



NOTES

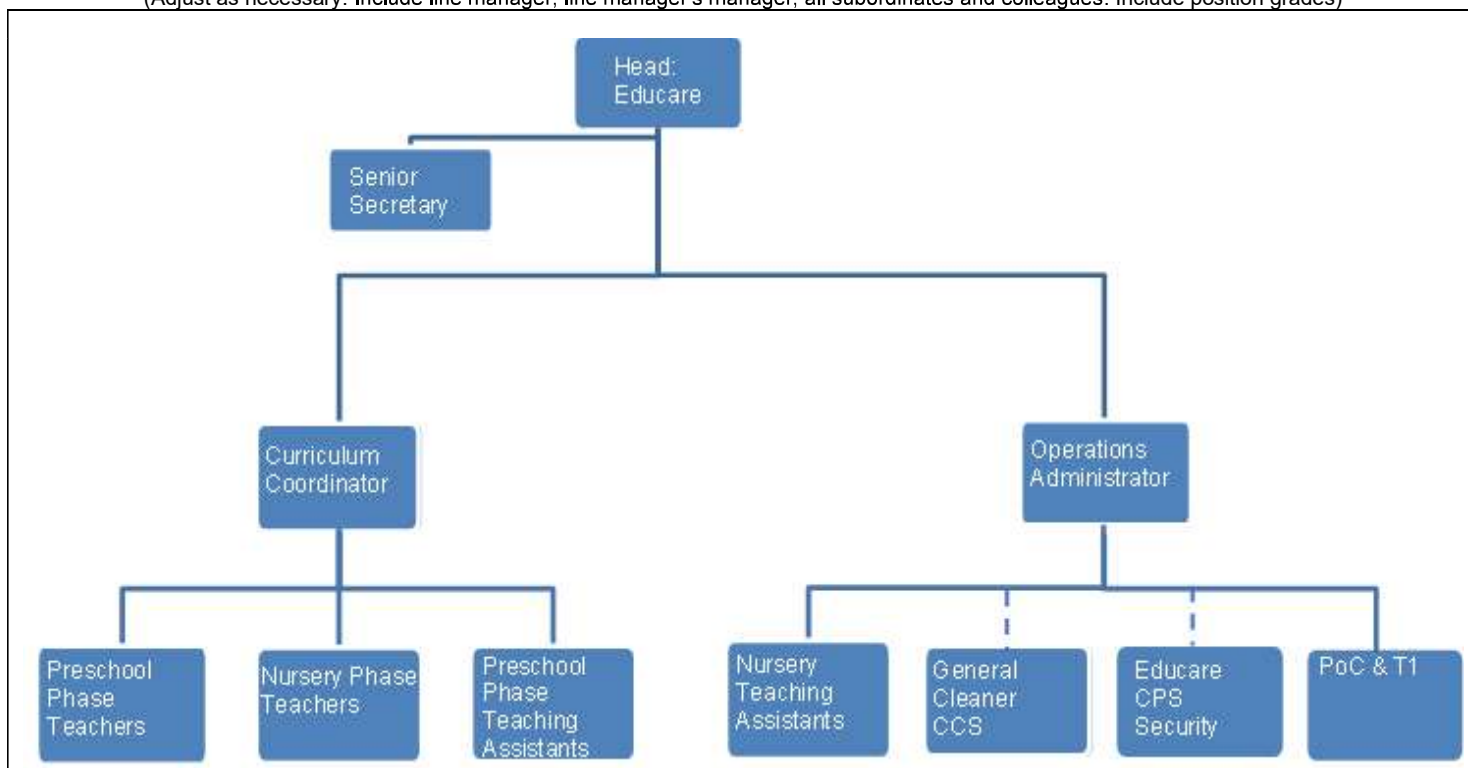
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Admin and Teacher Assistant		
Job title (HR Business Partner to provide)	Admin and Teacher Assistant		
Position grade (if known)	R 86.92 per hour	Date last graded (if known)	N/A
Academic faculty / PASS department	Properties and Services		
Academic department / PASS unit	Estates and Custodial - Educare		
Division / section	UCT Educare Centre		
Date of compilation	May 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to provide relief services when a teacher, teacher assistant or secretary is on leave. Furthermore, the purpose is to ensure the continuity of a professional, high standard and quality Educare service, in line with the principles of the UCT Educare Centre, to ensure that children develop optimally, providing stimulation, care of the children in a safe, healthy and hygienic environment, conducting effective, continuous observation, assessment, recording and reporting.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Assist the effective functioning of the Educare's with general operational needs.	40%	- Assist Educare with implementation of the learning programme. - Maintain a secure and relaxed atmosphere in the classrooms for children to feel safe. - Implement lessons as provided by the teacher. - Manage space setting up safe, age appropriate, stimulating, and challenging environment as per the lesson plan for indoor and outdoor play. - Ensure that the class and outside play areas are neat and tidy. - Supervising toilet training, nappy changing and wash routines. - Snack, lunches are served in an organized manner and bottles are prepared and given at rest time. - Implement knowledge to enhance teaching. - Maintain honest and open communication with all stakeholders	- Treat all children with dignity and respect (no hitting or verbal abuse) - Ensure the child is happy, stimulated, and safe maintaining required standards. - Children are safe while being active and learning through play. - Inspire and encourage learners to produce their best and maintain high standards of behaviour and ethics. - Children are being potty trained while the younger ones' bottoms are kept dry. - The remaining lunches/snacks are eaten by children and all personal belongings are packed in the bags. - Children are encouraged to eat independently. - Honest communication

2	Health and Safety	20%	• Assist Educare with the implementation of basic health and safety • Prepare the children and environment for routine times Supervise the classroom while the teacher is out of the room (tea and lunch) • Set out Tula beds in preparation for rest times using children's personal bedding with children placed head to foot so that they do not breathe on each other. • Assist the Teacher in changing the children's clothing and ensure that they are neat and tidy when leaving school. • Apply first-aid knowledge to cope with minor injuries while child is reassured, and incident recorded in the accident book. • Keep the classrooms, sleeping area for babies, toilets, foyer, and kitchen / mini hall in clean and safe conditions through constant supervision and proper maintenance of respective locations. • Perform general tasks in the classrooms: washing tables, picking up waste, clean countertops, cleaning toilets and mopping floors to keep the classroom neat and tidy. • Sanitize toys and equipment daily. • Participate competently in the event of an evacuation. • Be familiar with the allergy and knowledge of where list is found • Report equipment or materials which need repairing and/or leaking taps or sanitation problems. • Attend regular staff meetings as required. • Check that all equipment is stored away each day.	• Apply the UCT HIV/AIDS Policy • Apply all relevant UCT OHSE Policies
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3	General Administration	40%	• General • Refer any parent messages/queries to and from teacher. • Make sure that all parents and visitors feel welcome and if necessary, prepare refreshments. • Understand and use observation skills continuously to provide feedback to teacher. • General admin – copying, printing, laminating. – telephone calls, access control.	• Welcoming atmosphere and professional interaction with clients • Assist with preschool excursions, trips and educational visits. • Care for, supervise, stimulate and interact with preschoolers who will not participate during excursion, trips and educational visits. • Answering telephones and general reception duties when needed • Reception duties, receiving guests and guiding them to the designated area. • Helping with counting of inventory (toys, furniture)
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MINIMUM REQUIREMENTS

Minimum qualifications	NQF 4 in ECD			
Minimum experience (type and years)	2 years in ECD, teaching experience			
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			
Knowledge	Administration, academic administration, ECD education-theory and practical, career pathing within ECD, whole child approach, ELDA's, Principles and Aims			
Professional registration or license requirements	SACE certificate, NCF certificate, First aid certificate (updated every 2 years), computer skills-word, excel, email access and response			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Clear criminal record			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability /Flexibility- Maintains an effective work style when experiencing changes in work tasks, processes or environment	1	Analytical thinking / Problem solving- Effectively uses existing procedures, processes, and tools to identify and solve routine problems	1
	Building interpersonal relationships- Works well with people from diverse backgrounds, Works to be accepted by peers and co-workers	1	Client / Student Service and Support- Asks questions to identify needs and expectations	1
	Communication- Appropriately expresses one's own opinion.	1	Creativity and innovation- Generates ideas for own area of responsibility.	1
	Energy- Has sufficient strength and vitality to perform duties required	1	Individual Leadership Contributes to the successful functioning of their team	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Within in the classroom- Health and safety, access, monitoring, evaluating, maintaining, consulting-with parents, conflict resolution, ensure processes and procedures adhered, reporting, recordkeeping, administration, co-ordinate - staff meetings
Amount and kind of supervision received	Head, curriculum, and operations administrator
Amount and kind of supervision exercised	Directly-babies/toddlers/children in class and parents Indirectly- maintenance, committees with Educare, students visiting Educare, extra mural activities, new parents, visits external organizations, e.g., parliament, CPUT, colleges – College of Cpt, North link, False Bay College, health & safety regulations
Decisions which can be made	Direct management of children in collaboration with management team guidance
Decisions which must be referred	Issues escalated to management team after initial discussion with staff, parent, or child ineffective

CONTACTS AND RELATIONSHIPS

Internal to UCT	Management team, Educare matters, health and safety matters, P&S, report maintenance concerns
External to UCT	Partnering with other Educare for good practice

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Chantal September	<i>C. September</i>	0216507338	31.05.2024
Area Line Manager	Natascha Hector			