

Harpreet Kaur Sandhu

Vice-Principal, CBSE Senior Secondary

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PROFESSIONAL SUMMARY

Vice-principal with fifteen years in a CBSE school, including five in academic leadership for classes VI to XII. Manages timetabling, examinations, teacher observation and discipline for a campus of about nine hundred students. Holds an M.Ed. and has completed CBSE capacity-building programmes on assessment and school leadership, and is seeking a first principal role.

SKILLS

Academic planning · Timetable management · Examination coordination · Teacher observation · Student discipline systems · Parent-teacher meetings · School ERP · Competency-based assessment

EXPERIENCE

Vice-Principal — CBSE co-educational senior secondary school, Ludhiana

3 years · current

- Oversaw the academic calendar, timetable and internal examinations for twenty-eight sections from classes VI to XII.
- Observed each of forty-five teachers twice a year and ran follow-up workshops on questioning and classroom routines.
- Chaired the discipline committee and introduced a restorative conversation process that reduced repeat referrals over two terms.
- Led preparation for a CBSE inspection, organising mandatory disclosure documents and safety records ahead of the visit.

Academic Coordinator and English Teacher — Same school, senior secondary wing, Ludhiana

2 years

- Coordinated syllabus planning and weekly department meetings for English, social science and Hindi teachers.
- Designed a reading programme for classes VI to VIII that doubled library borrowing within one academic year.
- Continued teaching English to board classes, keeping section pass rates at full strength across both years.

EDUCATION

M.Ed. — State university, Patiala

Dissertation on classroom observation and teacher feedback

M.A. English and B.Ed. — State university affiliated colleges, Ludhiana

CERTIFICATIONS AND REGISTRATIONS

- CBSE capacity-building programme on school leadership
- CBSE training on competency-based assessment
- POCSO awareness and child-safeguarding training

PROJECTS

- Peer observation circles — small teacher groups that watch one lesson a month and share structured feedback

LANGUAGES

English · Punjabi · Hindi