

NICOLENE SMUTS

Head Of Academics | Native English Teacher

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ABOUT ME

With over 16 years of experience in the educational sector, I am a dynamic Head of Academics known for my proven expertise in curriculum development, teacher collaboration, and classroom management. My track record includes the successful moderation of assessments at the provincial level and a pivotal role as Deputy Chief Invigilator. I am celebrated for my contributions to improved student outcomes and my dedication to fostering a collaborative educational environment. My commitment to driving academic excellence is unwavering, and I am eager to apply my innovative strategies in future roles to support and enhance educational initiatives.

WORK EXPERIENCE

Native English Teacher | Headstart at CKCPS | Tuen Mun, Hong Kong | Sep 2025 - Present

- Delivered engaging English lessons to diverse classrooms of varying ages and proficiency levels.
- Assessed and recorded students' progress, providing grades and feedback to foster development.
- Managed classroom environments, maintaining discipline and promoting an optimal learning atmosphere.
- Collaborated with other teachers and staff to plan and coordinate school events and activities.

English Homeroom Teacher | Christian Alliance PC Lau Memorial International School | Ma Tau Wai, Hong Kong | Aug 2023 - Aug 2025

- Delivered comprehensive English, Social Studies, and Science instruction, ensuring a well-rounded educational experience for students.
- Collaborated with grade-level team members to develop and enhance interdisciplinary curriculum, promoting a cohesive learning environment.
- Implemented diverse teaching methodologies to cater to individual student learning styles and foster academic growth.
- Participated in regular professional development sessions to stay current with educational best practices and pedagogical strategies.
- Engaged in constructive dialogue with parents and guardians regarding student progress and areas for improvement.
- Contributed to a positive classroom culture that encouraged student participation and a love for learning.

SCMP English Curriculum Digital Advisory Board for 2025/26 | South China Morning Post | Causeway Bay | May 2025 - Present

- Provide strategic insights and constructive feedback on the English learning platform.
- Engage in collaborative curriculum development with fellow educators.
- Participate actively in discussions and influential decision-making processes.

English Homeroom Teacher | St. Hilary's International Kindergarten | Prince Edward | Aug 2022 - Jul 2023

- Facilitated phonics, writing, mathematics, and science learning, as well as reading and speaking lessons to children aged 3 to 6.
- Executed lesson planning, marking, assessment of learners, and maintained communication with administration and parents.
- Maintain a positive, inclusive, and safe learning environment for all students.
- Communicate regularly with parents and guardians regarding student progress and classroom activities.

Native-speaking English Teacher | Headstart Education | Hong Kong | Sep 2020 - Jul 2022

- Developed and delivered a Creative Writing Reading Course, effectively preparing students for the TSA examination.
- Conducted phonics, reading, speaking, and play-to-learn lessons for young learners aged 4 to 5.

English Teacher | Monkey Tree English Learning Centre | Hong Kong | Sep 2019 - Aug 2021

- Instructed speaking, grammar, writing, and play-to-learn lessons for learners aged 2 to 12.
- Executed lesson planning, marking, and evaluated learner progress.
- Conduct classroom sessions, incorporating interactive activities to enhance language acquisition.
- Utilize technology and multimedia tools to enrich the learning experience.
- Provide feedback to students on their work and encourage student participation.

Educator | Die Adelaar High School | Roodepoort | Jan 2019 - Aug 2019

- Educated students on method subjects including Afrikaans FAL and Life Orientation.
- Designed and marked assessments to evaluate student understanding.

Acting Head of Department: Tourism and Hospitality | Die Adelaar High School | Roodepoort | Jan 2019 - Mar 2019

- Instructed method subjects within the Tourism and Hospitality Studies curriculum.
- Coordinated and hosted events at the school's restaurant.

Head of Academics | Brylin Independent Learning Centre | Port Elizabeth | Sep 2017 - Dec 2018

- Oversaw and validated assessment processes to ensure high-quality educational standards and uniformity across the board.
- Undertook the role of Deputy Chief Invigilator, upholding academic integrity and overseeing the smooth operation of examination procedures.
- Trained teachers on procedures for national examinations, as well as setting the schedule for invigilation.

Provincial Marker | Department of Education EC | Eastern Cape | Dec 2016 - Dec 2018

- Marked final examinations at the Provincial level for the subject of Tourism.

Head of Department and Teacher | Brylin Independent Learning Centre | Port Elizabeth | Apr 2014 - Dec 2018

- Educated learners in method subjects including Tourism and Life Orientation while managing administrative duties.
- Coordinated activities as part of the community outreach programme, fostering social responsibility.
- Develop and implement departmental goals, objectives, policies, and procedures.
- Teach classes within the department, maintaining high educational standards.
- Coordinate with other department heads and administration to align inter-departmental initiatives.
- Analyze student performance data to inform and adjust teaching strategies and curriculum.
- Engage with students and parents to address educational needs and concerns.
- Represent the department in school meetings and on committees, contributing to broader educational strategies.

Educator | Linkside High School | Port Elizabeth | Jun 2012 - Feb 2014

- Taught method subjects including Tourism and Life Orientation.
- Coached girls' hockey, promoting teamwork and physical fitness among students.
- Collaborate with colleagues, parents, and administration to support student success.
- Maintain a safe and inclusive classroom environment conducive to learning.

Lecturer | Damelin College | Port Elizabeth | Jan 2010 - Jun 2012

- Delivered lectures in the fields of Tourism, Human Resources, and Public Relations.

- Designed and marked assessments to evaluate student performance.

Teacher in Training | D.F. Malherbe High School | Port Elizabeth | Jan 2009 - Oct 2009

- Completed practical components as part of the PGCE university course guide.

EDUCATION

Honours Degree in Education - General Strand, Nelson Mandela Metropolitan University, Port Elizabeth | 2012

- Degree obtained with 4 distinctions.
- Engaged in a collaborative learning environment, participating in group projects and workshops that emphasized cooperative teaching strategies and peer-to-peer learning.
- Specialized in a comprehensive range of educational theories and practices, aligning with the diverse and inclusive ethos of Nelson Mandela Metropolitan University.

PGCE - Life Orientation and Tourism, Nelson Mandela Metropolitan University, Port Elizabeth | 2010

- Completed PGCE: Method Subjects, Life Orientation and Tourism Certificate obtained with 3 distinctions.

Diploma of Tourism Management - Tourism Management, Nelson Mandela Metropolitan University, Port Elizabeth | 2009

- Completed my National Diploma in Tourism Management with Merit.

SKILLS

- Microsoft Office 365
- Teaching Secondary School
- Humanities
- Facilitating Kindergarten Education
- Teaching Methods

- Teaching Phonics to Young Learners
- Curriculum Design
- Primary School Teaching
- Secondary School Leadership
- Health Education

- Food Education
- Lesson Planning
- Classroom Management
- Setting Assessments
- Marking Assessments

- Teaching Grammar in Speaking
- Teaching Conversational English and Writing
- School Based Curriculum Development
- Student Support

- Multicultural Studies
- Digital Literacy
- Curriculum Planning
- Canva Design Trained

LANGUAGES

- Afrikaans (Superior/Native)
- Dutch (Intermediate)
- English (Superior/Native)

PERSONAL DETAILS

Nationality	Date of birth	Visa status	Driving license
South African	11 Oct 1986	Employment Visa Approved	South African Drivers License, Code 08

REFERENCES

Ms Angela Ko | Christian Alliance PC Lau Memorial International School | +852 2713 3733 | angelako@capcl.edu.hk

Ms Vicki Wong | Christian Alliance PC Lau Memorial International School | +852 2713 3733 | vicky.wong@capcl.edu.hk

Ms Krista Law | St. Hilary's Kindergarten | +852 9176 4904 | smlaw@sthilarys.edu.hk

Ms Eugenie Ng | Sheng Kung Hui Kindergarten | +852 9611 7488 | genieeeee01@gmail.com

Ms Jane Roberts | Monkey Tree English Language Center | +852 5261 1916 | janemjrobertshk@gmail.com

Ms Venus Lam | Monkey Tree English Language Center Life@KCC | +852 9834 2068

Mr Dries Wilters | Former Principal, Adelaar High School | +278 2872 8501

Ms Natasha Vos | Former Principal, Brylin ILC High School | +278 3465 9295 | natashavos@gmail.com

Ms Amy Barr-Sanders | Head of Communications and Training, ISASA | +278 4300 3610 | amyb@isasa.org

Mrs Penny Vosloo | PGCE Coordinator and Tourism Mentor, D.F. Malherbe High School | +278 3501 3553 | pvosloo@mtloaded.co.za

EXTRA-CURRICULAR ACTIVITIES

Field Hockey Coach | D.F. Malherbe High School | Port Elizabeth, South Africa | Feb 2010 - Oct 2010

Coached u/16 girls field hockey team, helped improve on their field strategies, fitness and sportsmanship.

Umpired both field and indoor hockey games as representative for the school.

First-Aid Officer | Brylin ILC - Whole School | Port Elizabeth, South Africa | Apr 2014 - Dec 2018

Served on the school's health and safety team. Order and organize stock, check up and refill first aid kits where necessary, deliver aid to staff and students as required.

HOBBIES

- Reading
- Cooking
- Crochet
- Biking
- Word and Jigsaw Puzzles