**Job Description**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **A. JOB DESCRIPTION FORM** |  |  |  | | --- | --- | | JOB TITLE: | Education Assistant: Care and Support Assistant (CSA) | | 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** |   To render professional and effective service to support schools to render care, support, and protection to vulnerable learners in line with the implementation of the Care and Support for Teaching and Learning (CSTL) and HIV and AIDS Life Skills Education Programme.   |  | | --- | | **C. KEY RESPONSIBITIES** |  * Identify & map local stakeholders for assistance in the provision of psychosocial support, awareness campaigns and information sessions (such as Department of Social Development Service Point, Healthcare Facilities, Department of Home Affairs Service Point, NGOs proving PSS and Material Support, including Childline, Lifeline and other Child Service Community Based Organisations). * Support with linkages and referrals learners that needs PSS interventions, through the School Based Support Team guidance * Report to the School Based Support Team (SBST) on learners experiencing challenges for further intervention and / referral. * Identify and follow up learners that dropped out of school. * Coordinate awareness campaigns and information sessions addressing Learner PSS needs * Compile and keep records of the identified learners in need of support. Maintain confidentiality. * Compile and submit monthly reports (statistical and narrative).  |  | | --- | | **D. KEY COMPETENCIES** |     **Skills**   * Good writing skills that will enable the incumbent to compile reports; * Good communication, listening and problem-solving skills; * Computer literate in MS Word, Excel, and Outlook; * Ability to work with learners, educator, and various stakeholders; and * Ability to work individually and in a team.   **Critical personal attributes should include the following:**   * Honesty; * Empathy * Determination and Persistence. * Ability to keep confidential information; and Trustworthiness   **Ethical Considerations**   * CSAs must be vetted against the Child Protection Register. * CSAs are not counsellors nor psychosocial experts, therefore have very limit scope of practice * CSAs are to work with learners during school hours. * The CSAs must be supervised. * The CSAs must adhere to confidentiality and ethical codes  |  | | --- | | **E. LEARNING INDICATORS QUALIFICATIONS** |  * Be in possession of a National Senior Certificate/Matric (Grade 12) and have the love for care and support for people (learners): * Child and Youth Care Worker Certificate or Qualification in social science (Psychology social work should serve as an added advantage  |  |  | | --- | --- | | **F. HOURS OF WORK** | | | Working Hours | 40 hours per week |  |  | | --- | | **G. 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 | |