**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: | General School Assistant: Sport and Enrichment Assistant (SEA) | | 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 Physical Education (PE) lessons and to support the implementation of school sport, arts and culture programme, extramural activities.   |  | | --- | | **C. KEY RESPONSIBITIES** |   The Sport and Enrichment Assistant (SEA) should assist the teacher in the following way during Physical Education (PE) Lessons so that they are fully occupied during the day:  Before the lesson:   * Marks the register * Assist with pre-lesson activities * Assist in setting-up PE equipment in line with the lesson   During the lesson:   * Ensures that learners follow the teacher’s instructions. * 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/ homework for reinforcement * Assist with the storing of PE equipment   After School Programme   * Assist with sport and other arts and culture programme * Introduce a new sport code at the school (Chess, fitness programme etc) * Promote intra school sport leagues * Promote Spelling Bee programme (Primary Schools) * Support learners in Open Section of SASCE (Secondary Schools) * Assist in the running of other learner clubs at school e.g., Girls/Boy Education Movement (GEM/BEM etc.).  |  | | --- | | **D. KEY COMPETENCIES** |   KNOWLEDGE   * Sport, arts and culture and other enrichment programmes   QUALIFICATIONS   * Should have interest in sport or enrichment programmes such as music/art * No qualification required, however SportCertificate and Music/Art Certificate will serve as an 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 | | | |