



## Grade 4 Academic Support Programme Facilitators

Community Chest is looking to appoint a facilitator in each of the 3 programme regions; Cape Winelands (Worcester), Metro East (Khayelitsha) and Metro North (Atlantis, Du Noon and Marconi Beam).

**Opportunity closing date:** Thursday, 16 November, 2018

**Opportunity type:** 1-year contract position - Part-time. (Possible potential to become full time)

Community Chest is working with the After School Game Changer to implement a programme targeting Grade 4 learners who are struggling academically, with after school support in literacy and Maths.

The purpose of the programme is twofold:

- a) Provide academic support which strengthens and improves learners' academic abilities and performance in numeracy and literacy; and
- b) To provide unemployed matriculants aged between 18-25 years old, with a self-development programme and valuable work experience.

### Responsibilities

The scope of work includes but is not limited to:

- Coordinate all aspects of the programme and implementation in the allocated region.
- Build strong stakeholder relationships, specifically with the school principals and teachers.
- Support and mentor tutors (approximately 25-30 per region), both with programme implementation and personal/professional development.
- Conduct weekly site visits at schools after school hours in the afternoon to observe programme implementation and for mentoring of tutors.
- Coordinate tutors reflection/training once a week on a Friday.
- Participate in weekly meetings with the project team
- Attend and support all 'bootcamp' training of tutors
- Submit reports on the tutors and cluster reflections and training
- Trouble shoot, provide guidance and support as required

### **Requirements:**

- 5+ years experience in the Development sector, preferably within education
- Excellent facilitation and training skills
- Extensive facilitation and training experience
- Extensive experience working with both learner and youth development
- Ability to work independently and under time pressure
- Valid driver's license with access to a vehicle
- Candidates with multilingualism will be given preference

Should you meet the above criteria, please forward your CV together with a letter of motivation to [vacancies@comchest.org.za](mailto:vacancies@comchest.org.za) by 12.00 16<sup>th</sup> November 2018