

PORTFOLIO

AISHA DABEER

W/O. DABEER ULLAH SHEIKH

RESIDENTIAL ADDRESS

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Welcome to my Teaching Portfolio! While going through this you will discover the journey I have set upon in hopes of becoming an Montessori Directress.

I was born on September 17, 1986 in Karachi, Pakistan. I grew up in a family of eight - my parents, my 5 younger brother, sisters and myself. Because of my large family, I have grown to appreciate working with others to create a common consensus. My goal is to teach the Children as an Montessori Directress and educate them with basic tools of Montessori which help them to grow in disciplinary manner . I have worked with children for many years and have groomed me a lot from each experience. In past I, was associated with many schools and gained rich experience from each one. I, enjoyed to teach Children that is why I, chose teaching as my Profession. I, hope you enjoy reading about my experiences and how all these experiences have helped me to grow as an individual.

Worked As an Primary School

Teacher in White House Grammar School (2007 till 2009)

It was my first job as school teacher. Here I, was associated with Junior Classes and helped my senior teachers for day to day activities of class work. I, gained a lot of experience while doing work here all the staff of the school was very supportive and encouraging. Thereafter, I, quit this school due to my own examination.

Worked As an Primary School

Teacher in Apex School (2009 till 2010)

It was my second job as school teacher. Here I, was also associated with Junior Classes and helped my senior teachers for day to day activities of class work like prepare planner for the students, maintain the records, discuss the progress of the students with their parents, manage the classroom and prepare audio-visual aids for the students, give class work, home work and other necessary activities of the Class. I, gained a lot of experience while doing work here all the staff of the school here was also very supportive and encouraging. Thereafter, I quit this school due to shifting of my residence.

Worked As an Primary School

Teacher and After Completion of Montessori Certification As Montessori Directress in Beacon Askari O levels/Secondary School (2011 till 2016)

It was my third job as school teacher. Here initially (from 2011 to 2014) I, was associated with Junior classes and helped my senior teachers for day to day activities of class work like prepare planner for the students, maintain the records, discuss the progress of the students with their parents, manage the classroom and prepare audio-visual aids for the students, give class work, home work and other necessary activities of the Class. After completion of my Montessori Directress Certification I, was promoted to act as Montessori Directress. The core activities which I, performed after becoming Montessori Directress was development of age-appropriate thematic lesson plans to aid child learning, fostered a child focused classroom environment, attended education workshop to hone my teaching skills, keep upto date regarding latest research about Montessori development etc. I, gained a lot of experience while doing work here all the staff of the school here was also very supportive and encouraging. Thereafter, I quit this school due to my marriage.

Working As Montessori Directress in The American Foundation School (April, 2016 till 2018)

It is my fourth job as school teacher. My core responsibility here is to handle class of 35 students of age group from 2.5 to 3.5 years and teach them basics like shape, color, counting and how to hold pencil and color etc. Beside all these I maintained thematic planner for class, discover visual rhymes, teach them about basics of daily life like eating, talking and behavior, conduct small games in the class to bring their interest in the class, maintain their records like class work and home works, teach them about natural things, names of animals, flowers, fruits and vegetables and pay more attention toward weak students in the class.

Working As Montessori Directress in AES School for Girls (April, 2018 till date)

It is my fifth job as a Montessori teacher. My core responsibility here is to handle class of 22 students of age group from 2.5 to 3.5 years and teach them basics like colors, pegging and different Montessori activities. Tell them how to hold pencil and colors etc. Beside all these I maintained thematic planner for class, discover visual rhymes, teach them about basics of daily life like eating, talking and behavior, conduct small games in the class to bring their interest in the class, maintain their records like class work and home works, teach them about natural things, names of animals, flowers, fruits and vegetables and pay more attention toward weak students in the class.

Working with English as a Second Language

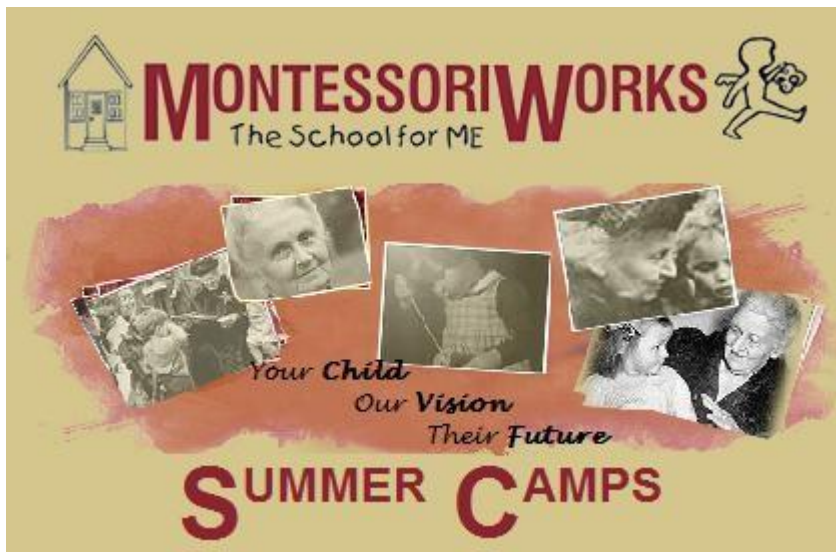


Beside Urdu as Mother Language there are some students who speak English well due to their environment which they got in their home and it is important not to make those students feel who do not have such environment at their home therefore I, am also drawing attention of those students to give importance to english. Through this experience those students learnt a lot and start using some basic words which they do not aware of and starting collaborate with their classmates well.

Creating Mindfulness in the Classroom.



Throughout the years I, have developed a great love of yoga and meditation. I, am involved in my own daily yoga practice, and feel that it is extremely important to enter into the classroom with a calm mind, an open heart and a peaceful and respectful attitude. If I, can enter any situation in this light, then and only then, can I, expect the same from those I, encounter. I, have developed a Yoga session in that I, use to teach students Yoga in the classroom. This encourages physical activity, relaxation and creates a certain calm within our environment, allowing students to go forth with their day with a clearer mind and a greater awareness.



This past summer I, was blessed with an opportunity to run a training session privately in my home to teach surrounding children about basic elementary tools of Montessori. I, worked with different children ages group from 3-5, managing their each day's activities, programing their events and trip as well as educate them how handle things like pencil, spoon, jug and other basic things which they used in their daily lives. Beside all these I, also taught them how to live a healthy live. The kids and I, visited the University of Karachi and explore their natural organic vegetable in the surrounding areas. While visiting different gardens their I, teach them about a great deal about the care of different plants. The experience was both exciting and educational for children and the camp received wonderful reviews from parents. This experience allowed me to revisit the benefits of experiential education and how important it is to grant children ample opportunity to explore the great outdoors.

Thank you

CURRICULAM VITAE

AISHA DABEER

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CAREER STATEMENT:

“An effective classroom practitioner with the required behavioral management skills and personal commitment needed to ensure that all students succeed and fulfill their academic potential. Aisha is a very passionate about making a real difference to young people’s lives through teaching. She can bring high-level skills to the table and genuinely strives to satisfy each and every pupils unique learning requirements. Furthermore, she possesses vast experience of working in diverse academic settings & of developing lessons for a wide range of students. Right now she wants to join a school that always works to the principles of fairness & equality of opportunity in all its recruitment processes.

EXPERIENCES:

12 years’ experience in different renowned schools.

AES School for Girls (April, 2018 till Date)

Working as a Montessori Directress, my core responsibilities are:

- Responsible for handling a class of 22 students of age group 2.5-3.5 years. Teaching them basics like shape, color, counting etc.
- Teaching about basics of regular life eating, talking, and behavior.
- Conducting small games in the class.
- Conducting group activities.
- Responsible for their physical and mental development.
- Coordinating with the parents and updating about their child’s development and performance.
- Maintaining the complete records of students.
- Teaching them about natural things, names of animals, flowers, fruits and vegetables.
- Conducting small tests monthly for checking their development and grasping status.
- As per performance giving more attention to weak children.

The American Foundation Cambridge School (April, 2016 till 2018)

Working as a Montessori Directress, my core responsibilities are:

- Responsible for handling a class of 35 students of age group 2.5-3.5 years.

- Teaching them basics like shape, color, counting etc.
- Teaching about basics of regular life eating, talking, and behavior.
- Conducting small games in the class.
- Conducting group activities.
- Responsible for their physical and mental development.
- Coordinating with the parents and updating about their child's development and performance.
- Maintaining the complete records of students.
- Teaching them about natural things, names of animals, flowers, fruits and vegetables.
- Conducting small tests monthly for checking their development and grasping status.
- As per performance giving more attention to weak children.

Beacon Askari and O levels/Secondary School (2011 till 2016)

Working as a Montessori Directress, my core responsibilities were:

- Developed age-appropriate thematic lesson plans to aid child learning.
- Fostered a child focused classroom environment.
- Conducted meetings of teaching faculty and parents to track child development.
- Attended education workshops to hone my teaching skills.
- Teaching within the designated subject areas.
- Ensuring the correct use and care of equipment and resources is maintained.
- Prepare presentation on different topic for better understanding of students.
- To ensure timely and correctly answer to parents queries and look after of whole section.
- To ensure regarding latest research about Montessori development.

White House Grammar School (2007 till 2009)

- Worked as a primary teacher, my core responsibilities are:
- Excellent communication skills, good knowledge of all subjects, and methods of teaching
- Ability to prepare lesson plans for the students.
- Ability to grade the exam papers, maintain the records, and discuss the progress of the students with their parents
- Ability to manage the classroom and prepare audio-visual aids for the students
- Ability to prepare curriculum for the students
- Ability to train and teach the students for the next level of education
- Ability to utilize advanced methods of teaching and training the students
- Ability to organize weekly parent's meeting and discuss various issues related to the academic progress of the child.

APEX SCHOOL (2009 till 2010)

Worked as a primary teacher in junior classes.

CERTIFICATION:

- Certificate course in Montessori Teacher Training Program London Montessori Institute, (Completed in 2015).
- Awarded as a best sports incharge in different races on SPORTS DAY 2014.
- Certificate course of MS Office (OFFICE,EXCEL and POWER POINT).

SEMINAR:

- Attended seminar on topic “**INTRODUCTION TO PHONICS**”
- Attended seminar on topic “**CHILDS PSYCOLOGY**”
- Attended seminar on topic “**CREATIVE WRITING**”
- Attended seminar on topic “**CHILDS,TEACHER AND PARENTS BEHAVIOUR**”

ACADEMIC QUALIFICATION:-

- | | | |
|---------------------------------|-------------------------|--------------------------|
| • Master in Economics & Finance | (University of Karachi) | 1 st Division |
| • Bachelors of Commerce | (University of Karachi) | 1 st Division |
| • Intermediate FSC | | B Grade |
| • Matriculation SSC | | A Grade |

SKILLS:

PERSONAL SKILLS

- Critical thinking
- Professional conduct
- Sense of humor
- Teamwork
- Perseverance
- Attention to detail
- Confident
- Creative energy
- Positive attitude

PROFESSIONAL SKILLS

- Good in both Urdu and English
- Fine Communication skills, both oral and written.
- Capable of performing research and analysis.

PERSONAL INFORMATION

- Father Name: Ahsan Jalil
- CNIC No: 42201-6597540-2
- Husband Name: Dabeer Ullah Sheikh

INTEREST

- Internet Surfing.
- Interested in theater and poetry more particularly Urdu.
- Love in listen music, read short stories etc.
- Enjoy traveling.

REFERENCE WILL BE FURNISHED UPON REQUEST