

Vedhavathi V

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Career Summary

- An experienced High School teacher possessing excellent classroom management skills as well as dedication.
- Ability to devise and develop ways to encourage and challenge students to help them deepen their knowledge and understanding.
- Ability to develop and foster appropriate skills to enable the development of children.

Areas of Expertise

- Class Teacher.
- Classroom Management.
- Behavior Management.
- Creative Questioning.
- Student Focused.
- Organized.
- Hard working.
- Knowledgeable about all areas of teaching.
- Dependable and sincere.
- Good artist.
- Excellent trainer.
- Good in making friendship and quick learner.

Professional Experience

Vagdevi Vilas School, Munekolalu, Bangalore – from 2017 to 2019 and 2021 to till date

Worked as Kannada Teacher

Responsibilities

- Create a lively, communicative atmosphere in class which is conducive to teaching and Learning.
- Encourage diligence, organization, responsibility, self-reliance, co-operation, teamwork, honesty, understanding and tolerance in students.
- Plan, deliver and evaluate lessons, maintaining up-to-date records and forward plans, and delivering the records and plans for regular inspection to the Director as requested.
- Monitor the attendance of students at lessons and ensure that they are doing, to the best

of their ability, classwork, homework and coursework, and that it is up-to-date and marked.

- Review student progress and, where appropriate, seek help for students with perceived special needs.
- Review student progress and in the case of behavioral or educational problems communicate these as appropriate to the Head of Primary or Director - communication with parents to be sanctioned by the Head of Primary or Director in such cases.
- Monitor compliance with School rules and dress code regulations.
- Organize resources in advance, issue textbooks and other resources, keeping records and collecting back at the appropriate time.
- Maintain and improve personal standards of teaching, sharing ideas with other staff, and remain abreast of developments in their own subject and education generally.
- Write, supervise and mark tests and exams as appropriate.
- Attend assemblies, meetings, Parent Evenings, presentations and events, including on Saturdays, as required.
- Attend and support School activities as reasonably requested by the Director.
- Complete reports as required.
- Liaise and maintain close communication with other members of staff and, in conjunction with them, to organise trips as necessary, to review text books and other resources, advising the library as appropriate, to maintain records of text books and other resources, to assist with setting/streaming as necessary, to review syllabuses and contribute to the design, evaluation and development of departmental and/or Year curriculum, schemes of work and policy.
- Cover for absent colleagues when necessary.
- Undertake other tasks and duties as reasonably requested by the Director.
- Avoid doing or saying anything that is detrimental to the reputation of the School or its staff.
- Take a daily register of student attendance.
- Collect letters upon student return from every absence, passing them on to the office for filing; contact parents if necessary.
- Follow-up on student absence of three or more days, through the School administrative staff.

- Liaise with other teachers, management and parents (if agreed by management) if there are problems of an educational, social or behavioral nature.
- Enforce dress regulations and other school rules.
- Distribute notices and inform students of events/happenings as necessary.
- Collate reports and write a class teacher report for each student at the appropriate time.
- Offer appropriate counselling to students, where possible, or refer to relevant support staff.
- Be the first point of contact between staff and class students for both positive and negative communications.
- Attempt to get an overview of every student's academic and social development.
- Develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.
- Assess and record progress and prepare students for progress tests.
- Link students' knowledge to earlier learning and develop ways to encourage it further; challenge and inspire students to help them deepen their knowledge and understanding.
- Teach all areas of the primary curriculum.
- Take responsibility for the progress of a class of primary age students.
- Organize the classroom and learning resources to create a positive learning environment.
- Plan, prepare and present lessons that cater for the needs of the whole ability range within the class.
- Motivate students with enthusiastic, imaginative presentations.
- Maintain discipline.
- Prepare and mark to facilitate positive student development.
- Meet requirements for the assessment and record of students' development.
- Provide feedback to parents on a student's progress at parents' evenings and meetings.
- Coordinate activities and resources within a specific area of the curriculum, and support colleagues in the delivery of this specialist area.
- Work with others to plan and co-ordinate work.
- Stay up-to-date with changes and developments in the structure of the curriculum.
- Take part in school events and activities including at weekends or evenings.
- Liaise with colleagues and work flexibly.

Achievements

- Won 'Best Teacher' award.
- Always got 100% Results in the subject taught.
- Conduct Sirigannada Pratibha Parikshe exam at Vagdevi Vilas School, Munekolalu, Bangalore.
- Trained students for essay and poetry writing competition, trained students awarded.

Leaders International School, Gowribidanur – from 2014 to 2016 Worked as Kannada Teacher

Responsibilities

- Developing lesson plans as per the curriculum.
- Conducting tests for students on a monthly and weekly basis to track their progress.
- Responsible to conduct extracurricular activities for the students.
- Helping and guiding the weak students in their curriculum.
- Conduct extra classes for weak students.
- Arrange Parents Teacher Meeting.
- Maintain discipline in the classroom.
- Maintaining the attendance register of students.
- Maintaining up to date classrooms display.
- Help managing student behavior.
- Responsible for organizing and setting up the painting classes.

Achievements

- Always got 100% Results in all the subjects taught.
- Awarded "Best Teacher" in **Leaders International School, Gowribidanur**.

Academics

- Master of Arts Kannada (M.A.), Pursuing 2nd year from Bangalore University.
- Bachelor of Education (B.Ed.) from Venkataswamy College of Education, Madugiri in 2013 with 89%.
- Bachelor of Arts (B.A) from Acharya pre university women's college, Gowribidanur in 2012 with 76%.
- Intermediate (10+2) from Govt. pre university college, Kotaldinne in 2009 with 60%.
- High School from Dr. H Narasimahayya National High School, Hosur in 2007 with 72%.
- Certificate course in Basic computer.

Academic Projects

- Conduct classes for children with special abilities.
- Prepare teaching material for students.
- Conduct Psychological tests for students.
- Trained students for essay and poetry writing competition.

Extra-Curricular Activities

- Tuition
- Reading
- Drawing/Painting
- Singing

Personal Details

Date of Birth: 15 May 1991

Languages Known: Kannada, English, Telugu & Hindi

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