

CHANÉ VILJOEN

Educator



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EDUCATION

**PGCE (FET Phase -
English HL & FAL and
Life Orientation)**

Stellenbosch University
2021

**Bachelor of Arts
(English and Psychology)**

Eduvos

2018 - 2020

Modules: Linguistics, Literature,
Communication Science,
Industrial Psychology

EXPERTISE

Administration

Lesson Planning

Training

Time Management

Communication

Microsoft Office Suite

Organisation

Canva/Resource Creation

Scribing

Remedial Classes

LANGUAGES

English

Afrikaans

isiXhosa (Conversational)

German (Beginner)

ABOUT ME

I am a dynamic and hard-working individual who is enthusiastic about both personal and professional development. My character is built on a foundation of honesty, and my intelligence is one of my greatest assets. My diligence, patience, and dependability make me an excellent team player, and I am certain that I can make a valuable contribution to your team.

WORK EXPERIENCE

November 2024 - March 2025

Durbanville Primary School | Weyers Avenue, Durbanville

Long-Term Substitute Teacher - Grades 4 and 5

While with the Grade 5 learners I diligently worked to mark End-of-Year exams, providing detailed feedback to ensure student progress was tracked and understood. In addition to marking, I facilitated productive study times and testing sessions, creating an environment that encouraged focused learning and academic growth. For the Grade 4 learners I helped them with transitioning to a new school. I played a vital role in establishing welcoming routines and clear structures, ensuring a smooth and supportive transition. Through effective communication with both parents and colleagues, I have maintained an open line of dialogue, fostering collaboration and ensuring all parties were aligned in supporting the students' success and well-being. I have also implemented and developed upon classroom management systems and created classroom resources. I have also successfully maintained and upgraded the administrative systems within the classroom. I was also part of extra-curricular activities, such as the interhouse athletics day, where I was a timekeeper during the track events; and as a member of the drama club, where I attended auditions and have facilitated Monday drama club meetings with Grade 4 and 5 learners.

October 2023 - Present

Durbanville Primary School | Weyers Avenue, Durbanville

LitNum Teacher

I have been serving as a LitNum (Extra Maths and Afrikaans) instructor for Grades 4, 5 and 7 at Durbanville Primary School. During this time, I have facilitated their understanding of various mathematical and language concepts through additional practice and alternative teaching methods. My focus is on building confidence in each learner, while helping to bridge gaps due to the various challenges learners may face within the education system.

June 2023 - Present

Durbanville Primary School | Weyers Avenue, Durbanville

Part-Time Substitute Teacher - Grades 4 to 7

As a substitute teacher, I am responsible for taking over classes when the regular teacher is absent. This requires adapting to new classroom settings while establishing myself as someone learners should listen to. I have experience teaching students from grades four to seven. I have successfully taught a variety of subjects, such as, English (HL and FAL), Afrikaans (HL and FAL), Maths, Natural Science, Social Science, Life Skills/PSW, EMS, Drama, and Art. I have taught lessons in both English and Afrikaans, which has helped me to hone my skills in delivering bilingual instruction.

July 2023 - November 2024

Ocean Basket | Glengarry Shopping Centre, Durbanville

Waitress

As a waitress I utilise a range of skills, including the ability to work well with different personalities and handle criticism. I must be capable of adapting to high-pressure situations while still paying close attention to detail. Additionally, I need to have excellent verbal communication skills in both English and Afrikaans, combined with an active listening ability to cater to my customers' needs. Furthermore, I was responsible for training new wait staff, cleaning the restaurant, stock take and management. Finally, my willingness to assist others and good memory are key traits for this role.

PROFILE

ID Number

9902040161083

Date of Birth

4th of February 1999

26-years-old

Transport and Licence

Own (reliable)

Code B (Light Motor Vehicle)

Professional Driving Permit

LinkedIn

<https://www.linkedin.com/in/chan%C3%A9-viljoen-95448919b/>

SKILLS

Multitasking

Adaptable

Critical Thinking

Time Management

Teamwork

Administration

Leadership

Apple Technology

Microsoft 365 Suite

Creativity

Conflict Resolution

CERTIFICATIONS

SACE

REG. NO. - 12716436

Reading, Scribing and Prompting

Offered by Bridget Goosen of the WCED

EXTRACURRICULARS

Extra Classes

Netball

Swimming

Community Outreach

Communication

Drama

Academic Clubs

January 2022 - December 2022

Bothasig High School | 3 Olifant Street, Bothasig

English and Technology Teacher - Grades 8 and 9

During my time at Bothasig High School, I served as a class teacher, as well as, an English (HL) and Technology teacher. I was also an English Subject Head, overseeing curriculum planning for grades eight and nine, generating test/exam papers, class analysis to identify borderline learners, and formulating intervention plans for my class and subject. My additional responsibilities encompassed administrative duties, such as ensuring that my learner profiles were updated, providing subject improvement plans, and serving as a member of the SGB and several other committees. These committees included the school's finance committee - through which I also managed the school tuck shop, the media and technology team - where I oversaw the school email accounts, and the Building and Infrastructure team. Moreover, I served as the Communications Manager writing all the school's formal communications.

August 2021 - September 2021

Stellenberg High School | 118 Panorama Drive, Bothasig

Teaching Practical

I had the opportunity to work alongside mentor teachers and offer administrative assistance. Additionally, I assisted with marking the Matric Life Orientation papers and Grade 10 Life Orientation Projects. Furthermore, I was responsible for conducting English and Life Orientation lessons for Grade 10 and 11 students.

April 2019 - December 2020

Gene Louw Primary School | Tulip Street, Amanda Glen

Aftercare Assistant

As an aftercare assistant, I was responsible for a diverse range of duties. My primary focus involved providing essential administrative support to the facilitators, ensuring they had the necessary resources to complete their daily tasks. Furthermore, I was required to assist learners from Grades 4-7 with their homework, and substitute for aftercare teachers when they were unavailable. In an effort to improve the aftercare facilities, I spearheaded the implementation of a library improvement initiative, I organised a book drive, which yielded a remarkable 405 books and implemented the use of an online library management system.

VOLUNTEER EXPERIENCE

January 2013 - Present

Durbanville Baptist Church | Weyers Avenue, Durbanville

Section Head / Youth Leader

For the past twelve years, I have served as a section leader in a youth program at Durbanville Baptist Church. Over the last six years, I have advanced to the position of section head, where I oversee a team of thirteen leaders. My primary responsibility is to equip the team with the necessary skills to organise activities for the program. Additionally, I provide mentorship and guidance to support the growth of the leaders. Alongside this, I deliver large group teachings and coordinate game activities to engage the younger participants. During our annual holiday program I am also responsible for our 5-day Drama production which I have written and directed for the last three years, as well as a leading member of the Décor team organising the designs and props for the entire week's theme.

REFERENCES

Corlise van Staden

Durbanville Primary School

Human Resources

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Bothasig High School

Principal

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