

Rubina Khan

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TEACHING OBJECTIVE & PHILOSOPHY

An enthusiastic and dedicated English Language Instructor with 14 years of experience in teaching English as a second language, aiming to add value and help the institution to achieve its vision and mission to provide quality education, while growing personally and professionally.

My teaching philosophy is that learning happens when there is a change in the attitude to deal with real-life issues. When I see Arwa confidently picking up “I wandered like a lonely cloud” by William Wordsworth to recite for an audience, this is I believe is an example of successful learning because when she started she was not confident to speak a single sentence in English. I believe that a successful lesson is when there is change in learner’s attitude towards language and their confidence in learning and using the language not only inside but outside the classroom. I reckon that a teacher is a facilitator therefore I always try to make my classes interesting with games and develop a sense of competitiveness in my classes. I also believe in trying out new methods of teaching and hoping to work on ways to integrate technology in my classrooms.

AREA OF EXPERTISE

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|--------------------------------|-------------------------|-----------------------------|
| • Strong organizational skills | • Robust team leader | • Good interpersonal skills |
| • Creativity & problem solving | • Tech Savvy | • Time-management |
| • Assessment and evaluation | • Planning & Scheduling | • Active listening skills |
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EXPERIENCE

English Language Instructor

November 2009 – Present

English Language Institute, Jazan University, *Jazan, Saudi Arabia*

- Prepare and deliver lectures based on needs analysis to undergraduate students to develop their general English Language proficiency.
- Perform administrative duties such as serving as department head, determining course schedules, coordinating teaching assignments, organizing, and conducting course and students’ evaluation.
- Aid faculty and staff in duties such as teaching classes, conducting orientation programs, and organizing extracurricular activities.
- Serve on academic and administrative committees that deal with institutional policies, departmental matters such as planning, evaluating, and revising curricula, course content, course materials, and methods of instruction.
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional organizations and activities.
- Review student misconduct reports requiring disciplinary action, and counsel students regarding such reports.

Assistant Teacher

June 2001 – August 2009

Burhani National English High School, *Aurangabad, Maharashtra, India*

- Prepare for assigned classes and instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapt teaching methods and prepare instructional materials to meet students' varying needs and interests for classroom activities. Use technological aids and other equipment to facilitate teaching.
- Prepare, administer, and grade tests and assignments and homework to evaluate students' progress. Prepare reports on students and activities as required by administration.
- Organize and lead extracurricular activities such as clubs, games, art and craft, music and story telling, and academic contests designed to promote all round development of students.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

Assistant Teacher

June 2000 – April 2001

Model High School, *Aurangabad, Maharashtra, India*

- Plan and deliver lessons for assigned classes using various teaching methods.
- Prepare instructional materials to meet students' varying needs and interests and facilitate learning using various teaching aids.
- Prepare and conduct students' assessment and provide proof of progress.

Assistant Teacher

June 1998 – April 1999

Burhani National High School, *Aurangabad, Maharashtra, India*

- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Read books to entire classes or to small groups.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.

CERTIFICATIONS

DELTA, *Cambridge Assessment English*

October 2019

CELTA, *Cambridge Assessment English*

July 2016

EDUCATION

Swami Ramanand Teerth Marathwada University, *Nanded, Maharashtra, India*

August 2009

Bachelor of Education (B.Ed.)

Dr. Baba Saheb Ambedkar Marathwada University, *Aurangabad, Maharashtra, India*

October 2007

Master of Arts (M.A.), English Language and Literature

Dr. Baba Saheb Ambedkar Marathwada University, *Aurangabad, Maharashtra, India*

October 2005

Bachelor of Arts (B.A.), English Language and Literature

Pune University, *Pune, Maharashtra, India*

August 2000

Diploma of Education (D.Ed.)

AFFILIATIONS

Member of Saudi TESOL

December 2020 - Present