

ANNEXURE B: JOB DESCRIPTION – GENERAL EDUCATION ASSISTANT CHILD AND YOUTH CARE WORKER

JOB PROFILE

A. JOB OBJECTIVE/PURPOSE

To provide care and support assistance and basic psychosocial support to vulnerable children at school, including facilitation, coordination and follow-up of referrals.

B. KEY RESPONSIBILITIES

The detailed activities are outlined below.

- Ensures compliance to COVID-19 protocols
- Home visits to learners/overall family support where necessary.
- Grade 12 tertiary support.
- Tailored educational support to learners.
- Co-creation of school study timetable and guidance on study skills.
- Homework/assignment support, and distribution of past exam papers.
- Assistance with subject selection, Life Orientation and other co-curriculum support.
- Monitoring attendance, behaviour or 'hanging out' of learners (Gate duty, breaks, corridor and toilets).
- Referrals to social/other support services, and health support.
- Grief work, peer support groups, Lifebook activities and other psychosocial support.
- Awareness raising activities during assemblies, school holiday programmes and career guidance workshops.
- Family group meetings/multidisciplinary team meetings, and home visits to discuss the needs/goals of the learners.
- Life space counselling, one-on-one and group sessions with learners. This includes Buddy Beat groups (small groups of learners discussing topics relevant to them).
- Case management of child protection matters and gender-based violence.
- Structured developmental programmes addressing topics such as substance abuse, sexual and reproductive health and other relevant topics.

C. KEY COMPETENCIES

(a) KNOWLEDGE

- Grief work, peer support groups, Lifebook activities and other psychosocial support.
- Case management of child protection matters and gender-based violence.
- Tailored educational support to learners.
- Structured developmental programmes addressing topics such as substance abuse, sexual and reproductive health and other relevant topics
- Life space counselling, one-on-one and group sessions.

(b) QUALIFICATIONS

- Grade 12
- An added advantage - Level 4 Certificate in Child and Youth Care Work or any post-matric qualification in the caring professions

D. GENERIC WORKPLAN

- A typical month for a CYCW is depicted in the below table. The proportions may vary per CYCW according to the schools. This is as schools may have a larger problem with teenage pregnancies for example, which would require more time spent in a month.
- The table below shows that monitoring school dropout and attendance is a key focus point for CYCWs followed by educational/awareness discussions for groups of learners

Task	No. of hours a month	Assumption
Morning gate supervision	10	30 minutes every day
Break/corridor/toilet supervision	10	30 minutes every day
Educational/awareness discussions (group, class, whole-school services) services	20	5 hours a week
Drop-out/irregular attendance identification	10	30 minutes every day
Follow-up with drop-out/irregular attendees	32	8 hours a week
Pregnancy identification and support	6	1.5 hours a week
Life space counselling (any)	8	2 hours a week
Referrals (child protection etc.)	6	1.5 hours a week
Virtual Connection	10	30 minutes every day
COVID-19 safety precaution monitoring	10	2.5 hours a week
Supervision/Training/Meetings	6	1.5 hours a week
Administration	32	8 hours a week
Average hours per month	160	

ANNEXURE B: JOB DESCRIPTION – GENERAL SCHOOL ASSISTANT HANDYMAN

JOB PROFILE

A. JOB OBJECTIVE/PURPOSE

To improve the conditions of facilities by maintaining the environment and the physical infrastructure

B. KEY RESPONSIBILITIES

The General School Assistants (GSA) could assist the teacher in the following way:

- Ensures compliance to COVID-19 protocols
- Assessment of the condition of the school
- Compile a maintenance plan for work to be undertaken
- Type of Work to be undertaken
- Painting
- Repairs of Windows
- Repairs of Doors
- Repairs of damaged floors
- Repair and maintenance of ablution facilities
- Repair of fencing
- Repair and cleaning of roofs and gutters
- Repairs and rehabilitation of desks and furniture
- Repairs of leaking taps
- Maintenance of gardens and grounds

C. KNOWLEDGE AND QUALIFICATIONS

- Certificate in trade
- Knowledge of any infrastructure maintenance jobs

ANNEXURE B: JOB DESCRIPTION – GENERAL SCHOOL ASSISTANTS: SPORT AND ENRICHMENT ASSISTANTS

JOB PROFILE

A. JOB OBJECTIVE/PURPOSE

To support the implementation of school sport, arts and culture programme, extramural activities.

B. KEY RESPONSIBILITIES

The Sport and Enrichment Assistant (SEA) could assist the teacher in the following way during Physical Education (PE) Lessons so that they are fully occupied during the day:

- Before the lesson:
 - Ensures compliance to COVID-19 protocols
 - Marks the register
 - Assist in setting-up and sanitising PE equipment in line with the lesson
- During the lesson:
 - Ensures that learners follow the teacher's instructions.
 - Observes and notes those learners that might be struggling during the lesson and brings them to the attention of the teacher.
 - Assists, monitors and supports group activities.
 - Assists learners during class discussions and group work by providing clarification where necessary.
- After the lesson:
 - Collects resource materials or learner books if applicable.
 - Provides learners with notes to help summarise the lesson where necessary.
 - Notes the learners with content gaps for assistance during intervention classes.
 - Provides informal tasks/ remedial work/ home work for reinforcement
 - Assist with the storing of PE equipment

- After School Programme
 - Assist with sport and other arts and culture programme
 - Introduce a new sport code at the school (Chess, fitness programme)
 - Promote intra school sport leagues
 - Promote Spelling Bee programme (Primary Schools)
 - Support learners in Open Section of South African Schools Choral Eisteddfod (SASCE) – Secondary Schools
 - Assist in the running of other learner clubs at school e.g. Girls/Boy Education Movement (GEM/BEM etc.).

C. KNOWLEDGE

- Sport, arts and culture and other enrichment programmes

D. QUALIFICATIONS

- Grade 12
- NQF level 6 and 7 are recommended / added advantage
- Interest in sport, fitness and arts and culture