



1. JOB INFORMATION

JOB TITLE:	EDUCATOR
COMPONENT/SCHOOL:	
POST/SALARY LEVEL:	POST LEVEL 1

2. JOB OVERVIEW

To engage in class teaching, including the academic, administrative, educational and disciplinary aspects and to organise extra- and co-curricular activities so as to ensure that the education of learners is promoted in a proper manner.

3. FORMAL QUALIFICATIONS AND INHERENT REQUIREMENTS

Qualifications required	Essential	Recommended
A recognised three year (REQV 13) qualification which includes professional educator education	X	
A four year (REQV 14) qualification which includes professional educator education		X
Registration as a professional educator with the South African Council for Educators/proof of application for registration	X	

4. DUTIES AND RESPONSIBILITIES

Key Result Area (KRA) 1

Teaching

Duties include, but are not limited to:

- engaging in class teaching that will foster a purposeful progression in learning which is consistent with the learning areas and programmes of subjects and grades as determined;

- being a class educator;
- preparing lessons whilst taking orientation, regional courses, new approaches, techniques, evaluations, aids etc. in the field into account;
- taking on a leadership role in respect of the subject, learning area or phase, if required;
- planning, coordinating, controlling, administering, evaluating and reporting on learners' academic progress;
- recognising that learning is an active process and being prepared to use a variety of strategies to meet the outcomes of the curriculum;
- establishing a classroom environment which stimulates positive learning and actively engages learners in the learning process; and
- considering and utilising learners' own experiences as a fundamental and valuable resource.

KRA 2

Extra- and co-curricular

Duties include, but are not limited to:

- assisting the departmental head to identify aspects which require special attention and assisting to address them;
- catering for the educational and general welfare of learners in his/her care; and
- assisting the principal in overseeing learner counselling and guidance, careers, discipline and the general welfare of all learners.

KRA 3

General/administrative duties

Duties include, but are not limited to:

- coordinating and controlling all the academic activities of each subject taught;
- controlling and coordinating stock and equipment used and required; and
- performing or assisting with one or more other non-teaching administrative duties such as—
 - secretary to general staff meeting and/or other meetings;
 - fire drill and first aid;
 - timetabling;
 - collection of fees and other monies;
 - staff welfare;
 - accidents.

KRA 4

Interaction with stakeholders

Duties include, but are not limited to:

- participating in agreed school/educator appraisal processes (Integrated Quality Management System) in order to regularly review their professional practices with the aim of improving teaching, learning and management;
- contributing to the professional development of colleagues by sharing knowledge, ideas and resources;
- remaining informed of current developments in educational thinking and curriculum development; and
- participating in the school's governing body if elected to do so.

KRA 5

Communication

Duties include, but are not limited to:

- cooperating with colleagues of all grades in order to maintain a good teaching standard and progress among learners and fostering administrative efficiency within the school;
- collaborating with educators from other schools in organising and conducting extra- and co-curricular activities;
- meeting with parents and discussing the conduct and progress of their children;
- participating in departmental committees, seminars and courses in order to contribute to and/or update professional views/standards;
- maintaining contact with sporting, social, cultural and community organisations; and
- having contact with the public on behalf of the principal.