

Joyee Dutta

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Address: 216, Rajendra Avenue, Soham Apartment, Flat No.-101, Uttarpara, Hooghly-712258



A charismatic & dependable teacher equipped with more than 8 years of teaching experience in delivering educational assistance & instructions to students.

SKILLS AND EXPERTISE

- **Skills-** teaching and facilitation, classroom management, active listening, effective communication, strong collaborator, student-centered approach, leadership skills, parent interaction, creative problem solving.
- **Expertise-** Time management, project- based learning, differentiation, providing feedback.

EXPERIENCE

DECEMBER 2021- PRESENT

LEARNING COACH, STAYQRIOUS NEOSCHOOL, BANGALORE

Hired as a full time Learning Coach to facilitate students in their journey to learn the core programming concepts and 21st century skills.

Job responsibilities:

- Facilitating students as they learn core concepts in coding curriculum, along with key “21st century skills” like learning techniques and collaboration.
- Supporting to nurture a collaborative and vibrant learning environment in the classes.
- Tracking and being aware of student’s accomplishments and gaps.
- Having 1:1s with students and being aware of their personas, likes and dislikes.
- Having 1:1s with parents, building trustworthy relationships with them. Sending regular updates on students’ progress and upcoming courses.
- Is an active member of our Learning-coach community and helping with improving the student experience by providing constant feedback.
- Empowering students by providing actionable feedback and genuine encouragement.

JULY 2021 – NOVEMBER 2021

ENGLISH FACILITATOR AND GRADE 5 HOMEROOM TEACHER, CANDOR NATIONAL PUBLIC SCHOOL, TIRUPATI

Hired as an English Facilitator for instructing English as a subject to students of various grades.

Job responsibilities:

- Managed learning and ensured that all marking, assessments, other evidence and recording of student’s work are kept up to date and according to CBSE standards.
- Worked, supported and planned as necessary with staff, teachers and with the Principal which includes collaborative planning, weekly planning, school meeting, committee meeting etc.
- Provided a stimulating and challenging classroom environment with displays that reflect the student’ learning.
- Took part in the teacher evaluation process (class observation, feedback session, meeting and planning sessions) to develop and enhance my teaching practice.
- Participated in meetings, school events, special assemblies and make up classes on a weekend.

MARCH 2015 – APRIL 2021

ASSISTANT TEACHER, DREAMLAND SCHOOL, MAKHLA

Hired as a full-time teacher for instructing English to students.

Job responsibilities:

- Introduced cooperative learning strategy in the classroom to combine classroom-based education with practical experience.
- Mentored and trained more than 60 pupils for inter-school competitions in sports, cultural and literacy events by collaborating with various co-fellows and staff members.

- Established and maintained good relationships with children and different stakeholders in education like Principal, parents, community members and created a strong system of support for the learning environment in school.
- Identified varied skills and interests of each pupil and catered to their needs through mobilizing their talents in areas such as sports, drawing, art and craft, painting.
- Organized cultural programmes in school such as Independence Day, Republic Day, Annual Function, Annual Sports, Parent Teacher Meetings.
- Incorporated music classes in daily routine in order to improve the concentration and attention span and abstract thinking among children.
- Initiated and gathered resources for the student learning.
- Designed strong structures of rewards and consequences in the classroom for behavior Management.
- Coached pupils for English, Science and Math Olympiad (SOF).
- Coached NIOS (National Institute of Open Schooling) pupils after school for English and History.
- Invigilated ISC and ICSE school board examinations at Rose Bud School, Liluah, Jogomaya Memorial Institute, Singur, Methodist School, Dankuni and Holy Home School, Serampore.
- Tutored struggling students individually and in small groups to reinforce learning concepts.

EDUCATION

<u>Year</u>	<u>School</u>	<u>Board</u>	<u>Percentage</u>
2008	St. Agnes Convent School	ICSE	85%
2010	St. Teresa Secondary School	ISC(Humanities)	88%
2014	Annamalai University	BA English	55%
2017	University of Kalyani	M.A English	56%
2020	The University of Burdwan	B.Ed.	83%

ADDITIONAL QUALIFICATION

- Diploma in Information Technology Application from Youth Computer Training Centre (Grade A)
- **WBET 2022 qualified.**

INTERNSHIPS

- Planned and executed 30 lesson plans each of English and Bengali at Noapara High School, Chandannagar over a period of 2 months.

ACCOMPLISHMENTS

- Reinforced and maintained classroom management by incorporating motivational activities and positive reinforcement where students took ownership of their actions and behavior
- Incorporated engaging teaching methods and resources that set a strong foundation for learning encouraging student participation and self-motivation to seek out more information.
- Designed and developed learning structures, activities and educational games; extending and enriching the learning process by supporting the growth and learning of all students.
- Completed online 'Diksha' course named 'competency-based education'.
- Received the title 'Best Coach' for English, Science and Math Olympiad (SOF).
- Received the "All Rounder Award"- Certificate of Appreciation, for my efforts as a Learning Coach at Stayqrious Neoschool.

PERSONAL DETAILS

- Father's Name- Monojit Kumar Dutta
- Date of Birth- 06.08.1992
- Gender- Female
- Marital Status- Married
- Languages known- Can speak, read & write English, Bengali & Hindi