

Mary Janet Mohan Anthony

Residential Address: A 204, Shriram Vijaya Hyde Park, Duraiswamy Layout, Peelamedu, Coimbatore, Tamilnadu, India. Pin code: 641004

Work Address: Rak's Pallikkoodam School of Excellence, Codissia Trade Fair Complex Rd, Peelamedu, Civil Aerodrome Post, Coimbatore, Tamil Nadu, India. Pin code 641014

PERSONAL PROFILE

- Current Designation: Language Arts Director
- Total 7 years' experience in handling the Cambridge English Curriculum.
- 3 years' experience in handling the AS and A level English Languages
- 5 years' experience in teaching the IGCSE ESL and 2 years in teaching the FLE curriculum.
- 5 years of experience in handling the O level Tamil Curriculum.
- Post graduate degrees in Sociology and English
- Cambridge International Diploma in Teaching and Learning (CIDTL) Certificate holder.
- Completed the Harvard Project Zero Certification in "The Power of Making Thinking Visible."
- Completed online extension programmes for both IGCSE and A level English.
- Human Resource Certified Professional from the United States (PHR Certification) with corporate experience.
- Proficient at learning new concepts and creatively applying the same to the institutional environment.
- Strong analytical background and problem-solver who exhibits determination and perseverance.
- Excellent organizational and communication skills who also works well in teams.

CREDENTIALS

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- CENTA Teaching Professionals' Olympiad National Rank Holder – High School English – Rank:36
 - Professional in Human Resources (PHR certification) awarded by the HR Certification Institute, Virginia, United States of America.
 - Awarded the Dr. Shankar Dayal Sharma Medal and the Pondicherry University Medal for outstanding academic performance during post-graduation.
 - Treasurer, Students Union, Stella Maris College during final year of graduation.
 - Tamil Mandram President during second year of graduation.
 - Class Representative both during graduation and post-graduation.

EDUCATION

Masters in Sociology, Pondicherry Central University (CGPA 9.3/10/)	June 1999-April 2001
Masters in English, Annamalai University	
Bachelor of Arts – Sociology (First Class)	June 1996-April 1999

ROLES & RESPONSIBILITIES:

- Mentor and oversee the academic and extra-curricular activities in the English, Tamil, French and Hindi Departments at school.
- Discuss, guide and approve the Long Term and Short-Term Plans made for English and Tamil.
- Chair Department Meetings in order to review and evaluate the working of the department(s).
- Conduct Teacher Augmentation Programmes on a regular basis.
- Handle English Classes at the IGCSE, AS and A levels.
- Handle Tamil Classes at the O levels.
- Spearhead the Drop Everything and Read (DEAR) Initiative – a month long Reading Programme aimed at encouraging Learners, Teachers and Parent Community to read.
- Editor of the School Newsletter for the last 7 years.