

**CURRICULUM
VITAE:
MAHNAAZ BHAILA**

PERSONAL DETAILS:

SURNAME: Bhaila
NAME: Mahnaaz Zuneid
SEX: Female
NATIONALITY: South African
MOBILE NO: +27 84 355 6550
E-MAIL ADDRESS: bhaila.mnz@gmail.com

EDUCATION/ ACADEMIC ACHIEVEMENTS:

SECONDARY EDUCATION

School attended: Jordao College
Qualification: Matric (Bachelor Degree Pass) 2003

TERTIARY EDUCATION

University: University of the Witwatersrand
Qualifications: 2017 - Teaching English as a
Second or Other Language [TESOL]
2014 - PGCE [SACE Number: 12284489]
2009 - Bachelor of Arts Degree with Honours
[Political Science]

Teaching Subjects: **English and History**

PROFESSIONAL DEVELOPMENT:

- Completed IELTS Academic in April 2024 with required scores for Australia.
- Completed a Dyslexia Training course certified by Nessy learning in partnership with Bristol Dyslexia Centre in May 2021.
- Completed a SEND Inclusive Teaching Programme through Optimus Education Limited in March 2021.
- Completed an Effective SEN Provision Middle Leaders Course through Real Training UK [15 hours] in 2020.
- Invited and attended a Shared History workshop held in Johannesburg by the Gilder Lehrman Center for the Study of Slavery, Resistance, and Abolition, Yale University in July 2018.

- Completed a three-month Teaching English as a Second or Other Language [TESOL] course through the University of the Witwatersrand in 2017.
- Studied English Literature through the University of the Witwatersrand [2015-2016].
- Attended a professional development programme on developing learners English writing skills with NAPTOSA (National Professional Teachers, Organisation of South Africa) May 2015.

CORE SKILLS, ABILITIES & EXPERIENCES:

- I am a passionate teacher who believes that I can make a difference in the lives of my learners by teaching them the necessary academic, social and emotional skills that will help develop them as keen, enthusiastic and self-reliant individuals.
- The four years of service I provided to the Learning Support Department further developed my teaching pedagogy by equipping me with the knowledge and skills on how to work with students with learning challenges and how to address and collaborate with challenging parents, above all it has given me the confidence I now possess as a person and as a teacher.
- I learn and implement skills at a fast pace.
- **Received an award for outstanding contribution to Wesgreen International School in 2021.**

EMPLOYMENT HISTORY

Wesgreen International School [Sharjah - United Arab Emirates]

- **Duration:** August 2021 – December 2023
- **HOY [Year1]:** Tania Schubert
- **Position:** Year 1 Educator
- **Duties:**
 - Creating resource activities and lesson plans in line with curriculum objectives
 - Working closely with parents regarding student challenges and progress.
 - Developing and fostering the appropriate skills and social abilities to enable the optimum development of children, according to age, ability, and aptitude.
 - Assess and record progress and prepare pupils for tests.
 - Organise the classroom and learning resources and create displays to encourage a positive learning environment.
 - Motivate pupils with enthusiastic, imaginative presentations.
 - Work with other teachers, teaching assistants and other relevant professionals to plan and coordinate work.
 - Creating weekly Newsletter for parents regarding classroom updates.

Wesgreen International School [Sharjah - United Arab Emirates]

- **Duration:** 2018 – 2021 June
- **HOY [SENCO]:** Roxanne Wolmarans
- **Position:** Learning Support Educator [Grade2/Year 3 and Grade3/Year 4]
- **Duties:**
 - Development and implementation of IEPS.
 - Creating resource activity packs for both intervention and school curriculum work.
 - Development of homework packs for Summer, Winter and Spring break.
 - Working closely with SENCO team regarding challenging students.
 - Working with English curriculum leads from Year 3 to Year 5.
 - Working closely with parents regarding student challenges and progress.
 - Supporting and working with classroom teachers.
 - Supporting both ELL and undiagnosed and diagnosed students in English as part of the Flourish Programme.
 - Working closely with the HOY's from Year 3 to 5 respectively.
 - Deputy Head of the Primary Newsletter committee [editing, design and proofreading the Primary Newsletter]

Regents Park Primary [Johannesburg – South Africa]

- **Duration:** 2015 – 2018
- **Headmaster:** Karl Schofield
- **Position:** Grade 4/ Year 5 English and History Educator
- **Duties:**
 - English teacher grade 4
 - History and Geography teacher grade 4 and 5
 - Provide support on all IT school related queries
 - Honours and Fund-Raising Committee
 - Provided support to EAL learners twice a week after school.

Standard Bank South Africa

Duration: 2011 – 2013

- **Manager:** Carol Ingram
- **Position:** Business Support Consultant
- **RFL:** To pursue a career in teaching
- **Duties:**
 - Educating and assisting frontline staff members to navigate on, service and use the new SAP system.
 - Assist with training new staff members that join the Business Support Services desk.

First National Bank

- **Duration:** 2009 - 2011
- **Manager:** Athlay Khan
- **Position:** Fraud Analyst
- **RFL:** Needed a new challenge
- **Duties:**
 - Attend to queries and problems referred.
 - Diplomatic tactful and tolerant in relating and receiving information
 - Self-managed
 - Knowledge of the card fraud operational chain.

REFERENCES:

Tania Schubert	Head of Year 1	t.schubert_wgp@gemsedu.com +971564461528
Roxanne Wolmarans	Head of Student Support – Early Years School Counsellor	+971503407638 studentsupport_wgp@gemsedu.com
Michelle Friedman	Senior lecturer for all majoring subjects. Observed all my teaching practicums for examinable purposes.	+27 082 451 0265 Michelled@sacredheart.co.za
Mrs Khuduge	Regents Park Primary School Head of Department	+27 082 850 1434 Khudugemary@gmail.com
Athlay Khan	First National Bank Manager	+27 082 448 3037 Akhan5@fnb.co.za