**CURRICULUM VITAE**

**SCOTT**

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|  | **TERTIARY EDUCATION**  |
| HIGHEST QUALIFICATION  |  | SPORT SCIENCE DIPLOMA / 2013 / ETA  |
| LEVEL 2 CRICKET / 2012 / CRICKET SA  |
| LEVEL 2 HOCKEY / 2012 HOCKEY SA  |
| LEVEL 1 RUGBY / 2014 / RUGBY SA  |
| FOOTBALL SPECIALIZATION /2014/  |
| SWIMMING SPECIALIZATION /2014/  |
| CERTIFICATE IN FIRST AID /2015/  |
| JEWELLERY DESIGN & MANUFACTURE / 2009 / DUT  |
| MATRIC SENIOR CERTIFICATE / 2007 / HILLCREST HIGH SCHOOL  |
| MEMBERSHIPS  |  | CRICKET SA, HOCKEY SA, RUGBY SA BOCKSMART RUGBY  |

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|  | **EMPLOYMENT HISTORY**  |
| PREVIOUS EMPLOYMENT:  |  | Glenwood Preparatory School  |
| COMMENCEMENT DATE:  |  | January 2012- December 2016  |
| POSITION:  |  | Sports manager / Events Manager / Master in charge of cricket / PE specialist / Talent Identification  |
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| PREVIOUS EMPLOYMENT:  |  | Hillcrest Primary School  |
| COMMENCEMENT DATE:  |  | January 2010-December 2011  |
| POSITION:  |  | PE Specialist and sports coach, (Special needs, remedial & main stream)  |
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| PREVIOUS EMPLOYMENT:  |  | Keg and Trout Hillcrest  |
| COMMENCEMENT DATE:  |  | January 2009- December 2010  |
| POSITION:  |  | Bartender  |

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| **SKILLS & ABILITIES**  |
| DISCIPLINED AND DRIVEN * Well organized and intrinsically motivated with the ability to carry out multiple projects.
* My Professionalism and my work ethic is of a high standard and reflects the pride I have in my work.
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| COMMUNICATION * Dealing with children of all ages to encourage and enhance sporting abilities.
* Ability to effectively communicate with colleagues.
* I enjoy having an open relationship with parents, which involves regular communication between both parties. I also have a friendly and professional approach.
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| LEADERSHIP * Management of staff as well as pupils.
* Effective leadership constitutes being able to set an example in behavior and I pride myself on my professional conduct.
* Ability to handle high stress situations with empathy and positivity.
* I have experience in dealing with people, and grievance situations.
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| COMPUTER LITERACY  ● Microsoft office, internet, Rhino CAD, CricHQ  |

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| **DUTIES AND RESPONSIBILITIES**  |
| COORDINATOR  ● Lesson coordinator Physical Education lesson planning Minimum of 2 lessons per day in school curriculum, extra curriculum coordinator. Ball skills development, training special needs, talent enhancement training ● Staff coordinator Coordination of coaches and staff for various activities, ensuring continuity through school environment, administration of fixtures and training programs. Sports season coordination, Cricket, Rugby, Hockey and swimming Pre season coordination and training. Fixture planning, communication and liaison with league members, extra training facilitation  EVENTS PLANNING Internal school events, galas, Athletics days. Inter-school events, home and away, various sports, festivals and tournaments * Individual assessment of all pupils through time trials to grade abilities
* Data Capture and organization of events by ability
* Communication and liaison for competing schools ( Provincial, National and international)
* Hosting Arrangements for all teams, coordination and accommodation and travel.
* Staff duty allocation and management
* Transport arrangements
* Communication to all participants and parents of event details.
* On the day coordination involves equipment hire, facility preparation, staff management, time management, adherence to program, crowd control, problem solving and communication.
* Coordination of cleanup operations, break down of equipment, communication of results.

 EVENTS COORDINATION * National Rugby tournament, orchestrating an annual national rugby festival over a 4 day period, this includes:
* inviting up to 10 top rugby schools from around the country to attend. - Hosting of each player. Over 150 school children and 30 staff members - Ensuring grounds and fixtures were in order over the festival.
* Seeking sponsorship
* Photography throughout the festival.
* Arranging catering for all denominations.
* Ensuring a medical team was available for all events.

● National tours, organisation of between 6-8 national tours per annum, This includes: - Transportation arrangements * Catering for all denominations
* Sleeping arrangements
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| * Overall disciple of the children
* Over seeing staff

 TALENT IDENTIFICATION * Experience with developmental programs identifying talent from disadvantaged communities through an outreach program to further develop skills and integrate into mainstream sporting channels.
* Identifying talent within the school to groom for provincial representation and application for high school scholarships.
* One on one training and coaching, with specialization in cricket coaching.
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