



# BOTSHELO MOTSWAMERE

Mohlakeng, Randfontein | 063 049 5792  
| botshelomotswamere03@gmail.com |

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## OBJECTIVE

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Compassionate and dedicated aspiring Foundation Phase Educator with hands-on experience in classroom support, early childhood development (ECD), and learner supervision. Currently enhancing legal and administrative expertise through a Diploma in Law. Proven ability to create safe, engaging, and organized learning environments. Seeking to contribute to child development and educational success in a primary school setting.

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## EXPERIENCE

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### **Educational Assistant**, Sedimosang Primary School, Mohlakeng

*Dec 2021 – Aug 2023*

- Supported lead teachers in daily classroom management and supervised learners in various activities.
- Maintained a clean, safe, and organized classroom environment conducive to learning.
- Assisted with administrative tasks, lesson preparation, and resource organization.

### **Grade 1-3 Educator (Intern)**, Playsa

*Jan 2024*

- Developed and practiced foundational teaching methodologies for early-grade learners.
- Assisted in the delivery and support of the Grades 1-3 curriculum under mentor guidance.

### **Early Childhood Development (ECD) Volunteer**, Seriti Institution

*Apr 2022 – May 2022*

- Engaged foundation-phase learners in structured educational and play-based

activities.

- Supported educate staff with learner supervision, safety protocols, and enrichment programs.

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## EDUCATION

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### **Diploma in Law** (in progress)

University of South Africa | Jun 2022 – Present

Present

- Relevant Coursework: Child Law, Education Law, Administrative Law, Constitutional Law
- Skills Gained: Legal research, policy analysis, statutory interpretation, ethical reasoning

### **Management Assistant N4 Certificate** (Coursework Completed)

Western College | Jun 2021 – Nov 2021

- Key Modules: Office Practice, Communication, Computer Practice, Business Management
- Practical Skills: Administrative systems, record keeping, office technology, professional correspondence

### **National Senior Certificate**

Phahama Senior Secondary School | Jan 2015 – Dec 2020

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## AWARDS AND ACKNOWLEDGEMENTS

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- **Teaching & Child Development:** Early Childhood Development (ECD), Foundation Phase Teaching, Curriculum Support, Lesson Preparation, Child Safety & Well-being
- **Classroom & Administrative Competencies:** Classroom Management, Learner Supervision, Administrative Support, Activity Planning, Resource Organization

- **Technical Proficiency:** Microsoft Office Suite (Word, Excel, PowerPoint), Online Teaching Tools

- **Interpersonal Skills:** Communication, Patience, Adaptability, Team Collaboration

## **Volunteer Experience**

### **Daycare Volunteer**

*Apr 2021 – May 2021*

- Taught foundational concepts to preschool-aged children in a nurturing setting.
- Ensured child safety and well-being during indoor and outdoor activities.
- Created and maintained a positive, engaging learning environment.

### **Professional References**

Vincent Tsagae

Mentor

Phone: 068 096 6551

Email: [v.tsagae91@gmail.com](mailto:v.tsagae91@gmail.com)

Relationship: Professional mentor.

SD Sekomela

Supervisor, Sedimosang Primary School

Phone: 082 555 8481

Relationship: Direct supervisor during Educational Assistant role (Dec 2021-Aug 2023).