



# Carol Coetzee

Teacher

## Education History

**High School:** St. Colmcille Secondary School- 1984

Matric- Grade 12 – Passed with AE and Bachelors

Subjects:

- English
- Afrikaans
- Mathematics
- History
- Biology
- Geography

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## Expertise

Planning & Development  
Assessments  
Teaching  
Coaching  
CAPS Trained

## Professional Skills

Managerial Skills  
Interpersonal Skills

## 😊 Personal Skills

Organised  
Time Management  
Team Player  
Communication  
Problem Solving  
Commitment

**SACE: 130117**

## Employment History - 31 Years

**1. Current-Elementary Teacher at Ras Al Khaima American Academy- August 2023 till recent. ( Grade 4- Homeroom Teacher)-1year and 6 months**

**Job Description:** Teaching English, Mathematics, Life Skills, Afrikaans First Additional Language ( Foundation Phase), Preparing lessons, evaluations, coordinating, controlling and reporting on learners academic progress, establishing a classroom environment, utilising learners own experience in teaching. Overseeing Homework of learners, Assessing and recording the attainment of learners.

**General/Administrative duties:** Coordinating and controlling academic activities of Mathematics, Home Language, Life skills and History and Science, Collection of all fundraising monies in class, Controlling stock and equipment in class, Organising After school clubs, Responsible for taking learners on excursions.

**Interaction with stakeholders:** Participating in QMS, Sharing knowledge, ideas and resources, Participating in TED PET course, Participating in Schools CPD, Participating in Behaviour Management meetings, Attending Grade-Phase-Staff-Awards Evening-

Spelling Marathon- QMS and Behaviour Management Meetings.

**Communication:** Cooperating with colleagues of all grades, Meetings with parents, Participating in WCED seminars and courses ( Mostly online), Participating in Grade and Phase meetings.

## Grade 1 Educator- Altena Primary( South Africa)- 2022-2023 ( 2 years)



**Job Description:** Teaching English, Mathematics, Life Skills, Afrikaans First Additional Language ( Foundation Phase), Preparing lessons, evaluations, coordinating, controlling and reporting on learners academic progress, establishing a classroom environment, utilising learners own experience in teaching. Overseeing Homework of learners, Assessing and recording the attainment of learners.

**Extra- and co-curricular:** Dance club, Organising Spelling Marathon, Organising the Décor for the Awards Evening, Buying the gifts for the quests at the awards Evening, Buying the reading books for the Awards Evening, Helping with Mr and Ms Altena, Catering for the educational and general welfare of learners by identifying learners at risk and helping them integrate into the extra English classes after school.

**General/Administrative duties:** Coordinating and controlling academic activities of Mathematics, Home Language, Life skills and Afrikaans, Collection of all fundraising monies in class, Controlling stock and equipment in class, Organising Spelling Marathon- Handing out all forms relevant for this fundraising event. Making sure that all awards are bought for the Spelling Marathon.

**Interaction with stakeholders:** Participating in QMS, Sharing knowledge, ideas and resources, Participating in TED PET course, Participating in Schools CPD, Participating in Behaviour Management meetings, Attending Grade-Phase-Staff-Awards Evening- Spelling Marathon- QMS and Behaviour Management Meetings.

**Communication:** Cooperating with colleagues of all grades, Meetings with parents, Participating in WCED seminars and courses ( Mostly online), Participating in Grade and Phase meetings.



## August 2016 till June 2021 (5 Years)

### Gulf English British School/ Kuwait-Middle East Class Teacher, Year 4/5- Intermediate Phase

**Job Description:** Teaching English, Mathematics, Science, History. Preparing lessons (Year 5), evaluations, coordinating, controlling and reporting on learners academic progress, establishing a classroom environment, utilising learners own experience in teaching. Taking a leadership role in Mathematics.

**Extra- and co-curricular:** Coaching Table Tennis, Swimming, Maths and English clubs, Art club, Dance club, Netball coaching Netball umpiring, Online Teaching experience- Zoom and Microsoft Teams, Catering for general welfare of learners, Overseeing discipline of learners, Spelling Bee

**General/Administrative duties:** Coordinating and controlling academic activities of Mathematics, Home Language, Life skills and History and Science, Collection of all fundraising monies in class, Controlling stock and equipment in class, Organising After school clubs, Responsible for taking learners on excursions.

**Interaction with stakeholders:** Participating in QMS, Sharing knowledge, ideas and resources, Participating in Inset course, Participating in Schools CPD, Participating in Behaviour Management meetings, and Behaviour Management Meetings.

**Communication:** Cooperating with colleagues of all grades, organising Netball and Hockey matches, Meetings with parents, Participating in London borough of Hillingdon seminars and courses ( Mostly online), Participating in Year Group and Phase meetings.

**Reason for resigning:** Family moved back to South Africa.

**Job Description:** Teaching English, Mathematics, Life Skills, Afrikaans First Additional Language ( Foundation Phase), Preparing lessons, evaluations, coordinating, controlling and reporting on learners academic progress, establishing a classroom environment, utilising learners own experience in teaching. Overseeing Homework of learners, Assessing and recording the attainment of learners.

**January 2015 till August 2016 (1 Year)**

**Melton Primary School/ South Africa**

**Acting Head of Department- Foundation Phase/ Class Teacher  
Grade 1**

**Job Description:** Managing 16 Foundation Staff members, making sure that the Curriculum is being taught up to standard in the Foundation Phase Department, making sure that continuous Assessment is taking place in the whole of the Foundation Phase. Writing Policies, Conducting weekly Foundation Phase meetings, Ongoing support to colleagues. Engaging in class teaching- foundation Phase, Assessing and recording the attainment of learners.

**Extra- and co-curricular:** Coaching Table Tennis, Swimming, Maths and English clubs, Art club, Dance club, Netball coaching Netball umpiring, Online Teaching experience- Zoom and Microsoft Teams, Catering for general welfare of learners, Overseeing discipline of learners, Art Competitions, Athletics club, Developing policies for the Department, Coordinating evaluations/assessments, homework, written assignments of Foundation Phase subjects, Providing guidance on the latest ideas and approaches to the subjects, Providing educational welfare of learners.

**Control function:** Control the work of educators and learners in the Foundation Phase, Reports submitted to the Principal, Controlling marksheets, Controlling tests and examination papers as well as memoranda, Control administrative responsibilities of staff members.

**Management of Staff:** Participating in QMS , Advising Principal regarding the division of work in the Foundation Phase.

**General/Administrative duties:** Coordinating and controlling academic activities of Mathematics, Home Language, Life skills and Afrikaans, Collection of all fundraising monies in class, Controlling stock and equipment in class, Organising Spelling marathon- Handing out all forms relevant for this fundraising event. Making sure that all awards are bought for the Spelling Marathon, Assisting and managing school stock, Managing the budget for the Foundation Phase, Assisting in timetabling, Assisting in staff welfare,

**Interaction with stakeholders:** Participating in QMS, Sharing knowledge, ideas and resources, Participating in TED PED course, Participating in Schools CPD, Participating in Behaviour Management meetings, Attending Grade-Phase-Staff-Wards Evening- Spelling Marathon- QMS and Behaviour Management Meetings.

**Communication:** Cooperating with colleagues of all grades, organising Netball and Hockey matches, Meetings with parents, Participating in WCED seminars and courses ( Mostly online), Participating in Grade and Phase meetings, Maintain a good teaching standard amongst staff members, Meeting with parents, Participating in departmental and professional committees.

**Reason for leaving:** Relocated to Kuwait. My husband was transferred to Kuwait.

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## January 2013 till December 2015 (3 Years)

### Terios Independent School in Somerset West/ South Africa

#### Acting Principal/ Class Teacher- Year 3-

**Job Description:** Managing the Primary School. Conduct weekly Staff meetings. Implementing Policies. Conducting weekly Assemblies. Managing learner's behavior. Conducting Staff Development. Ongoing Staff support, Responsible for school administration, duty roster, Arrangements to cover absent staff, school finances and maintenance of services and buildings, control of expenditures, allocation of funds, general cleanliness, supervising annual stocktaking, engage in class teaching.

**Extra- and co-curricular:** Being responsible for school curriculum and pedagogy, choosing textbooks for school, Oversee learner counselling, Promoting extra-and co-curricular activities, Participate in seminars and courses.

**Management of Staff:** Supervising the work and performance of staff, Overseeing QMS.

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**Interaction with stakeholders:** Supervising the Representative of learners, liaising with other Principal during meetings.

Communication: Meetings with parents, Liaising with WCED, Maintaining contact with community organisation.

**Reason for resigning:** Got a WCED appointment- Salary increase

## January 2008 till December 2012 (5 Years)

### High Veld Ridge Primary School/ South Africa

#### Year Leader/ Class Teacher- Grade 3 - Foundation Phase

**Job Description:** Teaching Grade 3, Foundation Phase subjects. Preparing lessons, evaluations, coordinating, controlling and reporting on learners academic progress, establishing a classroom environment, utilising learners own experience in teaching. Taking a leadership role in Mathematics. Assessing and recording the attainment of learners.

Conducting weekly Year Group meetings. Ongoing support in Year group. Making sure that the Curriculum was being taught right across the Year group. Conducting short Development courses in the Year group.

**Extra- and co-curricular:** Coaching Table Tennis, Swimming, Maths and English clubs, Art club, Dance club, Netball coaching Netball umpiring, Online Teaching experience- Zoom and Microsoft Teams, Catering for general welfare of learners, Overseeing discipline of learners, Assisting Departmental Head in identifying aspects which require special attention.

**General/Administrative duties:** Coordinating and controlling academic activities of Mathematics, Home Language, Life skills and Afrikaans, Collection of all fundraising monies in class, Controlling stock and equipment in class, Organising the scholar patrol.

**Interaction with stakeholders:** Participating in QMS, Sharing knowledge, ideas and resources, Participating in TED PED course, Participating in Schools CPD, Participating in Behaviour Management meetings, Attending Grade-Phase-Staff-Wards Evening- Spelling

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Marathon- QMS and Behaviour Management Meetings.

**Communication:** Cooperating with colleagues of all grades, organising Netball and Hockey matches, Meetings with parents, Participating in WCED seminars and courses ( Mostly online), Participating in Grade and Phase meetings.

**Reason for resigning:** My husband got a transfer to Cape Town

## January 2002 till December 2007 (5 Years)

### Belmore Primary School / United Kingdom/ London

#### Year 1 class teacher/ Art Coordinator – 5 Years- Foundation Phase

**Job Description:** Preparing lessons, evaluations, coordinating, controlling and reporting on learners academic progress, establishing a classroom environment, utilising learners own experience in teaching. Taking a leadership role in Mathematics.

Teaching the Core Subjects in Year 1 (Foundation Phase), Held Yearly Art Exhibitions for Key Stage 1 and 2. Buying of Art Stock for the Primary School, Managing the Art Department.

**Extra- and co-curricular:** Coaching Table Tennis, Swimming, Maths and English clubs, Art club, Dance club, Netball coaching Netball umpiring, Online Teaching experience- Zoom and Microsoft Teams, Catering for general welfare of learners, Overseeing discipline of learners, Arranging an Art Exhibition, Assisting Principal in overseeing learner counselling and guidance.

**General/Administrative duties:** Coordinating and controlling academic activities of Mathematics, Home Language, Life skills and Afrikaans, Collection of all fundraising monies in class, Controlling stock and equipment in class, Organising Spelling marathon- Handing out all forms relevant for this fundraising event. Making sure that all awards are bought, Organising Scholar patrol.

**Interaction with stakeholders:** Participating in QMS, Sharing knowledge, ideas and resources, Participating in TED PED course, Participating in Schools CPD, Participating in Behaviour Management meetings, Attending Grade-Phase-Staff-Wards Evening- Spelling Marathon- QMS and Behaviour Management Meetings.

**Communication:** Cooperating with colleagues of all grades, organising Netball and Hockey matches, Meetings with parents, Participating in Mpumalanga Education seminars and courses, Participating in Grade and Phase meetings.

**Reason for resigning:** My husband got a job transfer to England

## January 1990- December 2001 (10 Years)

### Delrado Primary School/ South Africa Class Teacher – Grade 1- Foundation Phase

**Job Description:** Teaching foundation Phase subjects, Preparing lessons, evaluations, coordinating, controlling and reporting on learners academic progress, establishing a classroom environment, utilising learners own experience in teaching. Taking a leadership role in Mathematics, Assessing the attainment of learners.

**Extra- and co-curricular:** Coaching Table Tennis, Swimming, Maths and English clubs, Art club, Dance club, Netball coaching Netball umpiring, Online Teaching experience- Zoom and Microsoft Teams, Catering for general welfare of learners, Overseeing discipline of learners, Organising Kas Kar event, Organising Fun day.

**General/Administrative duties:** Coordinating and controlling academic activities of Mathematics, Home Language, Life skills and Afrikaans, Collection of all fundraising monies in class, Organising excursion to the strawberry farm aswell as collecting all monies.

**Interaction with stakeholders:** Participating in QMS, Sharing knowledge, ideas and resources, Participating in TED PED course, Participating in Schools CPD, Participating in Behaviour Management meetings, Attending Grade-Phase-Staff-Wards Evening- Spelling Marathon- QMS and Behaviour Management Meetings.

**Communication:** Cooperating with colleagues of all grades, organising Netball and Hockey matches, Meetings with parents,



### **Training and Professional Development:**

1. IXL- Training ( RAKKAA)- 2023
2. Raz Plus training ( Rakka)-2023
3. Pearson Training ( Rakkaa)-2023
4. Map test training- (Rakka)- 2023)
5. Homeroom Teacher training- Rakkaa-2023
6. Curriculum review training- Rakkaa- 2023
7. Success Criteria training- Rakkaa - 2023
8. Active Panel Training- Promethean board- Rakkaa- 2023
9. Guided Reading Instruction- Rakka - 2023
10. Gradebook and Mark distribution training – Rakkaa- 2023
11. Monitoring student progress training- Rakkaa- 2023
12. Student notebook marking- Rakkaa- 2023
13. Multiple intelligence strategy- Rakkaa- 2023
14. Formative Assessment training- Rakkaa- 2023
15. I- Campus training- Rakkaa- 2023
16. Science orientation- Rakkaa- 2023
17. Phonics training- Rakkaa- 2023
18. Using data in classroom- Quadrant training- Rakkaa- 2023
19. Evaluating quality of teaching and learning- Rakka - 2023
20. Positive behaviour management Excel training- Rakkaa- 2023
21. Atlas training- Rakkaa- 2023
22. Academic report training
23. Learning Walk protocol- Rakka- 2023
24. Foundation Phase Afrikaans – Melton Primary - 2013
25. Foundation Phase English Home Language- Melton Primary - 2013
26. Caps Training- Melton Primary School- Eersteriver- 2013
27. School Management and Leadership Development- Kuwait- 2016
28. Home Language – Online- Altena Primary School- 2022
29. Mathematics- Online- Altena Primary School- 2022
30. Netball Training for Umpiring- Mpumalanga-2008
31. Sea Rescue Certificate- 2013
32. Computer Training- Windows-Word, Excel-Access- PowerPoint- Gauteng- 2000

### **Computer Literacy:**

MS Word- Daily

MS Excel- Daily

MS PowerPoint- Weekly

## **REFERENCES:** Most recent first

Mrs. Cowie- Altena Primary School  
Position held: Head of Foundation Phase  
Phone number: 0218515693  
E-mail address: [hanlie.cowie@wcgschools.gov.za](mailto:hanlie.cowie@wcgschools.gov.za)

Mrs. Grobler- Altena Primary School  
Position held: Grade Head  
Phone number: 021 851 5693  
E-mail address: [Mariske.dupreez@wcgschools.gov.za](mailto:Mariske.dupreez@wcgschools.gov.za)

Ms. Gemma Tricket (Kuwait-Middle East))  
Position held: Head Teacher of Primary  
Phone number: +44 7718319119  
E- mail address: [svarghese@ges.edu.kw](mailto:svarghese@ges.edu.kw)

Ms. Antoinette Gorden (Kuwait-Middle East))  
Position held: Year Leader  
Phone number: +965 55603620  
E- mail address: agordon123@yahoo.com

Mr. Colin Illman (United Kingdom)  
Position held: Head Teacher of Primary School  
School: Belmore Primary School in Middlesex – England  
Phone number: 01895671950  
E- Mail address: [belmore@hgfl.org.uk](mailto:belmore@hgfl.org.uk)

Ms. Alison February (South Africa)  
Position held: Head Teacher of Primary School  
Phone number: +27 84 8443 638/ 84 3380 444  
E- Mail address: admin@meltonps.wcape.school.za



Certificates & Diplomas are Available on Request