



**Funda
Wande**
Reading for Meaning



We're Hiring: Internal Opportunity!!!

COACH: EC Intervention (x3 positions)

SALARY BAND: R520 000.00 to R556 000.00 (incl. performance bonus)

LOCATIONS: Nelson Mandela Metro, Sarah Baartman and Buffalo City Metro

Purpose:

Reporting to the Head of the Eastern Cape, the main objective of the role of the Coach will be to support the Head of Department (HoD) in managing effective teaching and learning in the Foundation Phase. The Coach will also be responsible for the development of Teacher Assistants in supporting learners with literacy and numeracy.

To be successful in this role, you will **have** background in education and understanding of instructional practices in the school's Foundation Phase. You'll also need to have passion to motivate and work with others as a team player especially with critical stakeholders such as the **School Management Team (SMT), District Officials, Teachers, Coach Assistants as well as Teacher Assistants (TA)**. Be analytical, adaptable, professional and possess strong communication, advocacy, presentation, reporting and interpersonal skills.

Key Responsibilities:

✚ HoD Support program

- Capacitate HoDs on content development of teachers at their schools
- Start Professional Learning Communities (PLCs)
- Support HoDs on the Quality Management System through workshops, lesson observations and feedbacks.

✚ Coach Assistants (CAs)

- Support CAs with termly scheduling and school visits
- Together with CAs, reflect on Teacher Assistants (TAs) development for support.

✚ Teacher Assistants (TAs)

- Conduct face to face and virtual content trainings for TAs.
- Observe TAs' lessons and provide feedback.
- Support Teacher Assistants on creating a work schedule.

✚ Teacher Training and development

- Support the instructional development of all Foundation Phase Teachers
- Orientate Teachers on new teaching and learning material.
- Provide technical support to Foundation Phase teams on; e.g. Funda Wande Website, APP and Reading Academy, etc.

✚ Advocacy

- Advocate for quality foundation phase education through developing and maintaining strong relationships with School Management Teams (SMT), District Subject Advisors and Provincial Curriculum Partners.

✚ Administration

- Prepare and maintain schedule of field work
- Submit a coaching log and any pertinent data/requests/coaching documentation,
- Submit reports for activities conducted
- Attend Workshops / Conferences related to Funda Wande work
- Facilitate and coordinate training workshops
- Assist in the supervision of Coach Assistants & Teacher Assistants

Knowledge and Experience:

- Sound knowledge and experience in Foundation Phase education as well as education coaching.
- Strong educational knowledge and content expertise
- Understands the social issues children face and how these can interfere with learning
- Demonstrated proficiency with Computers and Microsoft Office skills
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Demonstrated expertise in oral and written communication, advocacy, presentation and reporting skills.
- Models passion for lifelong learning, continual improvement and applies new learning
- Ability to work cooperatively and effectively with others

Qualifications/Other Requirements:

- IsiXhosa Home Language
- Relevant Degree and/or Diploma in Education
- Minimum 5 years' experience in teaching Foundation Phase

Key attributes:

- An interest in and alignment to Funda Wandé's Vision and Values
- Attention to detail and extremely organized
- Committed to improving processes and systems
- Works well under pressure and with changing deliverables
- Tolerate ambiguity and change in a rapidly growing organization
- Confident, proactive, self-reliant and performance oriented
- Great team player
- High degree of emotional intelligence
- Excellent written, verbal and interpersonal skills
- Disciplined administrative skills

Contract

- One (1) Year with the possibility of renewal

Deadline for applications

- **9th November 2021**

Applications

To apply for these positions, please submit your application to mamikie@fundawande.org

Please note, If you are shortlisted for the position we will be in communication with you by the **15th November 2021**. If you do not hear from us by then, please note that your application has been unsuccessful for this position.

