

AFRIKAANS TEACHER (FIRST ADDITIONAL) GRADE 1 – 4

RESPONSIBILITIES:

Teaching and instruction

- To engage in class teaching and foster a purposeful progression in learning, which is consistent with the learning areas and programmes of subject and grades as determined.
- To take ownership and be a master subject class teacher.
- To take on a leadership role in the classroom and in respect of the subject and learning area/s or phase, if required.
- To plan, coordinate, control, administer, evaluate and report on learners' academic progress.
- To recognise that learning is an active process and to use a variety of strategies to meet the outcomes of the curriculum as determined by the school and Department of Education (CAPS).
- To set age-appropriate, subject-related goals or expectations for learners, and to clearly communicate these to learners.
- To effectively promote learning through different questioning and discussion techniques and to encourage all learners to participate in these activities.
- To provide learners and parents with valuable, timely and constructive feedback that offers guidance on how to improve learners' performance.
- To demonstrate flexibility and responsiveness and be able to adapt lessons to the situation at hand.
- To recognise when a true teachable moment presents itself and to capitalise on such opportunities.
- To cater to the educational and general welfare of all learners.
- To assist School Management in overseeing learner counselling and guidance, discipline and the general welfare of all learners.

Classroom environment

- To establish a classroom environment that stimulates positive learning and engages learners in the learning process.
- To actively create an environment of respect and rapport.
- To enforce a positive classroom environment where learners are convinced of their capabilities and take pride in their work.
- To be attuned with what is happening in the class and, when necessary, respond to misbehaviour.
- To set up a classroom that is innovative, age appropriate, learner focused and inviting.
- To make use of materials and resources that are aligned with learning outcomes.
- To take pride in the classroom and ensure it is clean and tidy.
- To set up and organise the physical classroom space in a manner that ensures learners are safe and that allows them access to all the necessary learning materials.
- To set up and incorporate blended learning, rotation groups as well as technology in the classroom and learning environment.
- To enforce good and effective discipline and routine within the classroom environment.

Lesson planning and preparation (administrative)

- To prepare lessons considering orientation, regional courses, new approaches, techniques, evaluation, aids, etc.
- To coordinate and control all the academic activities of the subject taught.
- To stay informed of the content and prerequisite relationships within the subject matter.
- To be well informed of the different milestones of a child's development.
- To acknowledge that learners have different skills, knowledge, language proficiencies, interests as well as cultural and religious backgrounds.

- To be able to keep accurate records, including:
 - Morning register (absenteeism)
 - Learner observations
 - Intervention classes
 - 450s
 - Planning file
 - Teacher journal
 - Parent-teacher meetings
- To control and coordinate stock and equipment that is used and required.
- To assist the HOD in identifying aspects that require special attention and to assist in addressing these.
- To perform or assist with one or more non-teaching administrative duties, including:
 - Secretary to general staff meeting and/or others
 - Fire drill and first aid
 - Timetabling
 - Staff welfare
 - Accidents
 - Extracurricular activities

Professional

- To participate in agreed school/educator appraisal processes to regularly review professional practice with the aim of improving teaching, learning and management.
- To contribute to the professional development of colleagues by sharing knowledge, ideas and resources.
- To remain informed of current developments in educational thinking and curriculum development.
- To remain up to date with current educational movements by taking courses, reading professional literature and participating in departmental committees, seminars and courses in order to contribute to and/or update professional views/standards.
- To act with integrity and honesty, always striving to be an example of the Arrow Values.
- To always act professionally when dealing with parents, keeping in mind that they are the client and we are dealing with their child.
- To put learners first in all considerations and to always support learners' best interests.
- To adhere to policies and established procedures.
- To be open to the change needed in a growing school and be willing to positively contribute to the implementation of change.
- To attend and actively engage in staff meetings, phase meetings as well as general parent-teacher meetings.
- To always act with integrity and professionalism in public spaces and on social media.

Communication

- To cooperate with colleagues of all grades in order to maintain a good teaching standard and progress among learners and to foster administrative efficiency within the school.
- To frequently meet parents and discuss with them the conduct and progress of their children in a supportive and respectful manner.
- To frequently and successfully offer engagement opportunities to families so that they can participate in learning activities.
- To collaborate with educators of other schools in organising and conducting extra- and cocurricular activities.
- To maintain contact with sporting, social, cultural and community organisations.
- To have contact with the public on behalf of the principal.

REQUIREMENTS:

- Relevant degree.
- Two to three years' teaching experience.
- Fluent in Afrikaans.
- Proficient in English.
- Proficient in MS Excel, Word, Outlook, and web browsers (e.g. Safari, Internet Explorer, Google Chrome).
- SACE registered.
- First aid level 1.

The position is based in Centurion. Salary is market related.

Please send your CV stating the job title in the subject line to recruitment@futurelearn.co.za.