

# Nosheen Hsaan

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Experienced and dedicated mathematics educator with over a decade of expertise in school leadership, curriculum development, teaching, training and research. Skilled in creating comprehensive and engaging educational frameworks, delivering captivating lessons, and conducting effective professional development programs to multiple schools to enhance instructional methods. Demonstrates strong leadership abilities, guiding and inspiring colleagues toward continuous growth and success in educational endeavours through quantitative reports. Possesses a genuine passion for mathematics education, fostering a deep appreciation for the subject, nurturing critical thinking abilities, and promoting a growth-oriented mindset among both students and fellow educators.

- Team building and Coaching
- Interpersonal Skills
- Team Player and Development
- Process Improvement
- Design teaching materials through research
- Design customized courses and curriculums

## EDUCATION

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### Masters of Philosophy (M. Phil)

Lahore University of Management Sciences, Pakistan  
Educational Leadership and Management

2021 – 2023

### Masters in Arts

Allama Iqbal Open University, Pakistan  
Educational Planning and Management

2018 – 2020

### Bachelors in Science

Kinnaird College Women University, Pakistan  
Mathematics & Statistics

2005 – 2009

## PROFESSIONAL EXPERIENCE

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### The City School Limited, Pakistan

#### Senior Section Headmistress

September 2023 till date

- Provide academic and administrative leadership to ensure effective teaching and learning in the senior section.
- Supervise teachers and support staff, offering guidance, mentoring, and performance evaluations.
- Monitor student progress and behaviour to ensure a safe, inclusive, and disciplined environment.
- Communicate regularly with parents to address academic concerns, achievements, and behavioural issues.
- Plan and implement school-wide activities, examinations, and events for the senior section.
- Coordinate curriculum implementation in line with school policies and national standards.
- Maintain records of student performance, attendance, and disciplinary actions.
- Collaborate with senior leadership to align section goals with the school's overall vision and development plans.
- Lead professional development initiatives to enhance instructional quality for staff.
- Ensure compliance with school policies, health and safety regulations, and external inspection standards.

#### Curriculum Leader Mathematics

September 2021 – September 2023

- Led mathematics curriculum enhancement in The City School Network through extensive research to elevate educational standards.
- Developed and implemented comprehensive mathematics teaching materials and resources for classes 3 to 8, ensuring a well-rounded curriculum.
- Prepared and executed the mathematics unified examination process for mid and end-of-year assessments, overseeing the assessment program throughout the academic year.
- Provided continuous professional development and training to mathematics teachers in The City School Network, enhancing their instructional techniques and expertise.

- Spearheaded various special projects, including interdisciplinary curriculum development, Peer Learning Mathematics Club, Mathematics Enrichment Program, School Learning Community, and Video Lesson Preparation for Blended Learning.
- Contributed to the Mathematics Teacher Improvement Program by conducting workshops and presentations at multiple schools in Punjab Province, fostering professional growth among educators.

#### **Mathematics Teacher – O levels - CAIE**

**August 2018 – September 2021**

- Taught Mathematics to Class 9, 10, and 11 students, focusing on lower-performing learners.
- Developed problem-solving, reasoning, critical thinking, and numeracy skills of the students.
- Provided individualized support and guidance to struggling students.
- Monitored progress and adjusted teaching methods to ensure academic improvement.

#### **Middle School Teacher (Mathematics)**

**August 2015 – July 2018**

- Delivered mathematics lessons to middle school students, ensuring adherence to curriculum and educational standards.
- Developed engaging lesson plans and teaching materials to cater to diverse learning styles and abilities.
- Assessed students' understanding of mathematical concepts, provided individualized support, and maintained accurate records of their progress.

#### **Homeroom Teacher (Grade 2)**

**August 2012 – July 2015**

- Served as a homeroom teacher for class 2 students, overseeing their academic and personal development.
- Provided instruction in English, Mathematics, Science, and General Knowledge, tailoring lessons to meet individual learning needs.
- Implemented engaging teaching methods, activities, and resources to create a positive and effective learning environment for students and conducted various intra-school competitions.

#### **Chughtai Institute of Learning and Leadership Consultant**

**August 2024 till March 2025**

- Developed strategic business plans and revamping initiatives for universities to drive institutional growth and align academic offerings with industry trends.
- Provided recommendations to enhance organizational structures, optimize resource allocation, and introduce innovative programs for diverse learners.
- Conducted market research and competitive analyses to guide program development and ensure relevance and sustainability.
- Collaborated with stakeholders to apply data-driven strategies in curriculum design, institutional management, and leadership training with a focus on scalability and long-term impact.

#### **Lahore University of Management Sciences, Pakistan**

##### **Research Associate – School of Education.**

**August 2023 – June 2024**

- An extensive internal review of SOE marketing, admissions, and outcomes in the graduate programs.
- Data collection and management, QUAL data transcription, QUAL and QUAN analysis, writing literature reviews
- Dedicated researcher focused on understanding and addressing the challenges faced by marginalized groups, including women, ethnic minorities, and individuals from disadvantaged backgrounds, in graduate programs nationally and internationally.
- Actively engaged in initiatives to promote inclusivity, such as developing mentorship programs, advocating for financial aid, and evaluating the effectiveness of interventions. Committed to fostering an equitable academic environment through research-driven strategies and continuous assessment of inclusive curricula.
- Co-authored a DEI paper with Dr. Jessica Albrent and presented at American Educational Research Association (AERA 2025, Denver, Colorado, USA)

#### **Graduate Teaching Assistant (School Effectiveness and Development)**

**January 2023 – May 2023**

- Supported classroom activities by setting up equipment and facilitating discussions during lectures.
- Assisted Dr. Jessica Albrent in the course, including recording class participation and maintaining the grade book.
- Held office hours to offer additional support to students, guiding course materials and assignments.
- Mentored students through individual and small group tutoring sessions, explained complex concepts, and guided them in their academic pursuits.

## **Maths A Click Away**

### **Co-founder (Online Mathematics Coaching)**

**December 2020 – June 2021**

- Developed a platform to assist students facing difficulties in Mathematics, offering virtual sessions tailored to their specific needs.
- Designed and implemented customized courses to cater effectively to students' requirements.
- Executed special projects such as Number Ninjas, Algebras, and 360 degrees, creating various modules to enhance mathematics learning experiences.

## **State Bank of Pakistan**

### **Master Trainer (National Financial Literacy Program for Youth)**

**December 2018 – September 2021**

- Served as a Master Trainer for the National Financial Literacy Program for Youth at the State Bank of Pakistan, Lahore.
- Conducted awareness sessions on basic financial education for school and college-level students as part of the program.
- Played a key role in imparting essential financial knowledge and skills to the youth, empowering them to make informed financial decisions.
- Contributed to the successful implementation of the National Financial Literacy Program for Youth by delivering effective and engaging training sessions.

## **TECHNICAL COMPETENCIES**

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| • Microsoft Office Suite                          | • Graphing Calculators                   |
| • Excel: Pivot Tables, Gantt Charts, Pareto Chart | • Software: GeoGebra, Graphmatica, Stata |

## **LEADERSHIP EXPERIENCE**

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### **Member – American Educational Research Association**

- Participate in annual meetings, research seminars, and policy discussions.
- Contribute to research communities focused on educational leadership, policy, and inclusion (SIG: Muslim Critical Research).
- Stay informed on cutting-edge research to apply data-driven strategies in school leadership.

### **Student Partner at Lahore University of Management Sciences (LUMS) Learning Institute (LLI)**

**January 2022 - April 2022**

- Led the preparation and implementation of a significant project focused on Urdu scripts for famous math problems and facts in collaboration with LUMSx.
- Demonstrated effective leadership by coordinating team efforts, managing resources, and driving the project to completion with precision and excellence.

### **Blended Learning Team Member – Head Office – The City School Limited**

**March 2020 – September 2022**

- Led the preparation of video lessons and week-wise worksheets during the COVID-19 school closure as a Blended Learning Team Member at The City School Network.
- Coordinated the development of engaging video lessons and question bank worksheets, ensuring alignment with the curriculum and supporting remote learning initiatives.