

Heba Abdulraouf Mohammed

Personal details

Date and place of birth :23/03/92
Marital status: Married
Nationality: Egyptian
Address: Dubai, Muhaisanah
Fluent in written and spoken Arabic, English
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Education

- Bachelor degree in lateral, University of king Marriott, Alexandria. Egypt,2013, good grade
- Good KHDA reviews after attendance classes.
- KHDA approval for Arabic B teacher.

Work experience

Russian international School as Arabic teacher for non- Arabs (4 years) and Head for Arabic and Islamic department (3 years):

Grade KG1,1, 2,3,4,5,6,7,8,9,10,11

My job profile includes:

Teacher: -

- Teaching the children with an easy method to understand the lesson very well.-
- Deal with the students to help them to solve their problems in and out the school.-
- Communicate with the parents to create a peaceful atmosphere for the students in the school and in the house.
- Make the lesson as a game to make them understand it quickly.
- Making actives and competitions to make the lesson funny for the students

Head for Arabic and Islamic department:

- To develop and implement the Arabic department improvement plan, working in conjunction with the school's strategic plan to move the school forward
- To carry out data analysis and chart student progress and inform progress in line with school policy
- To manage and develop Arabic Teachers and Teaching Assistants in accordance with school's continual professional development policy
- To appraise Arabic Teachers and Teaching Assistants in accordance with the school's appraisal policy
- To demonstrate outstanding teaching skills which lead to excellent results and outcomes
- To demonstrate excellent and innovative pedagogical practice, including the use of educational technology
- To behave at all times in a manner befitting a role model for the students and teaching staff
- To promote the safety and well-being of students and staff

Oxford school Dubai, as Arabic teacher for non- Arabs (Sep 2015- till date):

Grade KG, 2,3,4

- Taking responsibility for the progress of a class of primary-age pupils.
- Organize the classroom and learning resources and creating displays to encourage a positive learning environment.
- Planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class.
- Motivating pupils with enthusiastic, imaginative presentation;
- Maintaining discipline.
- Preparing and marking work to facilitate positive pupil development.
- Meeting requirements for the assessment and recording of pupils' development.
- Providing feedback to parents and careers on a pupil's progress at parents' evenings and other meetings.
- Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area.

Westminster school, Dubai as Arabic and Islamic teacher (Jan2015- May 2015) Grades 1, 2

El Sheikh Sayed Private school, Egypt, Arabic A teacher, (2014) grades 1,2,3

Seminars and workshops

- Speaking Methods workshop for teachers, Indian Academy, Dubai, 2016
- Special Needs teaching Methods workshop for teachers, Sheikh Zayed University, Dubai, 2015
- Certificate of completion of the course on how to become a distance teacher in 24 hours from Hamdan Bin Mohammed Smart University
- Certificate from Dubai Police and Al Futtaim Health Hub Guinness World Records™
- Certificate from the Knowledge and Human Development Authority for attending Living Arabic (Design Thinking
- Training Course MPD (Mandatory Professional Development Courses Certificate from Central Institute of Innovation and Entrepreneurship

Technical skills:

Languages; fluent in Arabic and English; Speaking, Writing, listening

Russian: Acceptable

Windows word, excel, power point

Internet course, Intel teach to the future training program