

ANNEXURE A: JOB DESCRIPTION FOR EDUCATION ASSISTANTS – CURRICULUM

JOB DESCRIPTION FORM			
JOB TITLE:	EDUCATION ASSISTANTS		
PROVINCE	WESTERN CAPE	STIPEND	R 3 817.44 less 1% UIF
NAME OF SCHOOL	SCHOOL	DATE PREPARED	
OVERALL PURPOSE OF THE JOB: To provide Teachers support in classroom for effective and efficient teaching and learning environment	<p>Supervision of Curriculum Activities:</p> <ul style="list-style-type: none"> • Ensures compliance to COVID-19 protocols • The Education Assistants (EAs) should support teachers/ educators in all curriculum related activities and minimise teachers' administrative work load. <ul style="list-style-type: none"> ○ The EAs should keep files to record all the curriculum activities assigned to him/her by the school. ○ The EAs should/ could: ○ Help teachers with lesson preparation and provisioning of resources such as teaching aids, preparing worksheets as guided by the teacher focusing on different topics for specific grades. ○ Help prepare the relevant resources that will be needed for teaching and learning, e.g. resource material, worksheets, etc. ○ Enhance Language Across the Curriculum through using texts from content subjects to enhance understanding of the concept in the context of the subject. ○ Enhance use of cell phones for learning by demonstrating and accessing helpful learning sites like the DBE, PEDs and other learning sites. WhatsApp group chats, monitored and supported by the EA, can be established among learners to discuss their work and support each other. ○ Provide emotional support where learners can confide in him/her and try to assist directly, or seek help the learner. ○ Supervise study periods, provide extra classes, assist learners with homework to keep learners engaged. 		

	<p><i>Minimum Qualification</i></p> <ul style="list-style-type: none"> • Matric • At least 40% achievement (level 3 pass) in the subjects they will be placed in <p><i>Target</i></p> <ul style="list-style-type: none"> • 18 – 35-year-old school leavers or graduates <p><i>Minimum requirements</i></p> <p>Foundation Phase, Intermediate and Senior Phases</p> <ul style="list-style-type: none"> • Ensures compliance to COVID-19 protocols • Proficient in the Language of Learning and Teaching (LoLT) of the school they are placed at; • Fully fluent in Home Languages used at school reading, speaking and writing; • Proficient in the school's First Additional Language; • Passionate about languages (Home and First Additional Languages) of the schools they are placed in; • Passionate about Mathematics; • Knowledge of subject choices, subject combinations and how they link with various career paths (Senior Phase). <p>FET Phase</p> <ul style="list-style-type: none"> • Proficient in the Home Language used at school and in the school's Language of Learning and Teaching (LoLT); • Passionate about the FET subjects they have been placed to assist teachers in; • Knowledge of subject choices, subject combinations and how they link with fields of further studies, learnerships and various career paths. <p>Skills and competencies:</p> <ul style="list-style-type: none"> • Effective Communication • Interpersonal skills • Working with Children • Flexible and adaptable • Administration and Organisation • Problem Solving • Solution Driven <p>Personality traits:</p> <ul style="list-style-type: none"> • Supportive • Encouraging • Responsive • Calm demeanour • Patience
WORKING CONDITIONS:	Working hours as stated in the Conditions of Employment

ANNEXURE A: JOB DESCRIPTION – EDUCATION ASSISTANT ICT

JOB DESCRIPTION FORM			
JOB TITLE:	ICT Champion		
DIVISION (and Unit):	ICT	STIPEND	R 3 817. 44 less 1% UIF
LOCATION	SCHOOL	DATE PREPARED	
OVERALL PURPOSE OF THE JOB:	<ul style="list-style-type: none"> • Provide ICT Technical support to teachers and learners • Update Operating System software and applications; • Upload educational applications and content on teachers and learners' devices; • Responsible for charging and safe keeping of schools' ICT equipment; • Create interactive activities for learners and teachers; • Assist teachers on how to integration ICTs in the classroom; • Assist teachers in schools implementing coding and robotics curriculum; • Assist School administrators to capture learners' information on the SA-SAMS/CEMIS platform; and • Assist learners and teachers to access online learning resources such as videos and Open Education Resources (OERs) 		
JOB SPECIFICATIONS:	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • Grade 12 and passed IT as a subject or • Have a qualification in IT OR a certificate course in IT (NQF level 6 and 7 are recommended / added advantage) <p>Target</p> <ul style="list-style-type: none"> • 18 – 35-year-old 		
	<p>Minimum requirements</p> <ul style="list-style-type: none"> • Proficient in Home Language used at school and in the school's Language of Learning and Teaching (LoLT) which may be English or Afrikaans 		

	<p>Skills and competencies:</p> <ul style="list-style-type: none"> ● Effective Communication ● Interpersonal skills ● Flexible and adaptable ● Administration and Organisation ● Problem Solving ● Solution Driven
<p>KEY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Before the lesson: <ul style="list-style-type: none"> ○ Ensures compliance to COVID-19 protocols ○ Check if all IT equipment are fully functional ○ Distributes ICT resources for use ○ Compile a register with serial numbers of the teachers and learners' devices ○ Apprises the teacher of absence or any matter that warrants the teacher's attention ● During the lesson: <ul style="list-style-type: none"> ○ Ensures that learners follow the teacher's instructions. ○ Distributes IT equipment to be used learners during the lesson. ○ Establishes, where possible, problems that could be created by non-detection of learner challenges like poor vision or difficulty with hearing. ○ Observes and notes those learners that might be struggling during the lesson and brings them to the attention of the teacher. ○ Assists, monitors and supports group activities. ● After the lesson: <ul style="list-style-type: none"> ○ Collects IT resource from the learners if applicable. ○ Check all the IT equipment are in good working order. ○ Notes the learners with content gaps for assistance during intervention classes. ○ Provides informal tasks/ remedial work/ home work for reinforcement
<p>WORKING CONDITIONS</p>	<p>Working hours</p> <ul style="list-style-type: none"> ● Up to 8 hours a day ● 40 hrs a week

ANNEXURE A: JOB DESCRIPTION – EDUCATION ASSISTANT READING CHAMPION

JOB DESCRIPTION FORM			
JOB TITLE:	Reading Champion		
DIVISION (and Unit):	READING/ CURRICULUM	STIPEND	R 3 817.44 less 1% UIF
LOCATION	SCHOOL	DATE PREPARED	
OVERALL PURPOSE OF THE JOB:	<ul style="list-style-type: none"> • Ensures compliance to COVID-19 protocols • Support teachers who teach reading • Assist teachers to manage reading • Assist teachers in promoting a reading culture in the school and its community • Provide support to learners in schools who have lost teaching and learning time by supporting their reading development by: <ul style="list-style-type: none"> • Helping to set up reading corners and monitor the issuing and return of books; • Helping to set up and manage Reading Clubs; • Involving children in reading and literacy activities; • Organising story-telling and story-sharing activities for children; • Organising reading festivals; • Campaigning for Read to Lead • Be the link between schools and parents by ensuring that learners take books home and that they read them. 		
SALIENT INFORMATION/PARAMETERS OF WORK ENVIRONMENT:	<ul style="list-style-type: none"> • Must reside near the school at which they will work • Must be available between November 2021 and March 2022 		
DIVISIONAL STRUCTURE / REPORTING RELATIONSHIPS:	<ul style="list-style-type: none"> • Reports to School Administration 		

<p>JOB SPECIFICATIONS:</p>	<p><i>Minimum Qualification</i></p> <ul style="list-style-type: none"> • Matric <p><i>Target</i></p> <ul style="list-style-type: none"> • 18 – 35-year-old school leavers or graduates <p><i>Minimum requirements</i></p> <p>Foundation Phase</p> <ul style="list-style-type: none"> • Fully fluent in Home Language used at school (oral and writing) • A good reader <p>Intermediate and Senior Phase</p> <ul style="list-style-type: none"> • Proficient in Home Language used at school and in the school's Language of Learning and Teaching (LoLT) which may be English or Afrikaans • A good reader <p>Skills and competencies:</p> <ul style="list-style-type: none"> • Effective Communication • Interpersonal skills • Working with Children • Flexible and adaptable • Administration and Organisation • Problem Solving • Solution Driven <p><i>Personality traits</i></p> <ul style="list-style-type: none"> • Supportive • Encouraging • Responsive • Calm demeanour • Patience
<p>WORKING CONDITIONS:</p>	<p>Work hours As stated in the Orientation Manual (up to 8 hours a day /40 hrs a week) If applicable make mention of the facts that the incumbent will be required to travel locally and/or internationally, work regular overtime and/or during weekends, etc.</p>