**Job Description**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **A. JOB INFORMATION SUMMARY** |  |  |  | | --- | --- | | JOB TITLE: | Education Assistant: Workshop Assistant | | 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 support to schools during lessons in the Workshops   |  | | --- | | **C. KEY RESPONSIBILITIES** |   The Workshop Assistant  **Before the lesson:**   * Preparation of Materials and Equipment: Ensure that all necessary materials, tools, and equipment required for the lesson are available and in working order. This may involve checking inventory, restocking supplies, and arranging tools and equipment in an organized manner. * Setup and Maintenance of Workstations: Prepare workstations and machinery for the upcoming lesson. This includes ensuring that work areas are clean, tools are properly calibrated, and machinery is in good working condition. Any necessary adjustments or repairs should be made before the lesson begins. * Safety Precautions: Conduct safety checks to identify and mitigate potential hazards in the workshop environment. This may involve inspecting machinery for safety features, ensuring proper ventilation and lighting, and identifying and addressing any potential risks to learners and teachers. * Monitoring adherence to Occupational Health and Safety: Monitor that the OHS regulations are adhered to by all people who enter the workshop.   **During the lesson:**   * Assistance with Demonstrations and Instruction: Assist instructors (teachers) in demonstrating techniques, procedures, and the use of tools and equipment. This may involve providing demonstrations to small groups of learners, offering guidance on proper techniques, and answering questions as needed. * Supervision and Support: Supervise learners as they work on projects and use machinery and tools. Provide guidance and support to ensure that learners adhere to safety protocols and follow instructions accurately. Intervene if learners encounter difficulties or engage in unsafe behaviour. Assist the teacher with monitoring of learners when they move from one group to the other. * Technical Support: Provide technical assistance to learners and teachers as needed. This may involve troubleshooting equipment malfunctions, providing guidance on technical concepts, and assisting with project design and implementation.   **After the lesson:**   * Cleanup and Maintenance: Assist with the cleanup of the workshop area following the lesson. This includes organizing tools and equipment, disposing of waste materials properly, and ensuring that work areas are clean and tidy for the next lesson. Additionally, perform routine maintenance tasks on machinery and equipment to keep them in optimal condition. Ensure that all learners return the tools and equipment after the lesson. * Locking of workshops: Ensure that workshops are locked from learners when not in use. * Inventory Management: Take inventory of materials, tools, and equipment used during the lesson and alert the relevant teacher about restock need as necessary. Keep track of inventory levels and report any shortages or discrepancies to the relevant teacher. * Documentation: Assist with the documentation of workshop activities, including recording learners’ attendance, documenting project progress, and maintaining records of equipment usage and maintenance. This documentation may be used for assessment purposes and to track learners. performance and workshop operations over time.  |  | | --- | | **D. KEY COMPETENCIES** |   KNOWLEDGE   * Knowledge of working with machines and tools in workshops   QUALIFICATIONS   * Grade 12 / Matriculation certificate (preferably from a technical high school) OR Artisan qualification in Mechanical Engineering, Mechatronics, Fitter, or Turner * NQF level 6 and 7 (Bachelor’s/ Diploma) with Engineering subjects or Artisan Qualifications are 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 | | | |