teacher Jeddah, KSA*

* Developed lesson plans and submitted them for review and feedback.
* Planned a program of study to meet individual students’ goals.
* Created a classroom environment conducive to the process of learning.
* Established reasonable set of rules for classroom behaviour.
* Skilled in team teaching and interfacing with colleagues and administration.
* Generate classroom excitement by introducing hands-on lessons and programming..
* Meet with parents in parent/teacher conferences, inviting input.
* Pursue new learning tools to enhance educational programs.
* Attend in-services and staff meetings, maintaining strong relationships with fellow staff and administrators.
* **Jan ‘10 – 14**

*Ambassador Montessori School: Primary Teacher Jeddah, KSA*

* Integrated creative , multi- sensorial and interactive teaching strategies
* Ensured instruction supported the emotional, social and physical development of the child.
* Applied Montessori concepts toward 2nd language acquisition
* Prepared prep work and created visual aids, games, three part cards etc. to support lessons
* Utilized observation, work samples, developmental ranges and other assessment strategies to help make instructional decisions for individual children
* Organized theme related props , scenery and bulletin boards to foster interest in topics
* Allowed free movement in classroom to promote and encourage exploration
* Encouraged a sense of trust and belonging amongst students and teachers
* Identified sources of students' academic struggles and implemented modifications to assist student to learn to their full potential.
* Partnered and group children according to their strengths and weaknesses as needed.
* Continually assessed students' mastery of material and follow through trajectory to help student reach their yearly academic benchmarks.
* Established and maintained cooperative and supportive relationships with colleagues.
* Communicated with parents on regular basis including but not limited to newsletter, phone calls, emails, text messages and weekly agenda.
* Participated in parent/teacher conferences twice a year as a minimum and more frequently as needed by individual students
* Met with prospective preschool families and answer questions about Montessori Education
* Attended and participated in staff meetings
* Participated in monthly Emergency Procedure drills
* **Sep ’08 – 09**

 *New Park Montessori School, London, U.K*

 *Montessori directress*

* Worked as a Montessori directress and 2nd in charge.
* Presented activities in engaging way.
* Made use of songs, props to introduce new concepts and help in their vocabulary acquisition.
* Created monthly developmental plans.
* Cared for the environment and made sure it is a safe, happy, engaging and peaceful place to be
* Provided with In-house training.
* Regularly communicating with parents and head of staff.
* Took part in classroom management workshops.
* Took care of administration sector and was trained in making invoices, budgets, ordering materials for school, regulating health and safety checks around the school.

* **March’ 07 – July 07**

*Sunshine Montessori School, Jeddah, Saudi Arabia*

*Primary English Teacher*

* Worked as an English teacher for the children aged from 4 to 6.
* Taught all curriculum in English (English, Math, Science, General knowledge)
* Maintained the class boards with relevant weekly lessons in an attractive, engaging way
* Working with other teaching staff to set goals, objectives and methods.
* Encouraged students to ask questions and to express their difficulties.
* Establishing effective classroom management practices.
* Gave feedback to pupils and writing progress reports for their parents.
* Took students out on field trips.
* Responding to misbehaviour in an effective but measured way.
* Organised school parties, competitions and field trips.
* **June 2006 – July 2006**

*Play therapist, Shaukut Khanum research centre & Hospital, Lahore, Pakistan*

* Interned in the paediatric ward as a play therapist with cancer patient children
* Dealt with their emotional & psychological problems in a compassion way.
* Prepared engaging activities and healthy recreational activities.
* Sat with doctor in counselling sessions.
* **September 2005 – December 2005**

*Assistant teacher, Advance Resource Centre for Education, Lahore, Pakistan*

* Worked as an assistant teacher for a reception class children aged 2 ½ to 3 ½ assisting the teacher in the management of pupils and the classroom.
* Helping children in their studies and all areas of the national curriculum.
* Providing general support and one-to-one assistance for pupils.
* Helping children with their learning, playing and social development.
* Assisting with the preparation of a comfortable learning environment.
* Preparing class registers & accurately updating pupil records.
* Meeting parents at Parent Evening’s & updating them on a child’s progress.
* Producing accurate and up-to-date records and reports as required.

**INTERESTS**

Outdoor adventures Reading Fashion Quran Blogs Education Montessori

**REFERENCES**

Available on Request