Kavita Nair

TGT – English

kavita.nair@example.com · +91 98XXX XXX32 · Pune, Maharashtra · linkedin.com/in/kavita-nair-example

PERSONAL STATEMENT

TGT English with 6 years of experience across CBSE middle and secondary classes. Skilled in activity-based learning, board-exam preparation, remedial support and parent communication. CTET qualified with a record of improving writing scores, reading participation and classroom engagement through structured lesson plans and smart-class resources.

WORK EXPERIENCE

TGT – English · Sunrise Valley Public School, Pune — Jun 2021 – Present

- Teach English Literature and Language to Classes VIII–X, preparing weekly lesson plans aligned with CBSE outcomes and NEP 2020 activity-based learning goals.
- Improved Class X internal assessment average from 72% to 80% over two academic years through rubric-led writing practice and monthly remedial sessions.
- Created smart-class grammar modules and reading circles that increased voluntary class participation from 18 to 31 students in one term.
- Coordinated debate club and annual day script writing for 90+ students while maintaining regular updates with parents and class teachers.

English Teacher · Greenfield Scholars School, Nashik — Jun 2018 – Apr 2021

- Handled English for Classes VI–VIII with differentiated worksheets for mixed reading levels and first-generation English learners.
- Introduced weekly vocabulary journals, helping 40+ students improve unit-test language scores by 10–15 marks within the academic year.
- Supported school magazine editing and inter-house elocution events, mentoring students on drafting, pronunciation and stage confidence.

EDUCATION

B.Ed. in English Pedagogy · Western Maharashtra College of Education, Pune — 2016 – 2018
Grade: 78%

M.A. in English Literature · Deccan Arts and Humanities College, Pune — 2014 – 2016
Grade: 72%

B.A. in English · Sahyadri Women's College, Pune — 2011 – 2014
Grade: 74%

SKILLS

Lesson planning · CBSE assessment · Remedial teaching · Parent communication · Smart-class tools · Activity-based learning · Student mentoring · Classroom management

CORE SKILLS

- English pedagogy
- Board exam preparation
- Rubric-based evaluation
- Debate and elocution coaching
- NEP 2020 activity design
- Reading intervention

PROJECTS

Reading Improvement Programme · Programme Lead — Jul 2023 – Mar 2024

Designed a voluntary reading support programme for Classes VIII and IX.

- Grouped 46 students by reading level and used fortnightly comprehension checks to improve average scores by 12%.

MakePerfectResume · Free

CERTIFICATIONS

CTET Paper II – English and Social Studies · CBSE — Jan 2020

Digital Tools for Teaching · NPTEL — Oct 2022

LANGUAGES

English · Fluent | Hindi · Fluent | Malayalam · Native | Marathi · Conversational

HOBBIES & INTERESTS

Reading Indian fiction, school theatre, public speaking clubs

ACHIEVEMENTS

Debate Club Mentor · Sunrise Valley Public School — 2024

Mentored two teams that reached the inter-school zonal debate final.