**Job Description**

**KwaZulu-Natal Department of Education**

**Basic Education Employment Initiative (BEEI): Phase V**

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| |  | | --- | | **A. JOB DESCRIPTION FORM** |  |  |  | | --- | --- | | JOB TITLE: | Education Assistant: Curriculum | | 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 provide Teachers support in the classroom for effective and efficient teaching and learning environment  |  | | --- | | **C. KEY RESPONSIBITIES** |   The Curriculum Assistants (CA) could assist the teacher in the following way:  **Before the lesson:**   * Marks the register * Distributes worksheets or resources for use * Distributes marked learner books or collects books to control classwork/ homework/assignments * Apprises the teacher of absence or any matter that warrants the teacher’s attention     **During the lesson**:   * Ensures that learners follow the teacher’s instructions. * Distributes worksheets or any other resources to be used by the subject teacher 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. * Assists learners during class discussions and group work by providing clarification where necessary.   **After the lesson:**   * Collects resource materials or learner books if applicable. * Provides learners with notes to help summarise the lesson where necessary. * Notes the learners with content gaps for assistance during intervention classes. * Provides informal tasks/ remedial work/ home work for reinforcement   **Supervision of Curriculum Activities:**   * A Curriculum Assistant should keep a file to record all the curriculum activities assigned to him/her by the school. * They should help with the development of lesson plans and resources such as teaching aids, preparing worksheets as guided by the teacher focusing on different topics for specific grades. * They should help prepare the relevant material that will be needed for teaching and learning, e.g., resource material, worksheets, etc. * A Curriculum Assistant can also enhance Language Across the Curriculum through using texts from content subjects to enhance understanding of the concept in the context of the subject. * The CA can also 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. * The CA can also provide emotional support where learners can confide in him/her and try to assist directly or seek help the learner. * The CA can also be responsible to supervise study periods, provide extra classes, assist learners with homework to keep learners engaged.   **Feedback to learners on Assessment:**   * The teacher should provide a CA with a Programme of Assessment (PoA) for the year indicating all the dates when the assessment tasks will be written. * The CA should help with the development, monitoring, and supervision of informal assessment of learners in the subject. The CA may source additional resources to enhance performance in formal assessment activities. For example, the CA may take learners through *‘how to answer’* specific questions. * They should assist with the marking and recording of assessment activities * The CA should assist by doing a diagnostic analysis of SBA tasks to identify content gaps and misconceptions by learners and provide feedback to learners on the findings. * They should help identify learners with barriers and work with the teachers to design intervention strategies for extra support and remedial work in the subject.   **Parental support to assist their children:**   * The subject teacher should work in collaboration with the CA to provide feedback on learner performance to parents during parents’ evening. * They can also assist by putting together the subject records necessary for such meetings, e.g., printed mark sheets, learners’ test scripts, learner attendance records, parents’ register, etc. as part of evidence that might be required by a parent.  |  | | --- | | **D. KEY COMPETENCIES** |   KNOWLEDGE  Subject Specific Knowledge (e.g., Mathematics and Science, BCM subjects, Languages Home and First Additional  QUALIFICATIONS   * Grade 12 * At least 40% achievement in the subject where they will be providing support * NQF level 6, 7 and a teaching qualification are recommended/added advantage * Teaching qualification in gateway subjects is also recommended / added advantage  |  |  | | --- | --- | | **E. HOURS OF WORK** | | | Working Hours | 40 hours per week |  |  | | --- | | **F. 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 | | | |