



At Eden Village Preparatory School, we provide a quality and affordable mainstream education to children from Grades 1-7. Limited to two classes per grade, with between 18 and 20 pupils per class, Eden Village Prep provides a highly personalised teaching experience for pupils to thrive in the opportunities created by a smaller class environment. With our smaller class sizes, and a focus on differentiated teaching techniques and learning styles, we encourage pupils to develop learner agency - ownership and control of their learning - thus challenging each child to reach their full potential.

Aftercare Teacher

About the role

We are looking for a dynamic aftercare teacher to manage our after-school program. In this role, you'll be responsible for overseeing and planning daily activities, preparing learning materials, and helping pupils with homework. You will also coordinate pupils as they leave and arrive for extra-curricular activities, and enable a healthy balance between homework and fun activities so that pupils remain productive and happy during their time in aftercare.

Duties and Responsibilities

- We are looking for a friendly, approachable individual with a passion for teaching and excellent communication skills.
- Assisting children with assignments and homework, such as reading, writing, and mathematics, whilst encouraging reading and other activities that balance a busy academic day at school.
- Preparing learning materials and equipment, such as books, arts and crafts, stationery, and other supplies as needed.
- Interacting with children to provide guidance, emotional support, and motivation to complete tasks.
- Creating quarterly progress reports to monitor children's scholastic development and personal growth.
- Planning and coordinating the responsibilities of the aftercare team, and ensuring a positive and happy mindset, focussed on the wellbeing and development of the pupils.
- Maintaining an organized and clean classroom environment and ensuring students conduct themselves appropriately.
- Ensuring that all school rules, policies, and guidelines are adhered to in the classroom.
- Ability to foster a fun and safe classroom environment conducive to learning.
- Strong knowledge of child behaviour and learning patterns.
- Ability to work with children and remain friendly, calm, and patient at all times.
- Excellent communication and interpersonal skills.
- Ability to set rules and guidelines for children to follow.
- Solid organizational skills and ability to maintain a tidy and neat classroom.
- Competency using MS Office: Outlook, Excel and Word
- A strong moral fibre based on a Christian foundation.

- *A team approach that contributes towards an open, sharing, constructive and positive school culture.*
- *A focus on kindness and compassion, whilst working with the principal and fellow staff to create a healthy set of boundaries and guiding principles for pupils.*
- *A sense of ownership and a go-getter attitude, that contributes healthily to the effective operation of the school.*

Experience:

- *Teaching Experience: 5+ years*
- *A minimum of 2-years' experience working as an aftercare teacher, teaching assistant, or a similar role.*
- *Ability to relocate to Ballito, KZN*

Qualifications:

- *SACE registration*
- *Degree in education - Essential*

License/Certification:

- *South African Council of Educators registration certificate*
- *Clear credit and criminal record*

Start Date

- *19 February 2024*

Please send your CV and a copy of your Qualifications and SACE Registration to: info@evps.co.za

Closing Date: 29 January 2023