

CURRICULUM VITAE

MIKE NGWATA THEU

Sisters of Saint Mary's Convert Post

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Career Objective

Experienced and dedicated secondary school educator with over 10 years of teaching and leadership experience. Currently serving as Head Teacher, with a strong passion for the fight against corruption in Malawi by applying my public education experience, communication skills, and leadership abilities to foster civic awareness, transparency, and integrity as a Public Education Officer at the Anti-Corruption Bureau. .

Education Background

Qualification: Bachelor of Education (Humanities)

Institution: University of Livingstonia, Rumphi Malawi

Year: 2nd August, 2024

Qualification: Certificate in Financial Accounting

Board: ICAM, 2009

Professional Experience

Position: Head Teacher

Institution: Wasambo Boys High School

Duration: June 2022 – Present

Duties & Responsibilities

- Organize school-based community engagement meetings and open days
- Manage the day-to-day operations of the school including timetables, staffing, and discipline.
- Supervise and support teachers through performance appraisals and professional development.
- Ensure the welfare and moral development of learners in line with school policy and principles.
- Administer school finances responsibly and prepare budgets in consultation with relevant committees.

- Engage parents, guardians, and the local community in the life and development of the school.
- Represent the school in education forums and maintain strong relationship with communities.
- Developed reports and communicated with key education stakeholders.

English and History Teacher

Institutions: Bishop Mtekateka Secondary School (September 2015 – December 2016)

Ekwendeni Girls Secondary School (January 2017 – December 2021)

Wasambo Boys High School (January 2022 – June 2022)

Duties and Responsibilities

- Planning, preparing and delivering lessons
- Designing and producing teaching and learning materials.
- Designing and administered class tests, end-of-term exams, and MSCE mock examinations.
- Providing remedial support to struggling learners and academic guidance to high achievers.
- Mentoring new teachers and supporting student teachers during school-based teaching practice.
- Keeping all records up to date i.e. learners progress records and attendance registers.
- Actively supported co-curricular programs, including debate clubs and school events
- Actively engaged in extracurricular activities promoting discipline and integrity

Key Skills

- Curriculum Development & Implementation
- Staff Supervision and Mentoring
- Classroom Management
- Student Performance Monitoring
- Media and communication message design
- Communication and Interpersonal Skills
- Club coordination and community engagement
- Strategic Planning
- ICT Proficiency (Microsoft Office, e-learning platforms)

Achievements

- **2022**-Promoted to the position of Head Teacher due to proven leadership and commitment, Wasambo Boys High School
- **2012 to 2013**-President of Student Union, University of Livingstonia

References

Mrs. Evelyn Nyirenda
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