# **Executive Summary**

# Dedicated educator with 4 years of teaching experience. Passionate about educating children using various activities and organizational tools. Skilled in developing lesson plans, creating custom class materials, assigning classwork, and grading tests. Diplomatic communicator when addressing parents and children about disciplinary actions. Possesses strong problem-solving abilities, a willingness to learn, and excellent communication skills. Poised to contribute to team success and achieve positive results. Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.



**Harshna mocktar**

# **Contact**

EMAIL: harshnamocktar02@yahoo.com

TEL: +27 (0)73 540 2864

ADDRESS: 72 Kestrel Avenue, Rooihuiskraal, Centurion, Pretoria, 1057

# **Skills**

• Strong interpersonal & communication skills •Ability to work collaboratively as part of a team • Problem Solving • Flexibility • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure • Adaptability • Classroom Management • Curriculum Development • Technology Integration• Time and record management • Differentiated Instruction •

# **Languages**

* English

Native - Level 5 TEFL Certificate (6 Months)

* Afrikaans

Intermediate

# **Experience**

## **Teacher - 2nd Grade**

## Panorama Academy (T.A. Rooihuiskraal Montessori)- Rooihuiskraal, Centurion

## **Jan 2023- April 2025**

As of Oct 2024, I taught grades 2,4, and 5. Planned, facilitated, and delivered effective teaching across various subjects. My duties required assessing and monitoring student progress through formative and summative assessments. Assisted learners with homework and test preparations. Ensured that I always provide individualised support to my learners, as well as offer extra support and intervention. Focused on implementing diverse teaching methods and instructional materials tailored to individual learning styles. Provided individualised support for struggling learners, fostering a growth mind-set and boosting confidence in their abilities. Implemented classroom management strategies that maintained a structured, nurturing environment conducive to learning. Attended students' concerts, sporting events and performances to offer support and encourage extracurricular activities. Taught lessons encompassing skill-building activities in speaking, writing, reading and listening.

## **Aftercare assistant**

## Rooihuiskraal Montessori- Rooihuiskraal, Centurion

## **Jan 2022- April 2025**

My duties included ensuring learners are fed, assisting learners of any grade with their homework, playground supervision, story time and general supervision of learners. Allowed for ample outdoor discovery time in schedule each day. Assisted and supervised +- 30 children throughout the after time. Guided students to develop social, emotional and physical skills. Protected children in-class, at recess and off-site with observational skills and positive reinforcement for good behaviour. Created safe and nurturing learning environment for pre-schoolers. Organized and supervised large and small group activities.

## **Preschool Assistant Teacher**

## Rooihuiskraal Montessori- Rooihuiskraal, Centurion

## **Jan 2022- Dec 2022**

Assistant Teacher for the 4-year-old class at Rooihuiskraal Montessori. My responsibilities included assisting the main teacher in planning and delivering effective teaching to the students. I provided individualised support and intervention to the students and assisted with various tasks such as homework assistance, playground supervision, and general supervision of students. Organised snack time and nap hours. Engaged and entertained children through recreational and educational activities. Contributed ideas for classroom decorations that fostered creativity and imagination among young learners. Supported children's emotional and social development with empathy and constructive feedback.

## **Tutoring**

## Rooihuiskraal, Centurion

## **2023- 2025**

## **2023:** Grade 11 and 10 (Homework assistance).

## **2024-2025:** Grade R,1, and 5 (English, Mathematics, Science, Afrikaans), Grade 10 and 1 (English tutoring), and Adults (Conversational and Business English).

# **References**

## Jolene Williamson

TEL: +27 (0)81 515 6121

EMAIL: Jknowing491@gmail.com

## Mrs. Radha

TEL: +27 (0)84 847 9426

EMAIL:

## Mrs. Claudea Grosvener

TEL: +27 (0)83 383 3002

EMAIL: claudea777@gmail.com

### **Education**

## **Bachelor of Education in Senior Phase & Further Education Training Teaching:**

##  **-** MANCOSA, Pretoria: **Jan 2022 – present (4th year)**

## **National Senior Certificate (Matriculation):**

## - UITSIG HIGH SCHOOL, Pretoria: **Dec 2020**

# **Certifications & Courses**

* Level 5 TEFL Certificate (6 Months)- The TEFL Academy, UK, (Jul 2021).
* Classroom Teaching Practice Certificate (20 Hours)- The TEFL Academy, UK, (May 2021).
* Teaching English Online (1 to 1) Certificate- The TEFL Academy, UK, (Aug 2021).
* Anti-bullying Bootcamp Certificate- The MANCOSA School of Education through iTEACHlab, SA, (Nov 2021).
* ‘21st Century Learning’ Masterclass Certificate- The MANCOSA School of Education through iTEACHlab, SA, (Nov 2022).
* ‘Using technology as an engagement tool in the science classroom’ - The MANCOSA School of Education through iTEACHlab, SA. (Jan 2022).