



## Fatima Halday

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### WORK EXPERIENCE

#### Head: English and Communication Courses Portfolio

**Stellenbosch University Language Centre** [ 01/08/2023 – Current ]

City: Stellenbosch | Country: South Africa

- Serve as a member of the Language Centre management committee
- Responsible for the strategic alignment of English language learning and communication courses and activities with the strategic goals of the LC, the Division for Learning and Teaching Enhancement, and SU
- Promote multilingualism and a multilingual mindset for all English language learning and communication courses and activities
- Oversee the finances for all English language learning and professional communication courses and activities, including strategic oversight of day-to-day financial administration and annual budgeting for the focus area
- Ensure quality teaching within the focus area, including reflection on student feedback and internal course moderation and observation of lectures
- Liaise with the International Office and faculties (lecturers, faculty management, students) about issues pertaining to credit-bearing or non credit-bearing courses
- Manage staff members with regard to task descriptions, work agreements, workload and replacement lecturers, mentoring and professional learning opportunities, personal staff development plans, performance evaluations, leave arrangements and wellness
- Manage the informal recruitment, monthly payment and monitoring of ad hoc teaching staff and/or suppliers
- Increase awareness of English language learning and professional communication courses within SU by ensuring that efficient reporting takes place
- Improve sustainability by ensuring that new training possibilities are explored and existing courses are profiled more visibly
- Present English language learning or academic and professional literacies modules at undergraduate and postgraduate level, where needed
- Present ad-hoc workshops and short courses on English language learning or academic and professional literacies to undergraduate and postgraduate students as well as to external clients where required
- Ensure that staff develop course materials that are driven by innovative and appropriate teaching techniques (including blended learning materials) and that create interest, understanding and enthusiasm amongst students
- Review and refine syllabus and course materials, tests and other assessments on a regular basis
- Perform context-specific research to inform best practice in the field of teaching and learning, second language acquisition and related fields.

#### Coordinator and Lecturer

**Stellenbosch University Language Centre** [ 01/02/2023 – 31/07/2023 ]

City: Stellenbosch | Country: South Africa

## Management of English portfolio

- Strategic planning for existing and new English courses (Intensive English Program, English for Academic Purposes, Business English, IELTS exam preparation), both credit bearing and short courses
- Identify areas for business development, both internally and externally
- Liaise with students and clients and present ad hoc information sessions as marketing for courses.
- Managing existing and new courses within the English Portfolio including curriculum development, assessments, and evaluations
- Managing portfolio budget
- Manage and present teachers' and coordinators' meetings
- Recruiting teachers and ad hoc staff members (vendors) and liaising with HR and management
- Operational planning, recruitment of new teachers and budgeting of all portfolio courses
- Manage training and mentoring of all facilitators within the portfolio
- Line manager for interns

## Marketing and Business Development

- Marketing of existing and new courses
- Develop marketing plan in collaboration with marketing team
- Continuously develop and maintain relationships with stakeholders, both internally and externally

## Teaching and Learning

- Overarching coordination of all portfolio courses
- Coordinate course development and reviewing of new and existing courses
- Teaching of portfolio courses if and when required
- Ensure quality of teaching
- Moderation and observations

## Admin for T&L

- Facilitate online course sessions, manage chats, and ensure a quality experience when needed
- Respond to all student inquiries
- Continuous monitoring of students attendance & academic progress
- Update the LMS (course material & assessments, class lists, managing communication forums)

## English Language Coordinator and Lecturer

**Maynooth University Kildare, Ireland (Fuzhou, China)** [ 15/01/2020 – 31/03/2023 ]

City: Fuzhou | Country: China

- Taught English for Academic and Specific Purposes and IELTS exam preparation to Computer Science Software Engineering, Robotics and Intelligent Devices, Mobile Media and Web Development, and Electrical Engineering undergraduate students in China online and in person
- Managed the practical aspects of all pre-sessional and in-sessional courses within the the EAP programme.
- Coordinated the smooth running of the English Language Programme and liaised with stakeholders of the MIEC department in Ireland and in China
- Delivered innovative teaching and took responsibility for the curriculum design ensuring that teaching reflected professional standards and met the learning objectives identified
- Assisted in the recruitment, line management, and continuous professional development of the teachers on the programme
- Performed induction of new teachers and shared curriculum outlines and materials
- Scheduled classes in collaboration with the Fuzhou administration, organised and attended staff meetings
- Monitored student performance, students at risk, and dealt with any issues that arose. Ensured student reports were completed on time and that end-of-term assessments and recording of grades were collated and submitted on time
- Created assignments, tasks and lessons, and managed the LMS, as well as ensured that video lessons created by teachers were uniform and engaging

## **EAP English Language Lecturer**

**Victoria University Melbourne, Australia (Liaoning, China)** [ 06/03/2019 – 15/12/2019 ]

City: Shenyang | Country: China

- Delivered and assessed four macro skills focusing on teaching and assessing students' writing and speaking tasks. Followed course material provided and supplemented with appropriate English for Academic Purposes and IELTS materials
- Moderated and graded written and oral tasks and provided feedback to students
- Provided weekly small group tutorials for students who are at risk
- Updated students' attendance and results and filed student assessments and related documents
- Attended weekly team meetings
- Invigilated ETC exams. Marked reading and listening exam scripts.

## **English Language Teacher**

**University of Cape Town English Language Centre** [ 15/03/2018 – 28/02/2019 ]

City: Cape Town | Country: South Africa

- Planned and delivered lessons in person and online using Google Classrooms
- Planned tests and graded assessments, provided feedback to students
- Taught Beginner to Upper-Intermediate levels General English, and English for Academic Purposes for all skills (reading, writing, listening and speaking), and Business English
- Participated in the development of the EAP curriculum
- Participated in weekly meetings and present CPD activities

## **General and Business English Teacher (Part-time)**

**AENFIS Madrid** [ 01/06/2020 – 31/05/2022 ]

City: Madrid | Country: Spain

- Taught Cambridge English exam preparation classes to adults
- Taught Business English to adults

## **Business English Teacher (Part-time)**

**Go 4 Languages** [ 01/03/2020 – 30/11/2020 ]

City: Madrid | Country: Spain

- Taught Business English (all four skills) to working adults in France and Spain

## **Invigilator (Part-time)**

**British Council** [ 01/11/2016 – 01/02/2019 ]

City: Cape Town | Country: South Africa

- Exams officer for IELTS, UKVI, Cambridge and various other university examinations
- Test Day Supervisor for IELTS exams

## **English Language Teacher and Manager**

**English Plus Cape Town** [ 01/10/2016 – 31/12/2018 ]

City: Cape Town | Country: South Africa

- Taught General English to children, teenagers and adults (Beginner to Advanced levels)
- Taught Business English and IELTS exam preparation classes
- Facilitated TESOL teacher training sessions
- Administered placement, progress, end of course tests
- Organised social activities for students
- Managed centre with small team of teachers

## **English Language Teacher**

**Oxford English Academy** [ 01/07/2016 – 31/10/2016 ]

City: Cape Town | Country: South Africa

- Taught English at all levels
- Conducted assessments, provided feedback and compiled student reports

## **English Language Teacher**

**Cape Town School of English** [ 05/05/2016 – 07/07/2016 ]

City: Cape Town | Country: South Africa

- Taught foreign students General English (Pre-Intermediate to Advanced levels)
- Taught Business English one-to-one
- Administered assessments and tests

## **Psychological Counsellor**

**House of Creative Therapy** [ 10/02/2012 – 31/12/2016 ]

City: Cape Town | Country: South Africa

- Counselling children, teenagers and parents using different modalities
- Facilitated workshops for children, teenagers, parents, and caregivers
- Worked collaboratively with parents and educators
- Kept reports and attended supervision for cases. Confidentiality, stress management, diplomacy, interpersonal communication skills strengthened

## **Importer/ Distributor**

**Natural Essentials** [ 01/02/2008 – 24/12/2012 ]

City: Durban | Country: South Africa

- Imported and distributed skin care and spa products from Italy
- Sourced, negotiated and liaised with suppliers
- Provided training demonstrations and executed product presentations
- Co-ordinated advertising and marketing campaigns, ensured timely delivery of goods, maintained company's website

## **Travel consultant**

**Global Deluxe Travel** [ 07/02/2000 – 15/12/2007 ]

City: Port Shepstone | Country: South Africa

- Planned travel itineraries
- Assisted with air, rail, hotel and tour bookings

## **EDUCATION AND TRAINING**

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### **PhD in Intercultural Competence (Student)**

**Stellenbosch University** [ 01/03/2024 – Current ]

City: Stellenbosch | Country: South Africa

### **Intercultural Competence Development for Professionals**

**University of Groningen Language Centre** [ 28/01/2024 – 03/02/2024 ]

City: Groningen | Country: Netherlands

## **Universal Design for Learning CPD**

*Harvard Graduate School of Education* [ 15/03/2023 – 04/04/2023 ]

City: (Online) | Country: United States

## **Master of Science in Teaching English to Speakers of Other Languages (TESOL) with a specialism in English for Academic Purposes (Passed with Merit)**

*University of St. Andrews* [ 01/09/2019 – 15/11/2021 ]

City: St. Andrews | Country: United Kingdom

Masters in TESOL with a specialisation in English for Academic purposes.

## **PGDip Educational Technology (Passed with Distinction)**

*University of Cape Town* [ 14/02/2022 – 30/11/2022 ]

City: Cape Town | Country: South Africa

## **Certificate in Learning Technologies for Teachers in EAP**

*University of Sheffield* [ 01/10/2020 – 15/01/2021 ]

City: (Online) | Country: United Kingdom

## **Oxford Teacher's Academy Masterclass Professional Development Programme**

*University of Oxford* [ 08/07/2018 – 21/07/2018 ]

City: Oxford | Country: United Kingdom

21st Century Skills- teaching learners how to think  
Integrating Technology into your teaching  
Project-based learning  
Dynamic Classroom Management: building high quality relationships

## **TEFL Certificate**

*Europass Firenze Italy* [ 06/12/2016 – 10/12/2016 ]

City: Florence | Country: Italy

## **Inter-culturally Speaking**

*University of Oxford* [ 01/06/2016 – 01/11/2016 ]

City: Oxford | Country: United Kingdom

## **Certificate in TESOL and TEYL**

*Cape Town TESOL Training Institute* [ 01/03/2016 – 01/04/2016 ]

City: Cape Town | Country: South Africa

## **Bachelor of Arts (Psychology and Communication Science)**

*University of South Africa* [ 01/02/2002 – 01/11/2012 ]

City: Cape Town | Country: South Africa

Psychology (Major)  
Communication Science (Major)  
Philosophy  
Sociology  
English

## **Certificate in Counselling Children and Adolescents (Passed with Distinction)**

**University of South Africa** [ 01/02/2010 – 01/12/2010 ]

City: Cape Town | Country: South Africa

## **Diploma in Life Coaching (Passed with Distinction)**

**School of Natural Health Sciences** [ 25/02/2018 – 25/08/2018 ]

City: London | Country: United Kingdom

## **Diploma in International Trade**

**Wade World Trade** [ 01/06/1998 – 30/11/1998 ]

City: Kent

## **COTAC Travel Agent Certificate**

**TETASA/ Damelin College** [ 02/02/1994 – 28/02/1995 ]

City: Cape Town | Country: South Africa

## **LANGUAGE SKILLS**

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**Mother tongue(s):** English

**Other language(s):**

### **Afrikaans**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

### **Spanish**

**LISTENING A1 READING A1 WRITING A1**

**SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## **DIGITAL SKILLS**

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Learning Management System User (Moodle Google Classroom Edmodo) / Microsoft office (Outlook, Word, Excel, PowerPoint, Publisher, Access, Teams) / Knowledge of communication platforms (Skype, Zoom) / E-learning and E-Teaching