

## Arpita Moitra

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### Profile Snapshot

An effective player with capability of taking up the challenges and perform up to the employer's expectations and proving my capabilities. A teacher by passion, demonstrated history of working in both academics and administration. Fluent in online teaching methodologies, development and reframing of content in accordance with the digital blended learning. Imparting education, using the knowledge and skill that has been learnt and in line with the developing scenario of education; maintaining the quality and base, towards a professional growth.

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### Skills

- Curriculum development
- Cambridge Certification
- Team building- teacher training and development
- Adherence to policies and procedures
- Relationship building and networking
- Staff supervision and development
- Proficient in creating and maintaining schedules
- Hiring and recruitment
- Strong leadership skills
- Key-relationship management
- Financial Administration
- Personable and approachable

### Strengths

- Honesty, integrity, hard- working and a person of principles
- Team Spirit
- Zealous and enthusiastic
- Skills of leadership
- Patience
- Willingness to learn
- Ability of expression and explanation
- Perseverance
- Effective interpersonal and oral skills of communication

**Present Status:** Currently working as Headmistress at Delhi Public School, Hyderabad.

## Professional Experience

**Delhi Public School (Hyderabad)**

**April 2022- To Present**

### **HEADMISTRESS**

- Being the Headmistress and In-charge of Pre-Primary and Primary
- Established the methodology of Cambridge curriculum among teachers. Mentored them in using the Cambridge resources and depicting them into classrooms
- Being the in-charge of Library and Hindi departments- as HOD –teacher training- new initiatives- classroom activities
- Developed subject and grade leaders to advance oversight and improve instructions
- Established a positive, stimulating learning environment for students and teachers and made them feel valued
- Responsible for Co-Curricular activities conducted year-round in the school
- Teacher training and development of classroom content
- Teacher recruitment-level specific- preparation of question sets- interview demos- PI rounds Parent connect- PTMs, Queries, Feedbacks
- Conducted thorough analyses of yearly results and directed lesson planning focusing on the improvements and the problem areas.
- In-charge of the yearly school calendar.
- Planned regular micro-teaching and demo sessions on weekly basis.
- Coordinator of related co-curricular activities as debate, dramatics and so on
- Time table management
- Responsible for smooth running of classes and other classroom activities
- Transport responsibilities – level specific
- Conducting examination level specific
- Active involvement in affiliation process for senior secondary
- Mentored newly hired educators and provided encouragement and feedback
  
- Trained teachers on effective teaching techniques and classroom management strategies
- Oversee all student record and discipline and teacher's evaluations
- Being part of Senior Leadership & Management, responsible for proactively managing parent relationships
- Responsible for maintaining high education standards of school and holistic development of the student
- Evaluated teachers based upon official observations and classroom lessons
- Talent development through identification and coaching potential leaders
- Source, recruit and interview education candidates and recommend potential new hires
- Assisted in maintaining a safe and orderly school environment
- Managed school facilities which included supervision of personnel consisting of room cleaners, cafeteria monitors etc.
- Responded to and resolved difficult and sensitive parent issues as well as faculty concerns

- To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging, Maintain a cordial relationship with the management, students, faculties and administrative teams for smooth operations and effective working environment
- Responsible for Promoting the visibility of the school both internally and externally
- Supervise the maintenance, repair, and procurement of preschool supplies and equipment
- Regular class observations to ensure quality teaching and using appropriate teaching materials to get the maximum learning in the classrooms
- Plan and implement school activities, both indoor and outdoor to assist students in holistic development

**National Public School (ITPL Branch)**

**May 2019- April 2022**

**PRE-PRIMARY In Charge/Coordinator/HOD**

- Being the Founder In charge of the Department
- Being actively involved in online teaching and training using Microsoft Teams.
- Played an active role in recruitment of faculty members, viz. setting entrance papers, conducting demo classes and faculty interview.
- Be actively involved in the affiliation process from the state board and CBSE.
- Ensuring smooth functioning at the ground level with regards to multiple documentation and NOCs. Plan, control, and direct the overall activities of the school
- Facilitated the vision of shared leadership while providing learner-centred leadership for all staff and students
- Handling disciplinary matters
- Conduction of online activities and programs
- Budgetary responsibilities
- Handling a staff team and ensuring smooth conduction of online classes
- Responsible as the Head of the Department/ Co-ordinator to provide strong academic leadership and manage and develop the department to ensure it achieves highest possible standards of excellence in all its activities
- Responsible for maintaining general discipline of the students and staff to ensure smooth functioning and consistent provision for academic ambience
- To ensure the development of the Curriculum to keep up to date with the relevant changes and to encourage a wide range of activities to learn the subject with practical skill
- Responsible for designing the regulations, curriculum, and syllabi
- Appoint Grade leaders, Activity In charge, Special assembly and event in charges, etc. for the department and arrange to make teaching-learning student-centric and to ensure uniform learning across the grades
- Evaluate teaching materials to ensure that appropriate education is being imparted to the students

- Regular class observations to ensure quality teaching and using appropriate teaching materials to get the maximum learning in the classrooms
- Plan and implement school activities, both indoor and outdoor to assist students in holistic development
- Oversee the teaching performance and research activities of all the faculty of his/her department for the benefit of the program and organisation
- Responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and school's strategic plans and direction
- Assist in student admission process, explain the school policies, features of the school and pedagogy and enrolment process to the parents
- Maintain a cordial relationship with the management, students, faculties and administrative teams for smooth operations

#### **National Public School (Indiranagar Branch)**

**August 2016- April 2019**

- Being the Pre-Primary Teacher and also supported the extra curriculum activities including arts & crafts and dance
- Responsible for each individual child's academic, social, and emotional well- being
- Coordinating different co-curricular activities
- As the part of the curriculum development group I developed a portion of Literacy curriculum and worked along with the audit team
- I am also a part of the school editorial group for the school magazine and taking care of highlighting the facilities in schools with catchy quotes and presentation
- I am responsible for conducting special assemblies on special occasions apart from our regular class assemblies
- I am responsible for preparing the assignment sheets and designing the lesson plans

#### **International Centre for Excellence**

**May 2014- July2016**

I was associated with International Centre for Excellence (ICE) which is a Cambridge Registered International School for 2 years.

- I was working as a Primary Teacher and also support the extra curriculum activities including arts & crafts and dance
- Preparation of lesson plans, daily schedules, and class notes
- Preparation of Question papers
- Conducting assemblies' class wise
- Coordinating with other departments for various events
- I am a **certified Cambridge Primary Professional** (Online Assessment) & help in developing the scheme of works & lesson plans and implementing them as a blended approach

**Presidium Educational Institution PVT.Ltd. (New Delhi)****April 2012- Till March 2014**

I have worked with Presidium School as Teacher & Mentor for 2 years and my core responsibility was of Class Teacher for Grade II. I was also responsible for putting up the classes with the current topics and also doing all the arrangements during the culmination task of TBL (Theme Based Learning).

- I was responsible for preparing sample notebooks for all the subjects and making sure of the uniformity in all the sections of Grade –II.
- I have made presentations on various topics and presenting it in the class through Smart Boards.
- I have made many practice sheets based on various topics which is well appreciated and also circulated in all the branches of Presidium Schools in Delhi / NCR for reference by our Academic Head.
- I was responsible for conducting special assemblies on special occasions apart from our regular class assemblies and doing all kind of art and craft work in the class when it is required and on special occasions like annual functions etc.
- I also attended many workshops, trainings and seminars on child psychology, activity-based learning, how we can make the child more creative, smart board trainings etc.

**Amity International School (New Delhi)****June 2003- Till September 2007**

I have worked with Amity International School as Teacher for close to 5 years and my core responsibility was of Class Teacher for Montessori Section. I was also responsible for putting up the classes with the current topics and also doing all kind of decorations in the classes and supervising in school decoration on special festivals and occasions.

- I was responsible for preparing the assignment sheets on computer for practice on a particular topic for all the Montessori classes till class -3rd and also making the assessments papers for semester examinations
- Making presentations on different subjects and presenting the same in the class
- Apart from conducting regular class assemblies I was responsible for conducting special assemblies as well which includes presentation in the form of dance or drama related to the occasion and festival. Also helping the dance teacher in composition of dance whether classical or contemporary style for senior students as well
- Doing all kind of art and craft work in the class every time it's required as well as in the school on special occasions like annual functions etc.
- I also have an experience of teaching all the subjects till classes 3rd and 4th as many times I have taken classes in the absence of the class teachers

**WORKSHOPS AND CONFERENCES**

- Workshop on Blended Learning by COE Chennai 2022
- Workshop on Inclusive Education in classrooms by COE Chennai 2022
- Workshop on Dramatics in classroom and its implementation by COE Chennai 2021
- Attended CBSE webinars on NEP
- Attended Cambridge Assessment English Webinar on Assessing Reading and Listening Online
- Attended Cambridge Assessment Webinar

## REFERENCES:

1. Ms. Shantha Chandran  
Principal, National Public School, Indiranagar
2. Ms. Alpa Chedda  
Coordinator, National Public School, Indiranagar- +91 8850604705
3. Ms. Sonia Bhattacharya- +91 8884422892  
Coordinator, National Public School, ITPL
4. Ms. Anindita Banerjee- +91 8420741167  
Headmistress, Delhi Public School, Hyderabad
5. Ms. Sangeeta Das- +91 9521702435  
Vice Principal, Delhi Public School, Hyderabad

## EDUCATIONAL QUALIFICATION

| Degree                                     | Institute                   |
|--------------------------------------------|-----------------------------|
| MA (Perusing)                              | IGNOU                       |
| BA                                         | Delhi University (2003)     |
| 2yrs Advance Diploma in Interior Designing | NIFD (2003)                 |
| NTT ( Nursery Teacher Training )           | Rotary Public School (2008) |
| Cambridge Certification                    | IGCSE (2015)                |
| CTET (Central Teacher Eligibility Test)    | CBSE ,Delhi (February 2014) |

- Learned Kathak Dance from Gandharva University Mumbai. Also attended workshop and learned Odyssey and Bharatnatyam dance forms.
- Have taken classes on painting and craft work like thread work, greeting card making, Flower making etc.

## Personal Information

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| Father          | Late. J.N Banerjee              |
| Spouse          | Rahul Moitra                    |
| Date of Birth   | 5 <sup>th</sup> September' 1983 |
| Languages known | Enlish, Hindi, Bengali          |

