

# Kenridge is Hiring!



Kenridge Primary Trust /  
School Governing Body Post

## Teacher Assistant (Pre-Primary) and Art Teacher Assistant (Foundation Phase) Appointment date: 1 May 2024

**The role of the Educator / Teacher's Assistant is to provide support to the educator, both in and outside the classroom. The duties and responsibilities will include, but will be not limited to, the following:**

- Prepare the classroom for teaching and learning and ensure that teaching materials are available and ready for use.
- Hand out workbooks / textbooks to learners as and when required.
- Assist the teacher with admin including photocopying, laminating, binding and so forth.
- Oversee learners before school and during breaks.
- Assist with small group teaching.

### **Attributes:**

- Willingness and desire to grow and develop.
- Strong interpersonal and communication skills with all role players.
- Planning and organisation skills.
- Ability to work well within a team, as well as independently.
- Initiative and problem-solving skills.
- Flexibility and adaptability.
- High level of commitment and willingness to go the extra mile.

### **Requirements:**

- Matric or similar NQF level 4 qualification.
- Currently studying towards a B.Ed (FP), recognised ECD diploma or certificate, or Grade R teaching diploma.
- At least 1 year's experience of working with children across various age groups i.e. au pair, assistant etc.
- Interest in working with children and a positive, friendly attitude.
- Fully bilingual (in English and Afrikaans) is essential.
- Computer literate (including Microsoft Office).
- Committed involvement to the school's sport programme.

**Curriculum Vitae, including TWO contactable referees and recent testimonials (at least one within the last six months), may be electronically submitted to the HR Manager, at [recruitment@kenridge.org.za](mailto:recruitment@kenridge.org.za) by 11:00 on 11 April 2024.**

*An application does not guarantee an interview and the school reserves the right not to make an appointment. Kenridge Primary School is an equal opportunities employer. Kindly accept that your application has been unsuccessful should we not make contact with you.*