

English Language and Literature Facilitator



Ayesha Aziz

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Professional Summary

Dedicated education professional with over 12 years of experience in teaching, curriculum development, and academic leadership. Extensive expertise in IB MYP, IGCSE, and higher education instruction. Skilled in teacher training, academic assessment, and quality assurance. Strong analytical and problem-solving abilities, with a commitment to fostering student success through reflective teaching methodologies.

Professional Experience

PG-CERT Instructor/Trainer to Teachers

Roots International College IVY. May 2025 to Date

- Curriculum Oversight (Lead and review and development of curriculum)
- Delivery of course and creating PowerPoint Presentations
- Quality Assurance (Establish and implement quality control procedures to maintain consistency, accuracy, and effectiveness across all educational materials)
- Team Leadership
- Mentorship
- Standards Compliance (Ensure all curriculum content adheres to institutional, national, and international educational guidelines and frameworks)
- Assessment Monitoring

Secondary English Teacher

Wales International School • April 2024 – Sept 2024

- Delivered engaging and interactive English lessons aligned with the curriculum.
- Integrated Google Classroom for digital assessments and student engagement.
- Provided differentiated instruction to cater to diverse learning needs.

English Language and Literature Facilitator

IB MYP English Language & Literature Teacher

Sheikh Zayed International Academy • Aug 2022 – June 2023

- Taught IB MYP English, integrating inquiry-based learning and interdisciplinary projects.
- Assessed student performance using IB grading rubrics and formative assessments.
- Conducted online professional development workshops with Cambridge and IB.
- Integrated AssessPrep and Google Classroom for Digital Assessment and Students Engagement and learning
- Organising Students Folders
- IBDP Drama class and Club Management

Senior English Teacher & Academic and Assessment Coordinator

NCLS&C • Aug 2020 – July 2022

- Designed and implemented academic and assessment policies to enhance student performance.
- Conducted teacher training sessions to improve instructional strategies.
- Monitored curriculum effectiveness and introduced improvements based on assessment data.
- Conducted Demos and Interviews for new hires.

English Language Instructor

FAST NUCES University • Jan 2020 – July 2020

- Taught English language courses with a focus on academic writing and communication skills.
- Developed student-centred learning activities to improve language proficiency.
- Developing the skills of Communication and Presentation in the context of Public and Academic Speaking

IGCSE English Teacher

The City School • July 2016 – April 2018

- Prepared students for IGCSE English Language and Literature examinations.
- Integrated technology-based learning tools to enhance student engagement.
- Encourage open expression of opinions
- Assisting below-average students in following differentiated learning patterns
- Developing students analytical, critical, creative and descriptive writing and approach

English Language and Literature Facilitator

Head of Quality Assurance and Content Control (Curriculum) – Project-Based

Hypersoft Inc • May 2024 – Aug 2024

- Led curriculum quality assurance, ensuring accuracy and compliance with educational standards.
- Conducted content audits and implemented process improvements for curriculum development.
- Collaborated with subject matter experts to refine instructional materials.
- Aligned Curriculum as per the demands of a digital app.
- Collaborate with Instructional Designers

Content Translator

ASAS Newspaper • May 2014 – June 2016


- Translated and edited news articles from Urdu to English, ensuring linguistic accuracy.
- Maintained consistency in journalistic tone and reporting style.
- Proofreading and copywriting articles for different sections of the Newspaper

English Language Trainer & Supervisor

Hassan Welfare Organisation • Aug 2009 – April 2014

- Trained students in English language proficiency through structured programs.
- Supervised and mentored a team of language instructors.

Education

 **Master's Degree in English Language and Literature** – National University of Modern Languages, 2017

 **Postgraduate Diploma in Education Management and Leadership (PGCE Level 7)** – OTHM, UK, 2024

 **Bachelor's Degree in English Literature** – The University of Punjab, Pakistan, 2008

Professional Certifications

- **IB MYP CAT-1**
- **TKT Module-3 Band 3**
- **Cambridge Train the Trainer**
- **Online PD Workshops – Cambridge & IB**

Language Proficiency

English Language and Literature Facilitator

- IELTS Academic Band 7

Skills

- ✓ **Education Technology:** AssessPrep, Google Classroom, Microsoft Word & Excel
- ✓ **Curriculum & Assessment Development**
- ✓ **Teacher Training & Professional Development**
- ✓ **Reflective Learning & Teaching Methodology**
- ✓ **Critical Thinking & Problem-Solving**
- ✓ **Effective Communication & Public Speaking**
- ✓ **Creative & Analytical Writing**
- ✓ **Adaptability & Continuous Learning**
- ✓ **Collaboration & Teamwork**