

[Your Full Name]

[City, Province]

[Cell number]

[email@example.com]

SACE: [Registered / Provisional / Application submitted] – [SACE number if available]

Phase: [e.g. Intermediate Phase]

Subjects: [e.g. Mathematics, Natural Sciences]

Languages: [e.g. English, isiZulu, Afrikaans]

Driver's licence: [Code] (optional)

PROFESSIONAL SUMMARY

Entry-level [Phase] teacher trained in [Subjects], with supervised teaching practice in [Grades]. Confident in CAPS-aligned lesson planning, classroom management, learner support and fair assessment. Known for clear communication with learners and staff, organised admin, and a calm, consistent approach to discipline.

KEY SKILLS

- Lesson planning (CAPS-aligned), daily lesson preparation and pacing
- Assessment: tests, rubrics, informal assessment, marking and feedback
- Classroom management: routines, behaviour strategies, learner engagement
- Inclusive support: basic accommodation strategies, referrals, learner wellbeing
- Communication: parent feedback, staff collaboration, learner progress updates
- Administration: filing, learner records, timetables, basic report comments
- Educational tools: [e.g. MS Word, PowerPoint, Google Classroom, Teams]

TEACHING PRACTICE

Student Teacher (Teaching Practice) – [School Name], [Town/Area]

[Month Year] – [Month Year]

- Taught [Grade(s)] [Subject(s)], planning lessons and preparing teaching aids and worksheets.
- Delivered lessons using direct teaching, group work and learner-centred activities to support different learning levels.
- Set and marked classwork, homework and informal assessments; captured marks and tracked progress for [number] learners.
- Helped with classroom routines and duty supervision, and kept a safe, respectful learning environment.
- Applied feedback from my mentor teacher and HOD to improve pacing, questioning and classroom management.

Student Teacher (Teaching Practice) – [School Name], [Town/Area]

[Month Year] – [Month Year]

- Supported teaching in [Grade(s)], focusing on [Subject(s)] and small-group learner support.
- Created short interventions (revision packs, reading groups, enrichment tasks) for learners who needed extra practice.
- Helped prepare assessments and moderate tasks with guidance from my mentor teacher.

OTHER WORK EXPERIENCE

[Job Title] – [Employer], [Location]

[Month Year] – [Month Year]

- Used communication and organisation skills daily (scheduling, record-keeping, helping customers).
- Worked well in a team and stayed professional under pressure.

EDUCATION

[BEd / PGCE / Diploma] – [University/College], [City]

[Year completed or expected]

- Phase: [Foundation / Intermediate / Senior / FET]
- Teaching subjects: [Your main subjects]
- Teaching practice: [e.g. number of weeks or terms]

National Senior Certificate (Matric) – [School Name], [Year]

CERTIFICATES AND SHORT COURSES

- [First Aid Level 1/2] – [Provider], [Year]
- [Inclusive Education / Classroom Management / Child Protection] – [Provider], [Year]
- [Computer literacy] – [Provider], [Year]

EXTRAMURAL INVOLVEMENT

- Helped coach or supervise [sport/culture activity, e.g. netball, soccer, choir, debating].
- Helped organise [event, e.g. reading week, career day, fundraiser] with staff and learners.

REFERENCES

[Name Surname] – [Mentor Teacher / HOD / Principal / University Supervisor]

[School/Institution]

[Cell number] · [Email]

[Name Surname] – [Role]

[School/Institution]

[Cell number] · [Email]

[Name Surname] – [Role]

[School/Institution]

[Cell number] · [Email]