



# Nthabiseng Malebo

## WORK EXPERIENCE

January 2013 - Current

**Discipline Officer Klerksdorp Technical High School** | Klerksdorp

- Responsible for the development and regular revision of the code of conduct for learners in co-operation with parents, educators and learners.
- Responsible for the creation of a disciplined and goal orientated environment to ensure teaching and learning.
- Ensure that the disciplinary practices of the school take place within the framework of the South African Constitution and the South African Schools Act.
- With the assistance of the Principal, we must regularly select available members of the SGB to form a committee that can assist with different cases.
- Conduct fair hearings in which the focus is on positive intervention as a restorative option.
- Keep full minutes of disciplinary hearings.
- Hold regular meetings with parents to discuss disciplinary matters.
- Promote good discipline by holding regular learner meetings and discussions.
- Promote a culture of listening - rather than talking to the learner. Learners or students want to be acknowledged and to be given the opportunity to express their feelings. It is important to listen with understanding and act as a guide.
- Reinforced positive behaviour is more effective than criticism.
- Create a system in which learners receive support from fellow learners.
- Make counselling options accessible to learners.
- Put learners with needs in touch with relevant aids.
- Offer opportunities for early identification of learners who have learning barriers.
- Seek assistance from organisations such as the Department of Education, Department of Social Services, South African Police Services, BOSASA (Youth Correctional Centre), SANPARK (Drugs Rehabilitation), Khulisa (learners with behaviour problems) and many other stakeholders.
- Provide personal and social support for each learner – should I suspect or know that a learner is experiencing problems; I should show interest and do something to help.
- Maintain consistent discipline. For instance, it is my responsibility to repeatedly insist that learners display good manners at all times.
- Inform parents regularly of the behaviour of their children.
- Ensure that the disciplinary actions are fair:
- Has the school's code of conduct or any other legislation been violated? Does the learner know the rules?
- Did he/she receive sufficient warning?
- Was the nature of the offence explained to the learner?
- Is there sufficient proof of the offence?
- Is the proof valid and acceptable?
- Was the hearing held in accordance with the proper procedure in the

📍 Klerksdorp, South Africa 2571

📞 +27738944237

✉ ntabiseng.malebo@gmail.com

🔗 [Bold Profile](#)

## SUMMARY

High-performing professional with integrity and leadership skills. Applies knowledge and abilities to positively impact organization. Flexible in different situations and dynamic conditions. Works great under extreme stress and deadlines.

## SKILLS

- Confidentiality
- Investigative skills
- Legal knowledge
- Legal Research
- Team Collaboration
- Effective Communication
- Interpersonal Communication
- Problem-solving abilities
- Reliability
- Decision-Making

- event of serious misconduct?
- Is the punishment consistent for similar offences, but with consideration of the circumstances?
- Were the learner and the parents informed about the reasons for the punishment?
- Is the punishment justified – were there good reasons?
- Inform the learner and the parents about the option and the process to Appeal the punishment, if need be.

August 2019 - May 2020

**Legal Assistant Bruce Loxton INC.**

- Document management, legal research, taking and drafting witness statements, transcribing and proofreading legal documents, coordinating with witnesses, lawyers, and paralegals, filing and maintaining legal documents, preparing legal documents, providing administrative support to legal professionals, and managing schedules.

March 2010 - March 2012

**Candidate Attorney Legal Aid South Africa | Upington**

- Reviewed and drafted legal documents such as pleadings, contracts and opinions.
- Assisted with research on various legal issues, including statutory interpretation and case law.
- Advised clients on their rights under applicable laws.
- Daily Court Appearances

June 2006 - October 2007

**Legal clerk Frese, Moll and Partners**

- Prepared legal pleadings, motions, briefs, memoranda of law and other legal documents.
- Organized and maintained client files and records in accordance with office policies.
- Assisted attorneys during hearings, mediations, arbitrations and trials as needed.

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## **EDUCATIONAL DETAILS**

January 2011

**Practical Legal Training**

Law Society of South Africa (LSSA)

January 2006

**Baccalaureus Legum (LLB)**

North West University (NWU)

January 2001

**Grade 12**

Klerksdorp Christian Academy (KCA)

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## **CELLPHONENUMBER**

0738944237

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## **PERSONAL INFORMATION**

- ID Number: 8110300349080
- Driving License: B

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## **REFERENCES**

- Mr. J. R. Frese, Principal at Frese, Moll and Partners, 0118882300
- Mr. M. B. Phakedi, Principal at Legal Aid of South Africa – Upington Justice Centre, 0836013786
- Mr. RG Miles, Headmaster at Klerksdorp Technical High School, 0184628417
- Mr. C. Loxton, Senior Attorney at Bruce Loxton INC., 0836081286

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## **INTERESTS**

- chess
- gym
- serving at a children's orphanage