



NURSERY PHASE TEACHING ASSISTANT

(Payclass 03; T1- Contract)

UCT Educare

Estates and Custodial Services

Properties and Services Department

We invite suitable candidates to apply for the T1 contract position of **Nursery Phase Teaching Assistant**. The successful candidate will be part of the Educare Centre team, within the Estates and Custodial Services Division. The position would be ideal for a qualified Early Childhood Development (ECD) teacher who enjoys working in a dynamic, vibrant, and energetic environment. Only suitable candidates will be contacted for an interview.

Requirements for the job:

- Qualification: NQF 1 in ECD
- Minimum experience: 2 years teaching experience in ECD environment
- Professional registration or license: SACE, NCF Certificate, Paediatric First Aid
- Police clearance (to be included in application or proof of police clearance application). A police clearance is a SACE requirement to ensure that registered teachers are beyond reproach.
- Willing to undertake a vetting process
- ECD education-theory and practical, whole child approach, NCF-ELDA's, Principles and Aims

Responsibilities:

- Assisting with teaching; care, supervision, stimulation, interaction, and classroom management.
- Assist in providing care to the children and maintain Health and Safety
- Support and assist the teacher in the implementation of the learning programme
- Monitoring, and verbal contribution to reports
- Administering First Aid
- Classroom hygiene (sanitizing toys, wiping down beds and tables, sweeping, mopping)

Skills:

- Observation, reporting, conflict resolution, problem solving, listening, communication skills, interpersonal skills, analytical thinking, level headedness, think objectively, innovative, visionary skills, leadership skills, negotiation, persuasiveness, resilience, perseverance, organizational, planning skills, execute fairness, commitment to position, effective engagement with others, computer skills.

The annual cost of employment is between **R184 001** to **R216 469** per annum.

To apply, please e-mail the below documents in a **single pdf file** to Mrs. Sonia Kulani at educare@uct.ac.za.

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)
- Police clearance or proof of application

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650-3522

Website: www.hr.uct.ac.za

Reference number: E231028

Closing date: 03 November 2023

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.