

Joseph Mathew

School Principal

Kochi, Kerala · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

Principal with nine years of leadership across two ICSE and CBSE schools, currently heading a K-12 campus of about fourteen hundred students and ninety staff. Balances board results, affiliation compliance, budgeting and teacher development with the management committee. Introduced a structured mentoring programme, campus safety audits and regular parent communication that improved enrolment and staff retention.

SKILLS

School leadership · Board affiliation and compliance · Budget planning · Staff recruitment and appraisal · Teacher mentoring · Admissions management · Child safeguarding · Parent communication · UDISE+ reporting

EXPERIENCE

Principal — CBSE K-12 school run by an educational trust, Kochi

5 years · current

- Led a campus of about fourteen hundred students, sixty-five teachers and twenty-five support staff from kindergarten to class XII.
- Planned the annual budget with the trust's management committee, including salary revisions, laboratory upgrades and a new library wing.
- Started a teacher mentoring programme pairing new recruits with senior staff, which lowered first-year teacher resignations noticeably.
- Commissioned termly fire, transport and building safety audits and closed every observation before the next review.

Principal — ICSE secondary school in a semi-urban district, Thrissur

4 years

- Turned around falling admissions by publishing a clear academic plan, holding open classroom days and meeting parents every term.
- Raised the class X board pass rate to full strength by running remedial periods and mock exams from the second term.
- Recruited and inducted eighteen teachers and introduced a written induction handbook for new staff.

Vice-Principal — Same ICSE school, before promotion, Thrissur

3 years

- Managed examinations, timetables and co-curricular calendars for classes V to X.
- Set up a student council and house system that took over assembly and sports-day planning.

- Drafted the school's first written anti-bullying guidelines with the counsellor and shared them with parents at orientation.

EDUCATION

M.Ed. (Educational Leadership) — State university, Kottayam

M.Sc. Physics and B.Ed. — State university affiliated colleges, Kochi

CERTIFICATIONS AND REGISTRATIONS

- CBSE principals' leadership programme
- POCSO and child protection policy training
- School safety and disaster management course

PROJECTS

- Library wing expansion — oversaw planning and fund allocation for a new reading space used by all grades
- Parent connect calendar — termly meetings and monthly bulletins that reduced last-minute fee and exam queries

LANGUAGES

English · Malayalam · Hindi