[Your Name Surname]

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

PROFILE

Entry-level teacher assistant with hands-on experience supporting children through tutoring/youth programmes. Comfortable supervising learners, helping with reading and homework routines, and preparing simple learning materials. Reliable, patient, and ready to learn school procedures quickly.

KEY SKILLS

- Learner supervision and safety awareness
- Reading support (paired reading, spelling practice)
- Homework support and basic numeracy practice
- Calm communication and following instructions
- Organising books, worksheets and stationery
- Basic admin (printing, filing, keeping lists)

RELEVANT EXPERIENCE

Volunteer Tutor / Homework Club Helper
[Organisation/Community/School], [Town/City] — [Month Year] to [Month Year]

- Assisted learners (Grades [X–Y]) with reading practice, spelling, and homework completion in small groups.
- Explained tasks in simple steps and helped learners stay focused and finish within the session time.
- Kept the group calm and safe, and reported any concerns to the coordinator/teacher.

Sunday School / Children’s Programme Helper
[Church/Organisation Name], [Town/City] — [Month Year] to [Month Year]

- Supervised children during lessons and activities, supported routines, and assisted with set-up and clean-up.
- Helped prepare simple materials (printing, cutting, colouring activities) and managed stationery.

EDUCATION

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

[Course/Qualification if applicable]
[Institution], [Year] (or In progress)

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REFERENCES

[Name Surname] — [Role], [Organisation]
Cell: [0XX XXX XXXX]

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