

Ms. Wissam Koubeissi

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Nationality: British

OVERVIEW

I have over 23 years of experience in teaching Computer Science, IT, Robotics and coding courses to school and higher education students in London, Bahrain and Kuwait and leading the IT departments plus developing IT curriculums at American and British International schools. Highly skilled and overtly student – focused educational teacher/leader possessing a strong commitment to the development of students and staff and providing a stimulating, safe and motivating learning environment.

Dynamic visionary teacher/leader and solid team player with a proven track record in collaborating with the school community, increasing student academics and maintaining excellence in education

Trustworthy professional with excellent communication skills to develop strong and lasting relationships with all members of the school community.

WORK EXPERIENCE

▪ **Gulf English School** – Salmiya - Kuwait 23/08/2021 – present

Head of Computer Science, ICT, Business and Economics Dept. & Secondary Computer Science and ICT Teacher.
Currently teaching Cambridge IGCSE1 & 2 Computer Science (0478), IGCSE 1 & 2 Information Technology (0417) AS level Computer Science (9618), AS Level Information Technology (9626) and ICT & coding & robotics to KS3 students Using Oxford International press books. Besides teaching and leading the Dept. I am in charge of designing and coordinating the school yearbook.

I prepared 7 students from year 11 girls and boys class to take part in Girls in Artificial Intelligence Global Hackathon 2022 event. My team won the second place.

▪ **A'Takamul International School** – Sabah Alsalem - Kuwait 25/08/2014 – 22/08/2021 Worked on engrade learning management systems (LMS) and Skoolee

Head of IT Dept./IT Teacher to Middle and high school students based on Virginia's Public Schools ISTE standards. I developed IT courses and resources. **Taught AP Computer Science Principles** to grade 11 students, **I was responsible for designing, editing and producing the school yearbook.** Lead teacher for IT design courses covering Adobe photoshop, illustrator and indesign. Taught elective courses to grade 11 and 12 such as Computer Networking, Photography & IT design, IT engineering, Programming in Python and Visual basic and HTML, Computer hardware, yearbook and Computer Science to grade 11 and 12. Provided robotics lessons to middle school students. Lead the KG and elementary teachers to provide scratch programming to students.

I prepared 3 students from grade 11 girls class to take part in Girls in Artificial Intelligence Global Hackathon 2021 online event. My team won an award for the best Team spirit.

▪ **Set up Coding syllabus for Future coders organization. I was part of the startup team.** www.codegcc.org – Kuwait 2017-2018

▪ **English School for Girls** – Salwa - Kuwait 25/08/2013 – 30/06/2014

ICT Teacher. Taught ICT to KG, reception and Primary besides I taught Cambridge IGCSE Computing to year 11 and ICT to year 9 based on the British national curriculum.

▪ **Sheikha Hessa Girls School** – West Rifaa – Bahrain 01/09/2012 – 28/06/2013

ICT Teacher for Middle and high school students. Homeroom teacher to Grade 9 girls.

I taught Edexcel ICT IGCSE to grade 9 and 10 girls, and ICT to grade 6, 7 & 8 based on the British National Curriculum.

Worked on PowerSchool and Atlas Rubicon.

Attended PD sessions on CIS accreditation, Cooperative Learning Group, Towards Outstanding Learning, Creative Leadership for better Achievement, Differentiated Learning, Assessment for learning, Teaching Strategies, Middle Leadership training, Emotional Intelligence, Class observation.

▪ **At Future Bilingual School** – Fahaheel – Kuwait 25/08/2009 – 30/06/2012

Head of IT Dept./Teacher and Student Council coordinator. Homeroom teacher to Grade 10 girls.

Responsibilities include:

- Formulate the syllabi from grades 1-10 in the I.T dept (including all lab activities)
- Coordinate and lead the IT teachers
- Revise lesson plans
- Hold weekly meetings with staff member to ensure each week's smooth running and progress
- Coordinate the improvement of course materials (including books, resources and lab equipment)
- Conduct researches on the developments in the field by reading current literature, and participating in professional conferences
- Implement , plan and supervise the annual "IT Day"
- instigated practical exams in our school
- Evaluate teacher performance and make recommendations for staff development and retention.
- Played a key role during the school International day by managing the audio/visual presentations
- Deliver lessons
- Created, developed and maintained the school database grading system.
- Evaluate the students' grades, class assignments, and laboratory works
- Profound knowledge of the teaching methods to be followed at the high school level
- Deep knowledge of general technology and some of its super specialized disciplines
- Dexterity in using all the teaching aids intelligently, during the lessons
- Supervised design the student magazine, and year book.

▪ **At American Creativity Academy** – Hawally – Kuwait 04/01/2009 – June 2009

KG – 2 Teacher (teaching 5 and 6 years old children)

At Nova New Opportunities – Ladbroke Grove – London 14/08/2006 – 26/01/2009

IT Lecturer/Curriculum Development officer/Volunteers coordinator: New CLAiT courses, OCR Entry level certificate for using ICT (Entry 3), eDCC (eDigital Competence Certificate), ITQ and various I.T Courses

Taught basic, intermediate and Advanced levels at outreach venues and in-house ICT courses to disadvantaged adults and students with learning disabilities.

Most of the students had no previous experience with computers so I taught complete beginners, building their confidence and enabling them to reach a high standard in a short time.

▪ **At UCanDoIT** – SW3 London – May 2007 – Dec.2008 (weekend work)

IT Tutor: Taught IT courses, set up computers and internet connection to blind, deaf and physically disabled people in their own homes I teach using a range of software (JAWS, Dragon, Supernova, ZoomText) provided training on PC and apple Mac machines.

▪ **At Bosco Centre** – Bermondsey- London – 16/01/2006 – 14/08/2006

IT Tutor/Assessor: City & Guilds ITQ (all levels), I.T Key Skills (all levels), Advanced Diploma for IT Users.

Taught vocational qualifications to disadvantaged students' age ranged 15-22 who have not been able to gain qualifications from schools or FE colleges.

▪ **Women in Technology educational charity. Owner and centre leader** London – January 2004 – 11-01-2006

Provided basic skills, ITQ, New CLAiT IT courses to disadvantaged single mothers with children.

▪ **At Instant Muscle org.** – Shepherds Bush- London – January 2004 – 11-01-2006

IT Trainer/NDDP Job Broker: ECDL, Learndirect I.T Courses, New CLAiT courses (3 levels), and various I.T Courses.

Responsible for the day-to-day operations of the IT Training suite and provided one-to-one and group training support in job search activities to the long unemployed, disabled, ethnic minorities and lone parents' customers on training programmes by assisting them in accessing and using the information technology and communication's systems used for delivering the learning programmes.

▪ **At Kingston Adult College** – Coombe Centre- London – September 2003 – December 2003

Adult I.T Lecturer: I.T Office Skills using a Computer

▪ **At Hairnet UK Ltd.** – Westminster- London - April 2002 - 2004

IT Business Trainer: ECDL and Different I.T Courses (Taught ECDL to business customers, administered and organised the courses)

▪ **At Kingston College** – Kingston Upon Thames- London - September 2001 - July 2003

I.T Lecturer: Higher national Diploma in Computing, Higher National certificate in Computing, A Level ICT, Foundation degree in IT for e-Business, BTEC first diploma/Certificate for IT practitioners, City and Guild word processing, Office Technology Skills (Word processing, Spreadsheet, Presenting Graphics), IT key skills Level 1, 2 and 3 for students on different courses, GCSE IT, IT for Access to Nursing students, (Additional Learning Support) IT for Childcare students. (Taught evening I.T courses to adult groups and day I.T courses to 16+ students, administered all grades, maintained records and assessed students)

▪ **At Hillcroft College** – Surbiton- London - December 1999 – October 2004

IT Lecturer/IT Technician and support

Taught various vocational IT courses (fundamental of computing, networking, database management, operating systems, system administration and design, system analysis and design, Multimedia using director, DTP, website design and information system) to disadvantaged group and 1-2-1 women age ranged 21 – 75.

"Introduction to the Intranet, Internet and e-mail" "Introduction to Adobe Photoshop 7" Administered all grades for some of Hillcroft Managerial, academic and administrative staff.

Plus, Worked as an IT Technician and Support. Working on Research Machines. Respond to telephone and email requests for IT. Create users account, Backup system, run security system check. Provide first line support. Install Hardware and Software. Configure and setup desktop computers. Create email accounts. Maintain all college computers.

Designed and maintained the College Intranet website using Dreamweaver.

ACADEMIC HISTORY

Cambridge Assessment International Education – online ● 2021

Introductory Cambridge IGCSE Computer Science (0478) (0984) 2023-2025 Syllabus

Collegeboard – Online ● 2020 **AP Computer Science Principles Online workshop**

Advice UK London Training – London ● 2006 **A1 NVQ Assessors Award**

Kingston College – Kingston upon Thames - London ● 2001 - 2002 **OCR Teacher/Trainer Diploma in Information Technology**

Kingston College – Kingston upon Thames- London ● 2002 **City & Guild Teacher qualifications 7307**

Hairnet UK Ltd. – Westminster- London ● 2002 **ECDL The European Computer Driving Licence (Certified Training Professional)**

University of Surrey, Roehampton - London ● 1999 **BSc (Hons) in Business Computing**

South Thames College, Wandsworth - London ● 1996 **Access to HE in Information Technology**

Wandsworth Adult College - London ● 1995 **RSA1 Computer Literacy and Information Technology Word Processing, Database and Spreadsheet.**

TECHNICAL QUALIFICATIONS AND TRAINING

The following trainings were obtained in London

Kensington and Chelsea Social Council - Managing Successful Projects – Feb.2008

Harrow Council London, Adult and Community Learning - Tutor Observation Training – Feb.2008

Kensington and Chelsea Social Council - Effective Presentation – Dec.2007

St John Ambulance – Emergency Life Support & Basic First Aid – Sept.2007

Kensington and Chelsea Social Council – Recruitment and selection of Volunteers – July 2007

Kensington and Chelsea Social Council – Effective supervision – May 2007

Kensington and Chelsea Social Council – Dealing with difficult people and situations – Feb.2007

Kensington and Chelsea Social Council – Advanced volunteer Management Training Skills – Jan.2007

Instant Muscle Training Centre – OCR CLAIT On-Line Testing Training – 2004

RM Educational Development Centre – Connect 3 Network Management Certificate – 2004

RM Educational Development Centre – Connect Network Management Certificate part 1 & 2 – 2003

Netskills – Secrets of Dynamic HTML Certificate – 2003

Kingston Adult Education – Disability Awareness Training – 2003

References are available upon request