

CURRICULUM VITAE

NKOPANE ISAAC MAKHETHA

NKOPANE ISAAC MAKHETHA
nkopanemakh@gmail.com
inkopane@icloud.com

[071 353 3737 OR 081 538 6874]



PERSONAL INFORMATION

Name Nkopane Isaac Makhetha
Address 16719 Grassland
Heidedal Ext
Bloemfontein
9306
Telephone Numbers 071 353 3737
Cell Number 081 538 6874
E-mail address nkopanemakh@gmail.com
Nationality South African
Date Of Birth 11 August 1982
Identity Document 820811 5551 088
Gender Male
Drivers license Code C1
Date Issued 29/01/2008
Professional License None
Expiry Date N/A
Health Excellent
Marital Status Married
Home Language S.Sotho
Other Languages

	English	Afrikaans	Tswana
Read	Good	Good	Good
Write	Good	Good	Fair
Speak	Good	Good	Fair

Present Occupation Head of Department

EDUCATION BACKGROUND

Last School Attended	Ntsu Secondary School
Highest Grade Achieved	Matric (2001)
Subject Passed	S. Sotho 1 st LANGUAGE HG
	Afrikaans 2 nd LANGUAGE HG
	English 2 nd LANGUAGE HG
	Mathematics SG
	Biology HG
	Physical Science SG

TERTIARY EDUCATION

Name of Institution

CENTRAL UNIVERSITY OF
TECHNOLOGY(FS)

Qualification Obtained

N.DIP EDUCATION.TECHNICAL
(2005)

Duration (2003-2005)

Graphics I,II,III
Technology I,II,III
Educational Management I,II,III
Teaching Media
Theory of Education I,II,III
Subject Didactics:Technical
DrawingI,II,III
Subject Didactics:Technical I,II,III
Mathematics I,II,III
Subject Didactics: Mathematics
I,II,III
Computer Literacy I,II
Teaching Practice I,II,III
English I,II
Sesotho I,II
Philosophy of Life and Life Skills
I,II

Name of Institution

CENTRAL UNIVERSITY OF
TECHNOLOGY(FS)

Qualification Obtained

B.TECH: EDUCATION (2006)

Duration (2006-2006)

Graphics IV
Technology IV
Educational Management IV
Research Methods and Techniques
Theory of Education IV
Subject Didactics: Technical
Drawing IV
Mathematics IV
Subject Didactics: Mathematics IV

Qualification Obtained	B.Ed(Hons):Educational
Duration (2007-2007)	Management(2007) Research Methodology III Education Law I Personnel Management III Management of Educational Institutions IV Education Theory IV

SHORT COURSES AND FURTHER DEVELOPMENT CERTIFICATES

- 1. UNIVERSITY OF THE FREE STATE- APRIL, JULY 2008
SEPTEMBER 2009**
ITjhoriseng Mathematics Skills Development
- 2. NELSON MANDELA UNIVERSITY (JANUARY 2012-
DECEMBER 2012)**
Short Learning Program for MATHSUP
- 3. PROVINCIAL EDUCATION DEPARTMENT (FEB 2013)**
CAPS Grade 11 Mathematical Literacy
- 4. PROVINCIAL EDUCATION DEPARTMENT (April 2008)**
Mathematics Grade 10-12
- 5. Financial Services Board (May 2008,February 2011)**
Mathematical Literacy Grade 10 - 11

CURRENT EMPLOYMENT

Name of the Company: Ntumediseng Secondary School

Job Title : Departmental Head (Mathematics and
Mathematical Literacy)

Duration : September 2015 to present

Area of responsibility and duties

- Classroom Teaching
- Managing the Department
- Controlling work covered by teachers in my department
- Helping to allocate subjects to teachers in my department
- Ensuring that the curriculum is covered and making program together with teachers who are behind to cover the work
- Responsibility to ensure that the school's Code of Discipline is

Name of Institution Ntumediseng Secondary School

Duration March 2006 - September 2015

Job Title Teacher: Mathematics and
Mathematical Literacy

Duties Responsible for teaching:
- Mathematics from Grade 8 to 12
- Mathematical Literacy Grade 10
to 12

Name of Institution
Duration

Ntumediseng Secondary School
April 2014 - Aug 2015

Job Title

Head of Department(Acting)

Duties

- Classroom Teaching
- Managing the Department
- Controlling work covered by teachers in my department
- Helping to allocate subjects to teachers in my department
- Ensuring that the curriculum is covered and making program together with teachers who are behind to cover the work
- Responsibility to ensure that the school's Code of Discipline is implemented
- Ensuring that teachers in my department have all resources the need to in order for them to do their work

Name of Institution
Duration

Ntumediseng Secondary School
January 2017- April 2017 and
September 2018 - December 2018
Deputy Principal (Acting)

Job Title

Administrative

Duties

- To assist and support the Principal in the day-to-day organisation and supervision of the school and deputise for the Principal in her absence or unavailability.
- Responsibility to ensure that the school's Code of Discipline is implemented.

Curricular

- Source available new resources for all subjects taught at school.

- Subjects taught previously:** - Maths Gr 12&11 (2006-2012)
- Maths Gr 10(2012-2015)
- Maths Gr 8 (2014&2015)
- Maths Lit Gr11(2007,2013,
2017,2018)
- Maths Lit Gr 12 (2008 -present)
- N.S Gr 9 (2006-2008)
- Technology Gr8&9(2010,2012,2013)

Subjects currently taught: - Mathematical Literacy Grade 11&12

OTHER ROLES AND RESPONSIBILITIES

- Site Steward (2012 - 2015)
- Head of Sports Committee (2016 - 2017)
- Head of Examination Committee (2017 - 2018)
- Member of School Governing Body 2013 - 2017
- Disciplinary Committee member (2008 to present)
- SGB Finance Committee Member (2015 to 2017)
- Minutes Secretary (SMT) 2014 to present
- Chess and Debates Coach (2006 to present)

GENERAL SKILLS AND ABILITIES

- A hard working individual with the Ability to work in a team and/ or Independently
- Greatest strength is ability to persevere till the end with clear focus on a goal/task until it is achieved/done
- Has over five years' experience in School Management environment.
- Possesses good leadership qualities, interpersonal skills and believes in self-development and empowerment
- Reliable, honest, accountable, motivated and goal driven with the ability to work under pressure when necessary.

REFERENCES

- Name** M.M Lephalo
Position Principal
Institution Ntumediseng Secondary School
Contact Numbers 082 453 9969
- Name** O.J Phokontsi
Position Principal
Institution Mmulakgoro Primary School
Contact Numbers 072 608 6958

ATTACHED CERTIFICATES

- SENIOR CERTIFICATE
- TERTIARY RESULTS
- IDENTITY DOCUMENTS
- TESTIMONIALS

Signature

Date