

Selvamary Anthony

Moshi Pune | 9021464446 | anthonyseelvamary@gmail.com

PROFESSIONAL EXPERIENCES

P K Foundation's

P K International School | Chakan

Coordinator

June 2023 - Present

- **Coordinated and supervised** 20 teachers in the Pre-Primary and Primary, ensuring alignment with educational standards and goals.
- **Developed and implemented** professional development programs for teachers, enhancing their teaching methodologies and classroom management skills.
- **Conducted regular classroom observations** and provided constructive feedback to teachers to improve their instructional practices.
- **Collaborated** with school administrators to develop and implement academic policies and procedures.
- **Facilitated communication** between teachers, parents, and administrators to address academic issues and concerns.
- **Organised and supervised** extra curricular programs like Annual day, Sports Day, celebrations and competitions
- **Provided mentoring and support** to new teachers, helping them acclimate to the school environment and improve their teaching skills.

The Akanksha Foundation | Pune

Teacher

May 2014 - April 2023

- **Taught grades** across Jr.KG to grade 5 in a public-private partnership school in Pune focusing on activity-based, student-engaged, child-friendly, and outcome-based classroom structures.
- **Visited homes** to understand the background and community of the students, which contributed to the students' holistic development and supported the parents with social, emotional, financial, and academic challenges.
- **Assisted Central Team** in designing Jr.KG EOY paper.
- **Designed** a blended learning structure for students of 4th and 5th grade during and post-pandemic.
- Set yearly goals for students and conducted regular follow-ups to develop their academic, behavioral, and management skills.

WNS Global Services | Pune

Sept 2008 – August 2010

Executive

- **Worked** with the critical provider to obtain medical claim status.
- **Interacted** with US lawyers and patients to receive the information of the medical claim.
- **Managed** the attendance data of the team and mentored new joiners.

Nirmala Convent School | Satara

Teacher

August 2003 – April 2008

- **Taught** 60 students in every batch of Jr.KG in Phonics, Math and EVS.
- **Created** a child-friendly environment in the classroom to settle the Jr.KG students.
- **Encouraged** students in extracurricular activities and organized annual day sports and activities.

LEADERSHIP EXPERIENCES

CSMEMS Kasarwadi | Pune

May 2014 – April 2018

- **Designed and led** a yearly survey for a team of 15, which focused on gathering the expertise and best practices, sharing it with the team and taking it to the next level.
- **Designed and led** a Literacy Program for the parents of K-2 to understand and learn Phonics and Math.
- **Planned and executed** a pilot project of Differentiated learning through different stations in the classroom to cater to the student's learning needs of different levels and styles.

SBP Moshi | Pune

May 2019 - May 2020

- **Mentored** 5 teachers with contextual support to build their skills in planning and execution of lesson plans and classroom culture.
- **Observed** classes and been a part of debrief sessions with the leadership to focus on the best practices and development areas of the teachers.
- **Planned and led** events like Annual day, Sports day, Children's day, Teacher's day, Dahi-handi, Rakshabandhan, Independence day, etc at the school level
- **Selected** for a year among the teachers to shadow the leadership team to support the school management.
- **Designed and executed** a Circle time project at the school level that focused on the socio-emotional development of the students and creating a connection between student-teacher and student-student.

PROFESSIONAL TRAININGS

- Leadership training by School Leadership Academy
- American School of Bombay (Teacher Training Program)
- Jolly Phonics training by Shainaz JussaDirector of Phonickids
- Reading project training by Bhakti Verma founder of Words Worth Organisation
- SEE (Socio-Emotional Education)
- Storytelling

EDUCATION

Navsahyadri Charitable Trust's College Of Education, Chakan Masters in Education (M.Ed)	Pursuing
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H. R Bafna D. Ed College, Vadgaon Maval	2017
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NIOS D.EL.Ed

Pune University2008

Bachelor in Arts

□ Specialization in English

Swavalambi Prashikashan Sanstha, Satara Nursery & K.G. Teachers Course	2003
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ADDITIONAL SKILLS AND INTERESTS

□ **Languages:** English, Hindi, Tamil, Kannada and Marathi.

□ **Interests:** Badminton, Chess, Dancing

□ **Skills:** Leadership and management abilities, communication and interpersonal skills, proficiency in curriculum development and educational technology, ability to collaborate effectively with teachers, parents, and administrators, problem-solving and decision-making skills.