

**APPLICATION FOR
PRINCIPAL
KHALIFULLAH THOPPUR
M.Sc, B.Ed, NEBOSH**

Sheikh Rashid Colony
Al Qusais 1
Dubai, UAE
050 3592013
+918591573119

Date: 01st March 2025

Respected Sir/Madam,

I am writing to express my interest in the Principal position at your school as advertised. With 30 years of experience (including 18 years in the UAE) in education, including Academic Coordinator, Headmaster and Principal, I am excited about the opportunity to contribute to the growth and success of your school community. My both M.Sc and B.Sc degree certificates are fully attested. Applied for the M.Sc Equivalency certificate, expected to receive soon. No notice period required and available to join immediately. My permanent residence is Taloja, Raigarh Dt. Maharashtra. I will relocate to India.

Throughout my career, I have been dedicated to fostering an inclusive and supportive learning environment for students, staff, and families. In my previous role as Headmaster, I successfully implemented initiatives that improved student achievement and enhanced community engagement. For example, implementing data-driven strategies to boost student achievement in standardized tests and overall grades and fostering an inclusive environment that encourages respect, collaboration, and support among students, leading to lower disciplinary issues and higher attendance rates.

I believe that effective leadership is rooted in collaboration, communication, and a clear vision. My approach emphasizes building strong relationships with teachers, students, and parents, ensuring that everyone feels valued and heard. I am committed to empowering educators through professional development and encouraging innovation in the classroom.

I am particularly drawn to your school because of your values, as an organization and a family of like-minded educators, are at the heart of everything we do. They are what unite us in a common cause and I am eager to bring my experience in supporting teachers with training and resources to enhance their teaching practices, ultimately benefiting student learning. I am excited about the possibility of creating an environment where every student can thrive academically, socially, and emotionally.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your school. I am available at your convenience for an interview and can be reached at +971 50 3592013 or khalifullahta@gmail.com

Sincerely

**KHALIFULLAH
EDUCATOR**

KHALIFULLAH THOPPUR

EDUCATOR



About Me

Having 30 years of experience (including more than 18 years in UAE) in teaching, Administration and management of school activities. I have vast experience and expertise in heading a big team. I have helped the management by my dynamic professional work to achieve their goals, to maintain and improve the standard and to get affiliation from the Indian Board. I have been a part of all DSIB and SPEA Inspections / Reviews conducted since 2009. Having MOE, KHDA and SPEA approval since 2006 for different positions

Education

Master of Science (Zoology) 1991

Bachelor of Education- 1993

NEBOSH award in Health and Safety at workplace, in May 2018

Diploma in Arabic, Hindi and Marathi

Passed the TLS by MOE in 2021,
Attended all Training sessions for Senior Leadership conducted by KHDA/ SPEA (TRIBAL) with regards to Inspection / review of schools,
Attended the "Introduction to Instructional Leadership Course" by Queen Rania Teachers Academy on behalf of SPEA, Sharjah, UAE in December 2019,
Attended trainings by CBSE

Professional Experience

Since June 2023 in Royal Academy Private School, Ajman, as Headmaster & HOS (Boys Section) (April 2023 to October 2024)

Collaborate with teachers to design, implement, and assess curricula that meet educational standards and the needs of students.

Provide guidance and support to teachers through professional development opportunities, mentoring, and resources.

Oversee the assessment processes, analyze student performance data, and use the results to inform instructional practices.

Ensure that the school adheres to educational standards and regulations, preparing for accreditation reviews and assessments.

Work with counselors and other staff to identify and support students' academic needs, including interventions for struggling students.

Collect and analyze academic performance data to identify trends, areas for improvement, and strategies for enhancing student learning outcomes.




Observe the lessons in all subjects along with team members and prepare report.

To maintain the discipline of the school with a large team in all sections.

Train the teachers as per the recommendations of the Inspection



Contact

 khalifullahta@gmail.com
 Al Qusais 1, Dubai, UAE
 +971 50 3592013

Skills

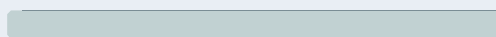
Confident leader, communicator and presenter
Possess excellent organizational and planning skills
Time management skills.
Good communicative skills in few languages.
Strong knowledge and understanding of current MOE/SPEA/KHDA & CBSE regulations.
Self-motivated with a positive and professional approach to learning and development

Personal information

Nationality : Indian
Date of Birth : 01/03/1968
Marital Status : Married
Passport No : N 2796670
Date of Expiry : 23/11/2025
Visa Status : Employment Visa cancelled
Expiry Date : 17/06/2025
Driving License : Dubai till Feb 2029 & having own car

LANGUAGES KNOWN

ENGLISH



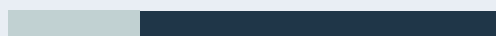
HINDI



TAMIL



URDU & MALAYALAM



ARABIC





From December 2024 till February 2025, I served as the Acting Principal of Gulf Model School, Dubai, UAE.

KHDA Rating: Acceptable

My key responsibilities included:

1. **Leadership and Strategic Planning:** Develop and implement the school's vision, mission, and strategic plans. Ensure alignment with Dubai's educational policies and standards set by KHDA. Foster a positive school culture that promotes excellence, innovation, and inclusion.
2. **Academic Oversight:** Supervise curriculum development and ensure it complies with national and international standards. Monitor and evaluate teaching practices to enhance academic performance. Promote professional development and training opportunities for staff.
3. **Regulatory Compliance:** Ensure adherence to KHDA regulations and secure necessary school accreditations. Maintain compliance with health, safety, and environmental standards. Prepare and submit annual school inspection documents as required by KHDA.
4. **Staff Management:** Recruit, train, and retain qualified educators and administrative staff. Conduct regular performance evaluations and provide constructive feedback. Resolve conflicts and foster teamwork among staff members.
5. **Student Development:** Oversee student admissions, discipline, and welfare. Promote extracurricular activities and student leadership opportunities. Ensure support for students with special educational needs (SEN).
5. **Community and Stakeholder Engagement:** Build strong relationships with parents, community members, and educational authorities. Communicate collectively with stakeholders about school achievements and plans. Organize events, workshops, and parent-teacher meetings.
7. **Financial and Administrative Management:** Prepare and manage the school budget responsibly. Ensure resources are allocated collectively to meet educational goals. Supervise the maintenance of school facilities and infrastructure.
8. **Innovation and Improvement:** Stay updated on global educational trends and implement innovative teaching methods. Lead initiatives to integrate technology into the learning environment. Continuously seek opportunities to enhance the school's reputation and performance

CPD Conducted by me:

For teachers:

1. Introduction of UAE Inspection Framework
2. How to teach for Effective Learning
3. Twelve Principles of Teaching and Learning
4. How to improve the Student's Attainment and Progress
5. How to prepare the differentiated question papers

For All Staff:

1. Health and Safety at Workplace



From August 2020 to March 2023, I served as the Principal of Springdale Indian School in Sharjah, UAE, with approval from SPEA.

SPEA Rating: Acceptable

My key responsibilities included:

Preparing the entire school for SPEA reviews and inspections twice a year.

Leading the senior leadership team in developing the School Improvement Plan (SIP), School Evaluation Form (SEF), and National Agenda Action Plan, ensuring alignment with Islamic cultural values and compliance with MOE/SPEA/KHDA academic standards.

Overseeing the school's commitment to high-quality education and its continuous improvement, focusing primarily on student outcomes.

Driving the enrichment and implementation of the CBSE curriculum, along with associated assessment and certification requirements across all phases.

Ensuring that the school effectively meets the needs of all students, particularly those with special educational needs, so that they make significant progress in their education and development.

Ensuring compliance with MOE/SPEA/KHDA regulations and requirements.

Promoting the Arabic language and Emirati heritage within the school culture and curriculum.

Implementing current and future regulations from MOE/SPEA/KHDA and other relevant authorities.

Leading and developing teachers and academic leaders through ongoing training and constructive feedback.

Upholding the highest ethical and professional standards when interacting with students, parents, and staff.

Protecting the confidentiality of records and information acquired in the course of professional duties, and exercising discretion in sharing information within legal boundaries.

Supporting both students and teachers in reaching their fullest potential academically and instructionally, aligned with the school's vision and mission.

Regularly communicating with the Board of Governors about the needs, successes, and overall operation of the school.

From April 2013 to July 2020, I served as the Academic Supervisor at Buds Public School in Dubai, UAE.

KHDA Rating: Acceptable

My responsibilities included:

Participating as a member of the Senior Leadership Team in the preparation of documents for both pre- and post-KHDA/DSIB inspections.

Taking overall responsibility for internal and external examinations.

Registering and overseeing assessments for ACER, PISA, ASSET, TIMSS, and other international benchmark tests in collaboration with subject test administrators.

Conducting random checks of students' notebooks and diaries for senior classes.

Evaluating teachers through lesson observations, providing feedback, and clarifying expectations.

Handling correspondence with CBSE and managing student registration for board exams and CCE-related matters.

Registering teachers for seminars and meetings with various organizations.

Conducting orientation sessions for new teaching staff.

Coordinating the arrangement of external and internal examiners and invigilators for board exams, both theoretical and practical.

Checking and distributing internal and external circulars to the relevant sections for further action



As Principal of Crescent English High School in Dubai, UAE, from August 2006 to January 2013 (approved by the Ministry of Education and KHDA)

KHDA Rating: Acceptable

My responsibilities included:

Ensuring compliance with educational standards in accordance with UAE regulations
Collaborating with the UAE Ministry of Education for the effective operations
Handling all correspondence with KHDA, the Ministry, Municipality, Indian Consulate, and CBSE Board
Organizing interactive meetings with teachers to assess and improve teaching methodologies
Conducting meetings with parents to support them and their children in enhancing academic performance
Evaluating both new and current teachers to boost their skills and motivation
Serving as Chief Superintendent for Board exams and renewing affiliations with CBSE, Tamil Nadu, and Kerala Boards
Preparing circulars to inform parents about school activities
Compiling and submitting monthly reports to the Governors
Training new staff members in both administrative and academic roles.

From May 1991 to May 2006 Trombay Public High School, Trombay, Mumbai, India as Senior Teacher and promoted as Headmaster.

Responsibilities:

- Recruitment of new teachers and administrative staff
- Training the teachers as per requirement of school
- Maintaining discipline and decorum in school campus
- Meeting the Compliance requirements of State Education Department and Municipality
- Reviewing textbooks, notes and giving feedback for improvement.
- Developed, maintained, evaluated, implemented and enhanced curricular, and extracurricular programs that reflected students achievement and growth
- Conducting requirement analysis for developing training programs

Papers Published :

- 1. "Functional Morphology of Insect Antennae" published in 1988 under the Guidance of Dr. Subramaniyan, Prof., Jamal Mohammed College, Trichy, T.N. India
- 2. "Effect of Insulin in Acatina fulica (The Giant African Snail) published in 1991 under the guidance of Dr. Veera Raghavan, Prof., Jamal Mohammed College, Trichy, T.N. India

References:

- 1, Mr. Munir Chalil, Principal, The Royal Academy Private School, Ajman, UAE– Mob:056 4543010, 050 73072862.
2. Ms. Usha Shinoz, Vice–Principal, Gulf Model School, Dubai, UAE Mobile No. 056 8430832

I solemnly affirm that the above particulars given by me are true and correct to the best of my knowledge, if found incorrect / false I am fully aware that I am liable to face the legal charges against me.

Mr. Khalifullah Thoppur Abdul Rahim