****

|  |
| --- |
| **CURRICULUM VITAE** |
|  |
| **Suzaan**  [**Suzaan.355851@2freemail.com**](mailto:Suzaan.355851@2freemail.com) |

**Personal Information**

**Gender :** Female

**Nationality :** South African

**Marital Status :** Married, one dependent

**Health :** Excellent

**Language Proficiency :** English, Afrikaans and German (speak, read & write)

**Criminal Record :** None

**Qualifications**

**Institution :** University of Stellenbosch

**Qualification :** Baccalareus Artium (BA) M+3

**Major Subjects :** English and Afrikaans

**Institution :** University of Stellenbosch

**Qualification :** Post-Graduate Certificate in Education (PGCE)

**Major Subjects :** English and Afrikaans

**Computer Literacy**

Daily usage of MS Powerpoint, MS Word, MS Excel and the Google Education App Suite.

Daily usage of Educational Applications such as ExplainEverything, Quizlet, Socrative et cetera.

**Employment History: Education**

**Employer** : The Settlers High School, Cape Town, RSA

**Position :** Educator

**Employment Period :** 1 January 2007 – 30 June 2007

**Phase :** FET

**Major Subject :** Afrikaans First Additional Language

**Employer** : ECY Language Institute, Anyang, South Korea

**Position :** Educator

**Employment Period :** 1 July 2007 – 31 December 2007

**Phase :** Kindergarten ; Primary School

**Major Subject :** English Second Language, English Foreign Language

**Employer** : La Rochelle Girls’ High School, Paarl, RSA

**Position :** Educator

**Employment Period :** 1 January 2008 – 31 December 2010

**Phase :** FET

**Major Subject :** German Third Additional Language, English First Additional Language

**Employer** : Groote Schuur High School, Cape Town, RSA

**Position :** Educator

**Employment Period :** 1 January 2011 – 31 December 2015

**Phase :** Grade 12

**Major Subject :** Afrikaans First Additional Language, Life Orientation

**Employer** : Parklands College Secondary Faculty, Table View, RSA

**Position :** Educator

**Employment Period :** 1 January 2016 – Present Day

**Phase :** GET and FET

**Major Subject :** Afrikaans First Additional Language

**Employer** : Western Cape Education Department, RSA

**Position :** Marker

**Employment Period :** December 2015, December 2016

**Phase :** Grade 12

**Major Subject :** NSC Afrikaans FAL Paper 3: Marker

**Employer** : Private

**Position :** Tutor

**Major Subject :** Cambridge IGCSE German (Foreign Language) Curriculum

**Employment History: Other**

**Employer :** SpaceBiz Point of Sale Systems

**Position**  : Head Writer / Trainer: POS User Manuals and Systems

**Employment Period**  : January 2015 – November 2015

**Employer**  : Learning Lab Apps

**Position**  : Head writer: Comprehension / Language Content

**Employment Period**  : June 2015 – August 2016

**Training & Development**

**Training** : Conferences and Seminars

**Institution :** ATKV LOK Simposium

**Completion Date :** 21 February 2015

**Training** : Conferences and Seminars

**Institution :** SAPA

**Completion Date :** 16 May 2015

**Training** : Conferences and Seminars

**Institution :** ATKV LOK Simposium

**Completion Date :** 20 February 2016

**Training** : First Aid Training: Level 1

**Institution :** Medical Education Center

**Completion Date :** 1 July 2016

**Training** : Conferences and Seminars

**Institution :** SAPA

**Completion Date :** 16 May 2015

**SKILLS:** I am a multi-lingual individual, being able to speak Afrikaans, English and German fluently. I am also adept in Dutch and Mandarin Chinese. These language skills lay the foundation for the excellent verbal and written communication skills I possess.  
I am well organized and have excellent managerial and administrative skills.   
I enjoy using technology, especially the Google Education App Suite in conjunction with the interactive whiteboard, in the classroom and have tailored my teaching abilities around this. I therefore possess very good computer skills. I try to keep these skills up to date and relevant by constantly educating myself on the technological front.  
I am also a qualified athletics official and swimming coach.  
I am patient, nurturing and understanding and believe strongly in fairness and equality.

**RESPONSIBILITIES AS SUBJECT HEAD:** Managing the Afrikaans subject team with regards to their responsibilities within the team.  
Providing guidance to colleagues with regards to subject content and more specifically CAPS requirements and policies.  
Overseeing assessment, moderation and recording of learners' progress.  
Overseeing Afrikaans curriculum development throughout the school.  
Establishing good subject standards by evaluating learner and teacher needs.  
Assisting Faculty Head in the formulation of policies relevant to the learning area.  
Representing school in local cluster groups.  
Conducting regular subject meetings with relevant colleagues.  
Performing subject related administrative tasks.

**RESPONSIBILITIES AS EDUCATOR:** Preparing and delivering of lessons.  
Creating and maintaining a positive learning environment.  
Maintaining good classroom discipline.  
Setting of formal assessments and memoranda in accordance with CAPS requirements.  
Assessing work, giving feedback and maintaining records of learner progress.  
Peer moderation of formal assessments, memoranda and learner scripts.  
Undertaking pastoral duties such as supporting learners on an individual basis through academic and/or personal difficulties.  
Offering extra-mural subject related support to all learners.  
Communicating with parents and guardians.  
Participating in parent-teacher meetings, departmental meetings and whole-school training events.  
Participating in and organizing extra-curricular activities such as outings and sporting events.

**WHY APPLY FOR THIS POSITION:** I am a passionate language teacher who is currently employed at Parklands College Secondary Faculty. Here I act as educator of Afrikaans First Additional Language to Grades 7-12.   
As you can see from my enclosed CV, I am not only very well qualified and experienced in my subject field, but also skilled from a whole-school perspective.   
I am, therefore, applying for this teaching position as I feel I am ideally suited in view of my qualifications, experience, skills and fair-minded disposition. You can be assured that I will be an asset to your school.

**EXTRA CURRICULAR ACTIVITIES:** Girls’ Hockey MIC ; Swimming Coach ; Offer language enrichment classes.