

HAZEM HELAL

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Location: Jeddah, KSA.



OBJECTIVE

Dedicated, highly competent, and compassionate professional armed with a strong educational foundation. As an enthusiastic **English Teacher (IGCSE)**, I am committed to creating an enjoyable, inviting, and dynamic learning atmosphere. I implement innovative methods to motivate students to learn the English language and gain a deeper understanding of Literature. With a focus on promoting individuality, student growth, and positive reinforcement, I have excelled in working with students from diverse cultures. My keen attention to detail and proven ability to multitask in fast-paced environments demonstrate my dedication to operational excellence. As a skilled ESL Instructor, I am well-versed in using effective and efficient teaching methods tailored to meet the unique needs of each student. I am currently seeking a position that offers opportunities for self-improvement and professional growth.

PROFESSIONAL EXPERIENCE

English Language Teacher (Full-time)

Al Moktashef International School – Jeddah, KSA.

August 2024 – Present

1. Lesson Planning and Delivery:

- I meticulously prepare lesson plans aligned with state standards, ensuring engaging and effective teaching.
- In the classroom, I cover English literature, grammar, writing, reading comprehension, and vocabulary for high school.

2. Assessment and Feedback:

- I evaluate student assignments, essays, and projects, providing constructive feedback.
- Regular assessments help track their progress.

3. Classroom Management and Communication:

- I maintain a positive learning environment, manage behavior, and enforce school policies.
- Consistent communication with parents and guardians keeps them informed about student progress.

4. Professional Development:

- Staying current with curriculum changes and teaching methods ensures effective instruction.

English Language Teacher (Full-time)

Mansoura College British School – Mansoura, Egypt.

January 2021 – August 2024.

- Taught English language to young learners (Primary and Teenagers) at different levels
- Designed communicative teaching activities to help students improve language skills
- Observed experienced teachers and tutors to gain more knowledge and experience
- Observed by senior teachers to receive constructive feedback on my teaching
- Created lesson plans for conversation courses and extra sessions
- Attended regular input sessions for professional development
- Maintained student records including attendance, progress, and report card grades
- Maintained classroom structure, discipline, and rigor while keeping students engaged
- Created a learning environment that sharpened student ability in writing and critical reading skills while providing support for the growth of each student
- Improved instruction methods by using a variety of assessment tools and strategies
- Gave one-on-one attention to each student while maintaining overall focus on the entire group

English Language Teacher (Part-time)

AlWaha Academy – ELMahalla ElKobra, Egypt.

August 2018 – February 2020

Responsibilities

- Taught English language to young learners (Primary and Teenagers) at different levels
- Maintained student records including attendance, progress, and report card grades
- Maintained classroom structure, discipline, and rigor while keeping students engaged
- Tutored students at home seeking additional guidance with course work
- Improved instruction methods by using a variety of assessment tools and strategies

ADDITIONAL EXPERIENCE

Teaching Assistant (Trainee)

Salah El-Deen Language school - ELMahalla ElKobra, Egypt.

September 2019- February 2020

Responsibilities

- Planning lessons, facilitating classroom activities, and collaborating with partner teachers
- Established, maintained, and developed positive relationships with students, parents, administration, and faculty to ensure an environment of open communication and to provide a united front in terms of student success
- Observed experienced teachers and tutors to gain more knowledge and experience

EDUCATION

Bachelor of Arts and Education – English Language and Literature and Teaching Methodology at University of Tanta – Tanta, Egypt

- Attained an overall grading: **Very Good with Honors Degree (Superior)**
- The modules covered in the degree course included the following:
 - Science of Language, Grammar, Phonetics, Translation and Essay Writing
 - Civilization, Drama, Novel and Short Story, Poetry, and Criticism
 - Language Teaching Methodology, Psychology, and sociology

PROFESSIONAL DEVELOPMENT COURSES COMPLETED

Course / Certificate	Institute	Date	Grade
TESOL	Arizona State University and offered through Coursera	December 2020	Pass
Microsoft Innovative Educator Expert	Microsoft Education	2022-2023	Excellent
TEFL	Teacher Record	February 2024	Distinction
TKT	British Language Centre	May 2023	Pass
Get Interactive: Practical Teaching with Technology	University of London, offered through Coursera	January 2021	Excellent
Improve Your English Communication Skills	Georgia Tech Specialization consisted of 4 courses offered through Coursera	February 2020	Excellent
Take Your English Communication Skills to the Next Level	Georgia Institute of Technology and offered through Coursera	March 2020	Excellent
Teaching Character and Creating Positive Classrooms	Relay Graduate School of Education and offered through Coursera	February 2021	Excellent
English for Business and Entrepreneurship	University of Pennsylvania and offered through Coursera	February 2020	Excellent
Learning How to Learn: Powerful mental tools to help you master tough subjects	McMaster University and University of California San Diego and offered through Coursera	April 2020	Excellent

SHORT COURSES COMPLETED

Course	Date
Cambridge Hodder Education Development Program	February 2023
Cambridge Live Educational Webinars	October 2022
EDRAAK – English Conversation skills – 3 Modules	April 2020
HP LIFE e-Learning. Course on " Effective Leadership " and " Success Mindset "	February 2020

LANGUAGES

Arabic – Mother tongue

English – Advanced (C1 level)

COMPUTER SKILLS

Proficient user of *Microsoft Office* under the Windows environment.

TEACHING SKILLS:

Classroom Management

- Oversee student behavior and engagement
- Direct lessons, activities and feedback
- Curate an orderly learning environment
- Support student learning and development

Course and Lesson Design

- Write clear, specific learning objectives
- Establish student needs and learning preferences
- Plan structured yet engaging lessons tailored to students
- Develop assessments to track progress

Subject Knowledge

- Facilitate student interactions to build understanding
- Guide practice of written and oral communication skills
- Focus instruction on language use and accuracy
- Select appropriate content and accurately grade work

Instructional Technology

- Develop multimedia learning materials
- Leverage available tech tools and online resources
- Skillfully operate interactive displays and equipment
- Organize the physical and virtual classrooms