**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: Laboratory 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 Laboratories   |  | | --- | | **C. KEY RESPONSIBILITIES** |   The Laboratory Assistant (LabA)  **Before the lesson:**   * **Prepares with the Teacher:** Hold the meeting with the teacher, where the teacher will tell the Assistant of the lessons prepared for the week, what is needed for that lesson/s to succeed in terms of laboratory requirements. The Assistant is told what to prepare, how to prepare and how to support during the lesson. * **Preparation of Materials**: Ensure that all necessary materials and equipment are ready for the lesson. This may involve setting up experiments, organizing supplies, and ensuring that all equipment is in working order. * **Safety Precautions:** Conduct safety checks to ensure that the laboratory environment is safe for students and teachers. This may involve checking for potential hazards, ensuring that safety equipment such as goggles and fire extinguishers are readily available, and familiarizing oneself with emergency procedures. * **Monitoring adherence to Occupational Health and Safety:** Monitor that the OHS regulations are adhered to by all people who enter the laboratory.   **During the lesson:**   * **Assisting learners with Experiments:** Assist learners with conducting experiments and using laboratory equipment safely and effectively. Provide guidance on proper techniques and troubleshoot any issues that arise during the lesson. * **Monitoring Safety:** Supervise learners to ensure that they adhere to safety protocols and guidelines. Intervene if learners engage in unsafe behaviour and enforce laboratory rules to maintain a secure learning environment. * **Data Collection:** Assist learners with data collection and recording observations during experiments. This may involve providing guidance on proper recording techniques and ensuring that data is accurately documented.   **After the lesson:**   * **Cleanup:** Assist with the cleanup of the laboratory space, including the proper disposal of materials and the cleaning of equipment. Ensure that the laboratory is left in a tidy and organized condition for future use. * **Equipment Maintenance:** Inspect equipment for any damage or malfunctions and report any issues to the appropriate personnel for repair or replacement. Perform routine maintenance tasks as needed to keep equipment in optimal condition. * **Documentation:** Assist with the documentation of laboratory activities, including recording experimental procedures, compiling data, and maintaining records of learner’s performance. This documentation may be used for assessment purposes and to track learner’s progress over time.  |  | | --- | | **D. KEY COMPETENCIES** |   KNOWLEDGE   * For Laboratory Assistants as Education Assistants, the candidate should have passed Science Subjects and Mathematics in Matric OR Lab Technician OR have a qualification in Chemistry, Biochemistry, or Physics   QUALIFICATIONS   * Grade 12 with Physical Science and/or Biology * NQF level 6 and 7 (Bachelor’s/Diploma with Science Subjects) are recommended/added advantage (Science, Technology, Engineering or Mathematics)  |  |  | | --- | --- | | **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 | | | |