[Your Name Surname]

Cell: [0XX XXX XXXX]
Email: [name@email.com]
Area: [Suburb, City]
Languages: [English, isiZulu, Sesotho, Afrikaans]

PROFILE

Teacher assistant with [X] years' experience supporting Foundation Phase/Intermediate Phase classrooms. Confident with learner supervision, small-group reading support, classroom admin, and preparing learning materials. Known for punctuality, calm behaviour support, and following teacher instructions closely.

KEY SKILLS

- Learner supervision (class, break time, aftercare)
- Reading and phonics support (one-on-one and small groups)
- Classroom routines: lining up, transitions, tidy-up
- Preparing and organising books, worksheets and resources
- Basic admin: filing, photocopying, attendance support
- Behaviour support using class rules and positive reinforcement
- Basic computer skills (email, typing, printing)
- Clear communication with teachers and parents (as instructed)

WORK EXPERIENCE

Teacher Assistant / Education Assistant
[School Name], [Town/City] — [Month Year] to [Month Year]

- Supported a class of ±[number] learners with daily routines, supervision, and learning activities under teacher guidance.
- Assisted with reading groups (phonics, sight words, comprehension) and kept simple notes on learner progress for the teacher.
- Prepared classroom materials: cut-outs, flashcards, worksheets, and workbook packs for the week.
- Helped maintain a safe, calm learning environment by reinforcing classroom rules and reporting concerns early.
- Handled basic admin: photocopying, filing, labelling books, and preparing learner folders.
- Supervised break time and end-of-day dismissal, ensuring learners were handed over correctly to parents/transport.

Aftercare Assistant
[Aftercare/Centre Name], [Town/City] — [Month Year] to [Month Year]

- Supervised learners after school, supported homework completion, and kept daily attendance lists.

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- Ran quiet activities (reading corner, colouring, educational games) and kept the space tidy and safe.
- Communicated pick-up information to parents/guardians as per centre procedures.

EDUCATION

Matric (NSC)
[School Name], [Year]

[Certificate/Diploma if applicable]
[College/Provider], [Year] (or In progress)

CERTIFICATES

- [First Aid Level 1], [Provider], [Year]
- [Child care / ECD short course], [Provider], [Year]
- [Computer Literacy], [Provider], [Year]

REFERENCES

[Name Surname] — [Role], [School/Centre]
Cell: [0XX XXX XXXX]

[Name Surname] — [Role], [School/Centre]
Cell: [0XX XXX XXXX]

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