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| |  |  |  | | --- | --- | --- | | **Curriculum Vitae of Therese van der Klashorst**  **Photo** | | | | **POST SECONDARY EDUCATION** | | | | **Qualification** | | **B A Degree**  Pass Cum Laude | | Period | | January 1991 - December 1992 | | **Obtained** | | **December 1992** | | Institution | | University of Pretoria | | Major | | Pedagogics | | Country | | South Africa | | **Qualification** | | **Higher Diploma in Education** | | Period | | January 1987 - December 1990 | | **Obtained** | | **December 1990** | | Institution | | University of Pretoria | | Specialized | | Foundation / Primary Phase | | Major | | Pedagogics | | Country | | South Africa | |  | |  | | **Credentials** | | Licensed Registered Teacher | | Registered | | **South Africa Counsel for Educators (SACE)** | | Issued | | October 1998 | | **WORK EXPERIENCE** | | | | **Organization** | | **Horizon Private School Branch** | | Position | | Grade 1 Homeroom Teacher | | Period | | August 2014 – December 2016 | | Province and Country | | Abu Dhabi; United Arab Emirates | | Duties | | Develop, plan and implement lessons to encourage learner participation in English, Mathematics, Science and English Social Studies; Share a common understanding of the curriculum and related pedagogy to enable effective teaching and learning; To plan, co-ordinate, control, administer, evaluate and report on learners’ academic progress. To recognize that learning is an active process and be prepared to use a variety of strategies to meet outcomes of the curriculum; Attending of training sessions, courses and workshops to further personal development; Basic administration – subject and assessment files, keeping student attendance, managing homework and maintaining open communication with parents; To establish a classroom environment which stimulates positive learning and actively engages learners in the learning process; Participating in the growth and development of the school; Disciplinary control;  Demonstrate cultural awareness and capacity to work effectively in a workforce comprising of Emirati nationals and expatriates. | | Professional Experience | | Grade 1 Homeroom Teacher | | Reason for leaving | | Due to family responsibilities I had to return to South Africa. | | **Organization** | | **Meridian Karino Private School**  **(Part of Curro Holdings)** | | Position | | Individual Grade 2 Class Teacher. | | Period | | 1 January 2014 – 15 August 2014 | | Province and Country | | Mpumalanga (Nelspruit); South Africa | | Duties | | Curriculum planning: National Curriculum Statement (NCS); Implementing of newly introduced: Curriculum and Assessment Policy Statement (CAPS) 2013; Develop and implement lessons to encourage learner participation; Attending of training sessions, courses and workshops for further teacher development; Implementing Oxford Reading Tree; Basic administration – subject and assessment files, keeping student attendance, managing homework and maintaining open communication with parents; Decorating classrooms ; Participating in the growth and development of the school; Disciplinary control;  Extramural / Co-Curriculum Activities:  Athletics Coach.  Culture: School Play and Eisteddfod.  Member of the Cultural Committee; Staff Committee and Marketing. | | Leadership Qualities | | Academic grade leader for Grade 2. | | Professional Experience | | Grade 2 | | Reason for leaving | | Opportunity to return to the United Arab Emirates. Due to the start of the academic year in the United Arab Emirates I had to resign in August. | | **Organization** | | **The Courtyard Guesthouse** | | Position | | General Manager | | Period | | 1 September 2011 – 31 December 2013 | | Province and Country | | Matola ; Mozambique | | Duties | | **Management** - Managing and overseeing of operational teams (housekeeping, kitchen and laundry staff); All staff related problems; Leading my team of twelve to success by implementing processes, procedures and in house training to ensuring a high level of guest service; Shift Co-ordination and allocation of staff; Interact with the owners on a continuous and regular basis; Management of store room and stock (all departments).  **Reception** - Overseeing and directing all aspects of guest relations; Managing reservations and booking system; Check guests and manage dietaries, or any other special requests; Meeting and greeting of guest on arrival; Interact with all in-house guests on a continuous and regular basis; Create and maintain a database of preferences likes and dislikes and complaints of all guests, in order to increase guest satisfaction; Attend to guest’s complaints/queries and ensure promptly action on complaints/queries.  **Back of House** - Office Management inclusive of general enquiries, bulk E-mail communications, general office correspondence, maintenance requests & follow-up; processing reservations and payment; Control and manage cash including banking; Managing long stay guest accounts; assisting with accounts management, related administration; .  **Housekeeping** - Room inspections (17 rooms); supervising housekeeping department, management of small on site laundry.  **Front House** - Managing of front house during meal time; Check set ups for breakfast and dinner; Host guests at meal times and check smooth running of service from the kitchen and waiters; Responsible for menu planning and food presentation; Interact with all in-house guests.  **Food and Beverage** - Ensure health, hygiene and safety standards are maintained; Assisting with meal preparation, service, set up and stock take as well as bar service; Daily preparations and controls; Ordering and buying of stock.  **ESL - Daily** lessons – Native Portuguese speaking staff (bridging language gap). | | Leadership Qualities | | Leading my team of twelve to success by implementing processes, procedures and in house training to ensuring a high level of guest service. | | Professional Experience | | Managerial experience: (17 Room Guest House)  Leading a team of twelve Native Portuguese Speaking Staff. | | Reason for leaving | | Challenging opportunity to join a newly build branch of Curro Holdings in South Africa. | | **Organization** | | **SABIS Facilities Management Services** in Private Public Partnership with the Abu Dhabi Education Council at **Al Sawsan Kindergarten School.** | | Position | | Teacher Advisor for Native English Speaking Teachers in English; Mathematics; Science (Teacher Trainer).  ESL Lead Teacher for Arabic Teachers. | | Period | | 24 September 2010 – 31 August 2011 | | Province and Country | | Al Ain (Emirate of Abu Dhabi), United Arab Emirates | | Duties | | Managing, advising and providing academic support, guidance and training to Licensed English Teachers in the implementation of The New School Model (ADEC) curriculum; Scheduling, planning and conduction of meetings with teachers; Formal and informal Class visits; Observing and evaluating teachers;  Monitoring teaching and learning while providing constructive feedback to staff and Senior Team; Individual Teacher support in Lesson Planning and in a supportive roll inside the classroom; Conduction of Continues Professional Development Training Sessions with Teachers; Shared action planning with Teachers; Preparing activities and worksheets for lessons with Teachers; Developing resources; Covering 10 periods per week in a supportive roll in Math, English and Science; Oral Individual Assessment of Kindergarten Students; Administration of Subject Files and Reports; Review of Teachers Lesson Plans; Insuring planning is in Place; Analyzing of Exam Results; Implementing the school budget, analyzing and controlling expenditures with an understanding of the relationship between the instructional program and the budget process, and relying on cost benefit analysis for budgetary decisions; Assisting the Senior Team in preparing schedules, staff assignments, setting job performance standards, and evaluating staff;  Ensuring evidence and information regarding the teachers professional development program and its results are available; SEN Support; Work control; Attending courses and workshops; Participating in the growth and development of the school; Disciplinary control;  ESL classes with ADEC Teachers, Principle, Deputy Principal and Admin Staff; Planning, preparing, and delivering ESL lessons to adults. | | Leadership Qualities | | Managing, advising and providing academic support, guidance and training to Licensed English Teachers. | | Professional Experience | | Teacher Advisor and Mentor in Al Sawsan Kindergarten School (KG1 and KG2).  Adult Education as ESL Lead Teacher and Teacher Trainer. | | Reason for leaving | | SABIS Facilities Management Services contract as a provider in the Private Public Partnership with the Abu Dhabi Education Council(ADEC) was completed on the 31st of August 2011. | | **Organization** | | **Badplaas Primary School**  (Kindergarten/Primary/Elementary/Middle School) | | Position | | Full-Time Individual Class Teacher | | Period | | 1 January 2010 – 20 September 2010 | | Province and Country | | Mpumalanga Province (Badplaas), South Africa | | Duties | | Implementation of Introduced Curriculum; Schedule planning; Planning of and implementing lessons plans to encourage learner participation; Developing resources; Preparing activities and worksheets for lessons; Disciplinary control; Assessment planning and implementing; Attending courses and workshops for professional development;  Coaching of “Bulletjie” Rugby.  Liaising with my peers, school personnel and parents. | | Professional Experience | | 9 Months in the Intermediate and Senior Phase (Middle School)   * Technology Grade 4 to 7 ; * Economic and Management Sciences Grade 5   Natural Sciences Grade 5. | | Reason for leaving | | Was head hunted for an opportunity to work abroad as a Teacher Advisor (Teacher Trainer) in English, Mathematics and Science. | | **Organization** | | **Susca Watts/Xcellence Academy for**  **Advanced Beauty Technology** | | Position | | Marketer | | Period | | **1 January 2008 – 31 December 2009** | | Province and Country | | Gauteng Province (Pretoria), South Africa | | Duties | | Marketing of the Academy; Media liaisons; Career- and academic guidance to prospective and registered students; Interviewing of prospective students; Managing prospective students and registered student enquiries and complaints; Student and parent liaisons;  Designing and planning of marketing material; Identify key media opportunities; Time management; Research on advertising and promotions; Administrative duties; Ensure agreed KPA's (Key Performance Areas) and sales targets are achieved; Present statistics. | | Professional Experience | | Sales and Marketing | | Reason for leaving | | Opportunity to gain teaching experience in a Dual Language Medium School (Co-Ed) as a Grade 4-7 Class Teacher and opportunity to return to my profession. | | **Organization** | | **Hsinchu International School** | | Position | | Grade One Homeroom Teacher | | Period | | 1 January 2007 – 31 December 2007 | | Province and Country | | Hsinchu Province, Taiwan R.O.C | | Duties | | Taught all subjects (English; Mathematics; Science; Social Studies); Developed and implemented curriculum plan for Grade one; Developed and implemented lessons plans to encourage learner participation;  Assessment planning and implementing; Preparing and grading weekly quizzes and exams; Preparing Report cards; Maintaining open communication with parents; Decorating classrooms; Documenting teaching and student progress/activities/outcomes; Providing methods to support and/or reinforce classroom goals in the home; Providing a safe and optimal learning environment;  Evaluating of learners; Developing resources; Liaising with my peers, school personnel and parents; Keeping parents up to date of learners progress once a week; Keeping parents up to date with class highlights via internet; Co-Curriculum: Baking Club. | | Professional Experience | | Taught Grade 1, learners between the ages of 5 up to 6 year old. | | Reason for leaving | | Due to death in my immediate family I had to return to SA. | | **Organization** | | **Sunnyside Primary School**  (Primary/Elementary/Middle School) | | Position | | Full-Time Individual Class Teacher | | Period | | 1 July 2002 – 31 December 2006 | | Province and Country | | Gauteng Province (Pretoria), South Africa | | Duties | | Taught all learning areas in the Foundation Phase; Implemented newly introduced curriculums: The National Curriculum Statement (NCS) and The Revised National Curriculum Statement (RNCS); NCS and RNCS trained; Developed and implemented lessons to encourage learner participation; Documenting teaching and learners progress, activities and outcomes; Curriculum planning; Developing resources; Assessment planning and implementing; Scheduling, planning and leading Grade Meetings as Grade leader and leader of the planning committee; Work control of Grade Teachers; Attending courses and workshops; Disciplinary control; Liaising with my peers, school personnel and parents;  Extramural activities / Co-Curriculum:  **Athletics** Foundation phase sprints (2003 – 2006); Mini-Tennis Coach (2002 – 2004); **Girls Baseball** Coach (2005 – 2006) **Swimming** Coach (2005 – 2006);  **Culture**: Revue and Eisteddfod; Spelling Bee. | | Leadership Qualities | | Grade leader (2004; 2006). | | Professional Experience | | 4Years and 6 Months in total as a Primary teacher:   * Taught: Grade 1 for 2 years and 6 months * Taught: Grade 3 for 2 years   Taught learners between the ages of 5 up to10 year old. | | Reason for leaving | | Opportunity to teach abroad in Taiwan R.O.C. | | **Organization** | | **Laerskool Selectionpark**  (Primary/Elementary/Middle School) | | Position | | Full-Time Individual Class Teacher | | Period | | 1 January 1993 – 30 June 2002 | | Province and Country | | Gauteng Province (Springs), South Africa | | Duties | | Taught all learning areas in the Foundation Phase including English, Mathematics and Science; Implemented newly introduced curriculums: Outcome-based education (OBE) and Curriculum 2005 (C2005); OBE and C2005 trained; Developed and implemented lessons to encourage learner participation; Curriculum planning; Documenting teaching and student progress/activities/outcomes; Developing resources; Scheduling, planning and leading Grade Meetings as Grade leader and leader of the planning committee; Work control of Grade Teachers; Attending courses and workshops; Liaising with my peers, school personnel and parents;  Extramural Activities/ Co-Curriculum:  **Tennis** Coach (1993-2002); Secretary of Suikerbosrand Tennis Association; **Netball** Coach (1996-2000); Winners of the League (1999); District 5 winners (2000); **Mini-Netball Coach** (2001-2002); Winners of the League (2001); **Mini-Cricket** Coach (1998-2002); Winners of the League (1998-1999); **Athletics** Coach (1993-2002) Foundation Phase sprints; Administrative organization of athletes on Provincial and National level;  **Culture**: Revue and Eisteddfod | | Leadership Qualities | | Grade leader (1997/1999/2000 and 2001).  Organizer of the Honors Evening (2000 and 2001).  Organizer of Mini-Cricket (1999/2000/2001).  Organizer of Netball (2000/2001) | | Professional Experience | | 9 Years and 6 Months in total as a Primary teacher:   * Taught: Grade 1 for 5 years * Taught: Grade 2 for 4 years and 6 months   Taught learners between the ages of 5 – 9 years old. | | Reason for leaving | | Accepted a teaching position in Pretoria (Gauteng). | |  | | | | **COMPETENCIES** | | | | Computer skills | * MSOffice * E-mail | | | Certificates Obtained | * Basic Internet Skills * Basic Marketing Skills * Basic Communication Skills | | | Personal Skills | * Organizational and self-management skills * Classroom management skills * Team Management and Leadership Skills * Ability to handle multiple responsibilities effectively * Friendly, approachable, supportive and fair and responsive to the needs and interests of colleagues and students. * I possess strong inter-personal skills | | | **CAREER OBJECTIVE** | | | | I am dependable and take pride in my work.  I am a determined and hardworking individual who are able to work under pressure and adapt to change.  I strive for excellence and I am able to show initiative, share ideas in best practice.  I have consistently worked to and met deadlines and I will have a positive impact on any team I join.  I believe in upholding my principles at all cost and at all times.  I am committed to continuing my professional development and believe one should strive for continually improving and never become complacent. | | | |  | | | |  | | | |  | | | |  | | | |