



Funda Wande

Reading for Meaning

We're Hiring!

Teacher Assistant Mentors

LOCATION: POLOKWANE

Overview

Funda Wande is a not-for-profit organisation that aims to ensure that all learners in South Africa can read for meaning (Literacy) and calculate with confidence (Maths) in their home language by the age of 10. Reporting to the Project Manager, the Teacher Assistant Mentor (TAM) will help train and guide Teacher Assistants (TAs) on early grade learning content. They will also provide psychosocial support to TAs and help them navigate challenges working with learners and schools.

Job responsibilities and role:

- Develop TAs' skills and behaviours through professional development provided by Funda Wande. This includes facilitating and coordinating training and workshops for TAs.
- Provide technical support to TAs on the Funda Wande website and APP. Help TAs with the use of Funda Wande resources and materials to support teachers' instruction and planning.
- Conduct lesson observations and provide feedback to TAs on how to better assist teachers and support learners.
- Develop and maintain relationships with teachers, school management teams, subject advisors, and other TAMs.
- Attend workshops related to Funda Wande work.

Administration, Planning & Reporting

- Prepare weekly/monthly work schedules and share them with the Project Manager.
- Submit data, logs and documentation related to mentoring.
- Prepare weekly reports detailing activities completed, challenges faced, and achievements reached by TAs.
- Thoroughly plan and facilitate TA feedback meetings.

Experience and Qualifications:

- Degree in Education (Foundation Phase).
- Minimum 2-year experience teaching in Foundation Phase or working with Foundation Phase aged children.
- Proficient in Microsoft Office, Google Suite, and related applications.
- Proficient in Sepedi and English (both oral and written) and can communicate Foundation Phase Maths in Sepedi.
- A valid driver's license and own reliable transport.
- Experience working with youth is essential.

Behavioural competencies:

- Models continual improvement, demonstrates lifelong learning, and applies new learning.
- Demonstrates leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Ability to work effectively as an individual and as a member of a team. Shows ability to take initiative.
- Ability to adapt to changing organisational needs, conditions, and work responsibilities as required.
- Strong conflict management/mediation skills.

Contract:

Two years with the possibility of extension.

Applications:

To apply for this position please submit the following to applications@fundawande.org

- A 1-page motivation letter
- A 3-page (maximum) CV

Deadline for applications:

16 October 2020

If you have not heard back from us by the **30th of October**, please consider your application unsuccessful.