

ANNA HATTINGH

LEGAL PROFESSIONAL transitioning into TEACHING ENGLISH FOREIGN LANGUAGE



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KEY SKILLS

Adaptability | Leadership | Communication | Strategic Planning | Problem Solving | Public Speaking | Cultural Sensitivity | Empathy | Ethical Practice | Time Management | Lesson Planning | Grammar & Pronunciation | Learner Engagement | Technology Integration

PROFILE SUMMARY

Qualified and experienced legal professional transitioning into teaching English as a Foreign Language. Brings 19 years of legal expertise including legal practice management, legal training, client service, and public outreach. Skilled in working individually, collaboratively, and remotely across varied organizational settings. Completed a Level 5 TEFL Diploma and specialized Top-Up Courses. Comfortable in lesson planning, classroom management, and intercultural communication. Passionate about empowering learners through clarity, creativity, and empathy.

TEFL QUALIFICATIONS

Level 5 TEFL Diploma (168 hours) – The TEFL Academy, UK – 2025

Covers grammar, pronunciation, lesson planning, and classroom management.

Level 5 TEFL Teaching Practice Course Certificate (10 hours) – The TEFL Academy, UK – 2022

Live online teaching practicum with peer and trainer feedback.

Top-Up TEFL Courses – The TEFL Academy, UK – 2025

- Teaching Young Learners
- Teaching Business English
- Teaching Online & One-to-One

EDUCATION AND PROFESSIONAL DEVELOPMENT

LL.B. (Bachelor of Laws) – University of Pretoria – 2001

B.A. (Bachelor of Arts - Anthropology) – University of Pretoria – 1988

Matric Certificate – High School Orkney – 1985

Professional Development:

- Practice Management Training – LEAD & LSSA – 2019
 - Notarial Practice – Gawie Le Roux Institute for Law – 2018
 - Conveyancing Practice – Gawie Le Roux Institute for Law – 2010
 - Advanced Certificate in Child Law – Centre for Child Law – 2000
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RELEVANT EXPERIENCE

Legal Training & Community Outreach – Legal Aid South Africa – 2003–2005, 2012–2014

- Delivered age-appropriate legal education in underserved communities
- Simplified complex legal topics for public understanding
- Built skills in group facilitation and youth engagement

Staff Training & Development – Various Legal Roles – 2006–2024

- Mentored junior staff in legal procedures and ethics, and client service
- Presented public legal seminars, honing public speaking and instructional skills

Observed Teaching Practice – TEFL Academy & Schools – 1989, 2022

- Delivered Observed language lessons in school settings
- Participated in online teaching practice during TEFL course
- Developed foundation in classroom management, lesson planning, and learner interaction

Youth & Community Engagement – Still Bay – 2007–2012

- Organized school and community youth-centered activities and ensured learner safety
- Supported safe, educational, and inclusive youth programming

Creative and Instructional Relevance:

- Drama for Specific Purposes training
 - Background in English for Specific Purposes and the Law and Literature
 - Confident in using storytelling, visual arts, and drama in EFL teaching
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TRANSFERABLE SKILLS

- Compliance & Professional → Classroom Management & Ethics

Ability to ensure compliance with legal standards translates into a strong sense of responsibility in maintaining classroom order, respecting institutional rules, and fostering a safe, inclusive learning environment

- Client Advocacy & Representation → Learner Support

As advocated for clients' best interests, can now support learners by adapting lessons to their needs, encouraging participation, and empowering them with the tools to succeed—particularly those who may feel intimidated or left behind

- Cross-Disciplinary Legal Expertise → Flexible Teaching Across Language Skills

Ability to master and apply various legal fields shows intellectual flexibility—perfect for designing lessons that integrate reading, writing, listening, speaking, and even cultural or functional language content

- Legal Practice Management → Classroom Organization & Planning

Running a law firm demands the same organizational and multitasking abilities required to plan lessons, manage time effectively, track learner progress, prepare engaging materials and assessments, and syllabus completion within course timelines

- Interpersonal Skills → Cross-Cultural Communication

Experience communicating with clients of varying backgrounds, ages, and education levels now equips to connect meaningfully with learners from diverse linguistic and cultural contexts, promoting trust and understanding in the classroom

- Legal Precision → Language Accuracy

Meticulous attention to detail in legal documentation and process now supports the ability to teach grammar, structure, and meaning with clarity and accuracy

- Transaction Coordination → Lesson Planning & Delivery

Coordinating complex property transfers mirrors planning and delivering well-structured, goal-oriented lessons that build upon previous knowledge and guide learners to clear outcomes

- Pressure Communication → Clear Teaching in Stressful Contexts

Ability to explain complex legal ideas under emotionally intense conditions prepares for teaching clearly, patiently, and supportively—especially to lower-level learners or those facing language barriers

- Strategy Formulation → Lesson Scaffolding

Formulating legal strategies aligns with lesson scaffolding—building knowledge step-by-step, predicting learner challenges, and adjusting your approach as needed

- Empathy with Marginalised Clients → Inclusive Classroom Care

Courage to empathize with stigmatized individuals in criminal matters demonstrates a strong sense of emotional intelligence—vital for creating a safe, non-judgmental space for foreign language learners

INTERCULTURAL & LANGUAGE EXPERIENCE

Volunteer Work – Israel – 1989–1990

- Lived and worked on Kibbutz Nir Am and Moshav Ein Yahav

- Developed basic Hebrew and intercultural adaptability

Languages: Afrikaans (native), English (fluent), Basic Tswana, Dutch & Hebrew

TECHNOLOGY & TEACHING TOOLS

Familiar with Zoom, Google Classroom, Microsoft Teams, Canva, and Google Workspace for lesson planning and virtual teaching

HOBBIES & INTERESTS

Drama, Literature, Performance Arts | Painting & Crafts | Sewing, Embroidery & Crocheting | Reading & Audiobooks | Pilates, Swimming, Walking | Volunteer Work

TRAVEL

Experienced International and Local traveler. Adaptable in multicultural environments

PERSONAL DETAILS

Date of Birth: 20 April 1967

Nationality: South African

Driver's License: Code EB (Clean)

Health: Excellent

No teaching references. Professional references available on request
