

Saalma Al-Mutaani

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Nationality: Omani

EDUCATION

- 04/2023- present** **MA Education, University of Glasgow**
- 10/2020 – 07/2021** **PGDE Secondary English Education, University of Strathclyde (Glasgow, Scotland)**
- I have completed my teaching certificate with Masters in Education.
 - First placement from October to December in Scottish Schools. Report will be provided upon request.
 - Second placement from March to June.
- 10/2016 – 07/2020** **BA English Language and Literature, University of Leeds (Leeds, UK)**
Degree Classification: Second Class Division One Honours
- Dissertation on The Rhetoric of Sultan Qaboos: An Analysis of his Political Speeches
- 07/2016** **Al Sahwa Schools, GED**

WORK EXPERIENCE

- 30/08/2023 – Present** **English Language Lecturer**
CEAP – Centre for English and Academic Preparation, MCBS
- 08/2021- 01/07/2023** **Teacher of English at Berwickshire High School**
(Scottish Borders, Scotland)

I am responsible of creating and developing curriculum for s1-s6 (years 7-12).

I am responsible for creating lessons based on students' academic needs. Responsible for assessing, recording and reporting on the work of pupils. Responsible for preparing pupils for examinations and assisting with their administration.

- Provided advice and guidance to pupils on issues related to their education.
- Promoted and safeguarded the health, welfare and safety of pupils.
- Worked in partnership with parents, support staff and other professionals
- Undertook appropriate and agreed continuing professional development
- Participated in issues related to school planning, raising achievement and individual review
- Contributed towards good order and the wider needs of the school
- I was part of different extracurricular activities and was responsible for a Registration Class.

- 02/2021 – 05/2021** **Student Teacher at Caldervale High School (Scotland, UK)**

I was responsible of creating and developing curriculum for s1-s6 (years 7-12).

I was responsible for creating lessons based on students' academic needs. Responsible for assessing, recording and reporting on the work of pupils. Responsible for preparing pupils for examinations and assisting with their administration.

- 10/2020 – 12/2020** **Student Teacher at Coltness High School (Scotland, UK)**

I was responsible of creating and developing curriculum for s1-s6 (years 7-12).

I was responsible for creating lessons based on students' academic needs. Responsible for assessing, recording and reporting on the work of pupils. Responsible for preparing pupils for examinations and assisting with their administration.

06/2019 – 09/2019 **Summer Intern at External Affairs and Communication Department,
PDO (Muscat, Oman)**

- Worked in different sectors within the department, familiarising myself with the workings of the department.
- Was made responsible of various projects and campaigns such as promoting Internal Communications and Marketing D&I.
- Edited and wrote articles for the Al Fahal Newsletter.
- I gained knowledge on LEAN and have adapted that onto my academic and personal life.

06/2018 – 08/2018 **Summer Intern at Human Resources, Abraj Energy (Muscat, Oman).**

VOLUNTARY POSITIONS OF RESPONSIBILITY

02/2021 **Mentoring of Higher Advanced students from Douglas Academy
(Scotland, UK)**

- I am part of the Douglas Academy Project where student teachers mentor Advanced Higher (Grade 12+) students with their dissertations and SQA folios.

10/ 2020 **Reading Ambassadors (Scotland, UK)**

- Programme targeting S1 students (Grade 7) who have a low attainment impacted by poverty, helping them transition from primary to secondary school. We build relationships with the learners, provide high-quality dialogue around texts and we encourage them to read for pleasure

02/2017 – 05/2019 **Volunteer at Writing Back Program, University of Leeds**

- I keep an elder citizen company by corresponding with them through letter writing. This has helped me develop my communication skills.

ADDITIONAL SKILLS

Languages I am fluent in English (IELTS overall score 8.0) and Arabic.

Digital Learning Certificates:

- Microsoft Educator
- Apple Teacher Certificate
- Certified Google Educator

REFERENCES

- Lisa Portas (Scotland Manager, Time Plan Education)
- Tel No: 00447934299456
- Email: Lisa.Portas@timeplan.net

- Roslyn Currie (Principal Teacher of English, Berwickshire Highschool)
- Email: Gw09currieroslyn@glow.sch.uk

- Bruce Robertson (Rector, Berwickshire Highschool)
- Telephone: 01361 883710
- Email: bhs@scotborders.gov.uk

- Brian Johnston (Principal Teacher of Literacy, Caldervale Highschool)
- Email: bjohnston@caldervale.n-lanark.sch.uk