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| Phone icon  FRANCOIS DU TOIT  **APPLICATION LETTER**  Parklands, Cape Town 076 810 6736 [cois25@live.com](mailto:cois25@live.com) 9504255075089 | |
| To whom it may concern,  Herewith I would like to send my application letter and curriculum vitae in response to the advertisement for the available position of Human Resources Manager.  My interest in this position stems from the belief that I have the right combination of skills necessary to be an asset to your company. These include communication, conflict management, and decision making and being able to handle multiple portfolios at a time.  The importance in Human Resources to me is to understand that people are valuable resources to a company, and if managed correctly and fairly, the business will function at optimal level and develop to newer hights. Thus, structure, uniformity, guidance within the workplace combined with employee relations and satisfaction are factors of utter importance.  Having spent the past five years as an educator, taking on multiple management roles, I have developed my communication and management skills. I am:   * A qualified educator able to integrate HR initiatives with strategic goals to ensure optimal performance within any business. * A communication orientated young professional who is committed toward employee welfare and satisfaction, productivity, and overall discipline within a workplace. * A leader who has improved the effectiveness of systems set in place. * An improvement specialist who challenges the status quo and produces success innovation and change.   “Why would you hire a teacher?  ***No other professional has the work ethic of teachers. These are people who spend 8 hours a day wrangling the bored, the frustrated, the distracted, and the unwilling, and then go home to spend even more time grading, planning, and putting out fires. What company wouldn’t want those people on their team?”***  I consider myself to be a dedicated, dependable, and hardworking professional who possess excellent communication skills to build strong working relationships. I feel that a relationship with your company would be beneficial as my background in education, experience and qualifications that would make a perfect fit for your Human resources position. This opportunity will also allow me to refine my skills in a new working environment and build a long-term relationship with your company.  In closing, I would like to thank you for your time and considering me for this position.  Sincerely  Francois du Toit | |
| **Email icon**Phone icon  FRANCOIS DU TOIT  **CURRICULUM VITAE**  Parklands, Cape Town 076 810 6736 [cois25@live.com](mailto:cois25@live.com) 9504255075089 | |
| **PROFESSIONAL PROFILE SUMMARY:**  Certified educator able to integrate HR initiatives with strategic goals to ensure optimal performance within any business. Communication orientated young professional committed toward employee welfare, productivity, and discipline within a workplace. A leader who has improved the effectiveness of quality checking and refreshed the internal discipline system of a school. Challenges status quo and produces success with new initiatives, procedure innovations and change. |  |
| **CAREER ACHIEVEMENTS:**   1. Educated learners in English Home Language to produce a 95% average subject pass rate with 20 distinctions per year. Doing this with limited technology available. 2. Improved the quality and attitude toward sport within the school by hosting team-building events, focusing on quality coaching and guiding and assisting coaches. 3. Improved upon overall school discipline and teacher morale, by identifying a lack of procedures, guidelines and parameters, and positive approach to discipline in the discipline policy. This ensured that staff and learners understand what is expected of them and encourages them act accordingly to improve workplace morale. 4. Successfully improved upon the internal moderation process to perfect the quality, ensure uniformity, and perfect the quality of educators’ work, by creating a moderation detail-orientated procedure for educators to follow. This process improved communication between subject heads and educators. | |
| **PROFESSIONAL EXPERIENCE:**   * January 2018 - present * Post level 1 Educator * Employer: Western Cape Education Department * Location: Wolraad Woltemade Primary School, Bothasig, Cape Town. | **EDUCATION/ QUALIFICATIONS:**   * Nation Senior Certificate (Grade 12) – graduated 2013 * Bachelor’s degree in Education (Mathematics and Science) and Funza Lushaka bursary holder - Nelson Mandela University, graduated 2017 * First Aid level 3 - 2019, 2022 |
| **RESPONSIBILITIES/ DUTIES:**  **1. Educator**   * Educate over 100 learners each year in English Home Language, Geography, History, Life Skills and Physical Education. * Set up of engaging and stimulating activities and questioning on a cognitive development level according to an education policy. * Discipline management and learner growth management at a very sensitive and life-changing age. * Using and improving upon a designed national curriculum policy. * Planning out detailed curriculum to be taught for the year. * Use of technology to stimulate learners to improve learning and understanding. * Write performance evaluations of learners as communication to parents and other teachers.   **2. English subject head (advisor for language team)**   * Having overall subject knowledge as subject advisor to ensure quality, uniformity throughout all grades. * Proofreading, editing, and assessing the quality of educators work and ensuring work is up to standard set by the language group and department of education. * Handle pressure and meet tight deadlines * Delegating responsibilities amongst the subject heads. * Training educators and giving constructive criticism to educators to improve the quality of the educator's teaching methods, teaching aids and subject comprehension to maximise learners’ understanding of concepts throughout the phase. * Setting up meetings for the language team to ensure productivity, uniformity, and understanding before tasks are completed.   **3. School governing body member**  = A group made up of teachers, school management members, community members and parents  who promote the best interest of the school and ensure its development.   * Representing educator staff on the governing body. * Strive to improve learning outcomes and reach quality education. * Help the principal and educators to perform the professional duties. * Conduct interviews to appoint new governing body staff members to a specific position. * Decide and build school policies to implement. * Keep school/staff matters strictly confidential when in process. * Decide on the code of conduct of the school. * Other responsibilities include: planning, conflict management, team building, negotiation, and school finances.   **4. School safety committee secretary**   * Setting up meeting agenda and taking minutes of safety meetings. * Liaising with hired safety officer during audits to ensure school safety is improved. * Handling safety compliances and/or safety issues of the school building. * Logging Injury on duty and learner injuries.   **5. School sports coordinator**   * Organisation of staff allocation for sport practices and events. * Set up and hosting of workshops advising and guiding coaches to ensure effective management of sports teams. * Organisation of sport events as well as practice sessions. * Set up and planning of yearly sport calendar. * Sponsorships. * Acquiring new sport equipment within a strict budget.   **6. Co-Discipline head**   * Responsible for the application of discipline and code of conduct of the school. * Primarily responsible for establishing the concept of positive behaviour within the school set-up. * Ensure that all staff, parents, and learners understand and follow the discipline policy. * Ensure that the policy regarding disciplinary measures is in place, implemented and updated when necessary. * Ensure that learner behaviour and learner issues are discussed regularly and put plans in action to address the issues. * Ensure that record is kept of learner behaviour. * Organised staff development sessions regarding the management of learners’ behaviour and parent communication. * Organise sit-downs or hearings with parents to discuss progress and discipline of learners. * Ensure that the school has a good orientation programme for new leaners. * Ensure that learners are dealt with fairly and consistently. * Signing off on high level misconduct.   **7. School Prefect council Coordinator**   * Setting up of the prefect programme that supports and guides the young leaders. * Setting up duty rosters, meetings, election meetings, | |
| **HOBBIES AND INTERESTS:**   * **Photography** - running my own photography business on the side has taught me ways to bring people's personalities to the surface to ensure the images organically tell who they are as people. This makes for more compelling and real photos. This is a skill I use professionally as well, to aid me understand the staff, learners, or parents I work with on a daily basis. * **Other:** semantics, behaviourism, financial market, basketball, golf, writing, technology, travel, culture. | |
| **SKILLS:**   * Verbal and written communication * Conflict Management * Decision Making * Ethics * Detail Orientated * Leadership & Management * Employee relations * Talent management * Interviewing & recruitment * Organisation | * Handle pressure and meet tight deadlines * Scheduling * Budgeting * Improvement specialist * Native Afrikaans speaker, Fluent in English * Proficient in Microsoft Office: Word, Excel, Outlook, Teams, PowerPoint, etc * Computer savvy * Fast typing |
| **REFERENCES:**  Due to POPI act this information may be released upon request. | |