

**Job Description**

**KwaZulu-Natal Department of Education Presidential Youth Employment Initiative - Basic Education Employment Initiative (PYEI-BEEI): Phase V**

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| |  | | --- | | **A. JOB DESCRIPTION FORM** |  |  |  | | --- | --- | | JOB TITLE: | Education Assistant: Reading Champion | | NAME AND SURNAME OF INCUMBENT |  | | SCHOOL NAME |  | | EMIS NUMBER: |  | | CIRCUIT: |  | | DISTRICT |  | | DESIGNATION OF SUPERVISORY POST | Principal/Delegated Official | | STIPEND | R 4030.00 less 1% UIF | | PERIOD START DATE: |  | | PERIOD END DATE: |  |  |  | | --- | | **B. JOB PURPOSE** |  * 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: * 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 storytelling 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.  |  | | --- | | **C. JOB SPECIFICATIONS** |   Skills and competencies:   * Effective Communication * Interpersonal skills * Working with Children * Flexible and adaptable * Administration and Organisation * Problem Solving * Solution Driven   Personality traits   * Supportive * Encouraging * Responsive * Calm demeanour * Patience   Minimum Qualification:   * Matric / Grade 12 / NQF Level 4 * Passed LoLT of the school as a subject at Matric level and have expressed or demonstrated passion for reading. * Teaching qualification in the languages is recommended / added advantage   Minimum requirements:  Foundation Phase   * Fully fluent in Home Language used at school (oral and writing) * A good reader   Intermediate and Senior Phase:   * 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  |  |  | | --- | --- | | **D. HOURS OF WORK** | | | Working Hours | 40 hours per week |  |  | | --- | | **E. JOB DESCRIPTION AGREEMENT: SIGNATURES** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME AND SURNAME IN PRINT**  **ASSISTANT** | | **SIGNATURE OF ASSISTANT** | **DATE** | | | **NAME AND SURNAME IN PRINT**  **MENTOR** | | **SIGNATURE OF MENTOR** | **DATE** | | | **NAME AND SURNAME IN PRINT**  **PRINCIPAL** | | **SIGNATURE OF PRINCIPAL** | **DATE** | | | SCHOOL STAMP | | | |