



# FATHIMA OMAR

ESL INSTRUCTOR &  
LANGUAGE ASSESSMENT ITEM WRITER

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## CONTACT

Nationality: South African  
Residency: Saudi Arabia

D.o.B: 09/08/1989  
Phone: +966 53 890 3959

Email: omar.fathima@gmail.com  
Skype: omar.fathima@gmail.com  
fathima.omar.786

## PERSONAL SKILLS

- Reliable & professional
- Culturally sensitive
- Time management
- Organized & motivated
- Creative spirit
- Fast learner & team player
- Innate leadership qualities

## FIRST AID & CPR

- Department of Health - RSA
- 2018

## QTS

- South African Council for Educators (SACE) - South Africa
- 2012

## CELTA

- University of Cambridge - UK
- 2012

## PROFILE

Enthusiastic English language teacher dedicated to creating an enjoyable, inviting and dynamic learning atmosphere. Implements traditional and innovative methods to motivate and mentor students of all ages and learning levels. Skilled in using effective and efficient methods of teaching while focusing on the individual needs of each student. Patient and devoted to developing and promoting interactive learning within a group environment, and committed to challenging students with rigorous and engaging coursework. Desires a challenging position.

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## PROFESSIONAL SKILLS

- Great understanding of English grammar with an ability to impart the knowledge effectively.
  - Ability to teach lessons in an interesting, effective and participative manner using various tools such as: books, music, games & technology.
  - Ability to create effective teaching methods to inspire students towards desired results in the language teaching task.
  - Ability to work with children of different aptitudes and skills, motivating students so that they consider themselves a special personality.
  - Test methods knowledge and information technology literacy skills
  - Excellent communication and interpersonal skills with students, as well as culturally sensitive.
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## EDUCATION

MA CANDIDATE, 2021

- University of Leicester (UoL) - United Kingdom
- Applied Linguistics and TESOL

B.ED (HONS) – CUM LAUDE, 2017

- University of South Africa (UNISA) - South Africa
- Educational Management & Leadership

PGCE – CUM LAUDE, 2012

- University of South Africa (UNISA) - South Africa
- Business Studies & Economics

BA COMMERCE, 2011

- University of KwaZulu-Natal (UKZN) - South Africa
- Business Management

## ADVANCED DIPLOMA IN ELT

- The NILE Institute - UK
- 2018
- Module 1: Theory & Contemporary Perspectives in ELT
- Module 2: Teacher Beliefs, Classroom Research & Reflective Practice

## PROFESSIONAL DEVELOPMENT PROGRAMME

- University of Cambridge - UK
- 2016
- Lesson Planning & Classroom Management
- Teaching Grammar
- Teaching Writing
- Teaching Speaking
- Teaching Vocabulary & Pronunciation

## MODULES

- Language Testing & Assessment
- Curriculum Development
- Materials Design & Development
- Leader, Manager & Administrator
- Organisational Behaviour & Education Law
- Second Language Acquisition
- Grammar & Phonology
- Sociolinguistics
- Discourse Analysis

## REFERENCES

- Available upon request

## WORK EXPERIENCE

### 1. ESL INSTRUCTOR - RIYADH, KSA

Al-Maarefa College for Science & Technology | Aug 2020 - Present

Princess Norah bint Abdul Rahman University | Aug 2014 - June 2020

Imam Mohammad ibn Saud Islamic University | Aug 2013 - June 2014

- Trained and aided 30 students to develop the skills required to fortify their base in Academic and General English courses with grammar, reading, writing, listening and conversational speaking.
- Emphasized critical thinking through small group and individual classroom activities based on differentiated learning needs to ensure all students interact and learn from each other at full potential.
- Participated in ongoing staff training sessions as well as a variety of professional development workshops centred on learning goals, classroom management, student motivation and engaging learning activities.
- Coordinated communication between students and school administration to create an effective and culturally-sensitive learning environment.
- Consistently received positive teacher evaluations from management and students.

### 2. LANGUAGE ASSESSMENT ITEM WRITER - RIYADH, KSA

Al-Maarefa College for Science & Technology | Aug 2020 - Present

Princess Norah bint Abdul Rahman University | Aug 2018 - June 2020

Imam Mohammad ibn Saud Islamic University | Aug 2013 - June 2014

- Senior member of the assessment committee, responsible for writing test blueprints and item specifications, as well as preparing the course pacing calendar for the academic year.
- Responsible for creating formative and summative assessment material, as well as answer keys in accordance with syllabus specifications and item writer guidelines as specified by the English Language Department's assessment handbook.
- Responsible for ensuring test-reliability and an appropriate level of difficulty for the qualification within the specifications for a blended learning programme.
- Responsible for creating speaking and writing rubrics, as well as deliver speaking and writing standardization workshops to teachers in order to ensure intra-rater reliability during exam marking.
- Responsible for test security and the uploading of tests and exams to e-learning platform.

### 3. MANAGERIAL DUTIES & ACADEMIC COORDINATOR - RIYADH, KSA

Al-Maarefa College for Science & Technology | Aug 2020 - Present

Princess Norah bint Abdul Rahman University | Aug 2016 - June 2020

- Supervise and manage staff within the General Science & English Language Department.
- Responsible for Quality Assurance data collection.
- Participate in on-going teacher mentoring programme and offer guidance and support to in-service teachers and pre-service teacher trainees.
- Member of the curriculum development committee, participating in curriculum reform on a departmental level and responsible for reviewing and revising the curriculum.
- Member of the teacher recruitment committee, responsible for interviewing new candidates.