

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Teacher Aids

Core :

Post level and salary code : 3

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

### B. JOB PURPOSE

To provide teaching support and care giving services in a special school.

#### KEY PERFORMANCE AREAS

- Supervise learners in the classroom and provide educator/learner support.
- Assist learners with meals and toileting
- Assist learners with accessing therapeutic and medical treatment offered at the school
- Supervise learners during breaks, on excursion, outdoor sporting/cultural activities, in vehicles to and from school
- Support learners in group and individual activities, i.e., after care
- Support learners in the usage of supportive devices, e.g., wheelchairs, hearing aids etc.
- Assist with the safe keeping of learners medication

### C. INHERENT REQUIREMENTS OF THE JOB:

#### Skills and Competencies

The following are skills and competencies required towards achieving the goals of the department.

Competencies	Skills required
Job Knowledge	Computer
Communication	Organisation
Interpersonal relations	Language
Flexibility and dependability	Good verbal and written communication skills
Teamwork	Time management
Problem solving	

## **E. KNOWLEDGE REQUIREMENTS**

Knowledge of SA Schools Act and **White Paper on 6** (Support of special needs learners).

Knowledge of school procedures in terms of the working environment

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be adjusted to fit the level of the job. The competency framework is available at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

## **D. APPOINTMENT REQUIREMENTS**

NQF level 4 or 5 (A grade 12 certificate or equivalent).

One (1) year experience in working with Special needs children/kids.

## **E. CAREER PATHING**

Compliance with the requirement of higher posts.

## **F. AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

## **G. PERFORMANCE AGREEMENT**

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

## **H. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POSTHOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**

