

Recruitment for the Education Programme at Beautiful Gate (30 January 2024)

(We are looking for 2 people who will each run different primary school programmes.)

Position: Primary School Mentor (x2)

1. Mentor 1: For Beautiful Gate
2. Mentor 2: For Beautiful Gate and our academic/organisational partner, YearBeyond.

<u>Purpose of the function</u>	
A Primary School Programme Mentor is responsible for the oversight and effective implementation of the Learner Education Support programme at our partner schools in Phillipi East, Cape Town. He/she needs to ensure successful delivery of the learners' academic and life-skills programme through management of the team consisting of local tutors between the ages of 18 and 28. In addition, he/she will deliver a programme that gives youth (tutors) the space to develop professionally and personally, so as to be prepared for future work or studying opportunities.	
<u>Place in the organisation</u> Learner Education Support – Primary Schools	<u>Job Rank</u>
<u>Reporting structure</u> 1 st level: Education Programme Manager 2 nd level: Executive Director 3 rd level: Board	<u>Time commitment</u> 40 hours per week

Key performance areas & tasks

1.	<i>Programme and staff management</i>
	Oversee the after-school programmes and the tutors in your team.
	Encourage and inspire your tutors to provide primary school learners with helpful psycho-social support, as well as academic and homework support. Also encourage learners' spiritual growth.
	Assess academic needs of the learners and develop activities that meet those needs. Create an enabling learning environment for learners.
	Plan and deliver activities for numeracy and literacy development in the Foundation Phase, and English, Mathematics, Natural Science, Coding, and homework support for learners in Grades 4 to 7.
	Ensure that all team members are well trained and able to deliver academic programmes, including the YearBeyond Numeracy and Literacy Catch-Up programme, or NumberSense, WordWorks and TIME. Prior experience of working with the same or similar materials is advantageous.
	Ensure that all activities are monitored using appropriate tools and systems (including data capturing). Use the monitoring feedback to guide learning and development within the team.
	Design activities that contribute to learners' personal development. Attend training and implement all programmes that develop life skills, such as the Dignity/Dare Campaign.
	Assist the Club Coordinator in preparing the learning objectives for each cultural club and ensure the weekly programme provides a structured, fun and safe environment for all.
	Coordinate holiday clubs and manage team members and all activities.
2.	<i>Staff development</i>
	Plan an interactive annual programme that develops your tutors' leadership and professional (work-readiness) skills. Refine the programme at the start of each term and lead these Life Skills sessions on Fridays.
	Oversee the design of the daily and weekly lesson plans, and lead your tutors to deliver those plans. These plans should clearly indicate the learning outcomes, linked to the school

	curriculum. Monitor their lesson delivery and ensure that they complete weekly reviews that reflect their progress.
	Be a mentor that supports and encourages tutors individually. Observe each tutor presenting a lesson at least twice a month and provide coaching feedback during 1:1 sessions.
3.	<i>Community Relations</i>
	Together with the Education Programme Manager, act as a key contact person for the principals and teachers at our partner schools, introducing them to our staff and programmes and building positive relationships with them.
	Ensure that communication happens on time so that the schools are always aware of our plans. This includes following up with them to discuss learner progress and well-being etc.
	Liaise with the parents, kitchen assistants, caretakers, community etc.
	Organise at least two parent meetings per year to keep parents informed about our staff, programmes and their children's development. Also communicate regularly with parents to update them about their child's attendance, level of engagement and performance, as well as arrangements for our programme.
	Be an effective advocate of Beautiful Gate in your actions with all partners.
4.	<i>Administration</i>
	Perform various administrative tasks.
5.	<i>General</i>
	Willingness to support the broader Beautiful Gate staff.
	Attend devotions, staff meetings and events.
	Comply with Beautiful Gate's policies, Christian Ethos and values.
	Assist with transporting staff when necessary.
	Perform any other duties requested.

A Primary School Mentor must meet the following criteria:

Qualifications:

- Bachelor of Primary Education
- Other relevant degree qualifications may be considered

General:

- A minimum of 3 years' experience in primary school teaching (Foundation or Intermediate Phase) or experience in training and facilitating youth development programmes
- Passionate about the role of quality education in the development of children
- Speak, read and write isiXhosa and English
- Computer literacy
- A driver's licence is essential
- Alignment with Beautiful Gate's core values, namely Christ-centredness, respect, teamwork, accountability and excellence
- Active involvement in a church
- Mentoring and coaching skills
- Willingness to learn and be flexible
- Cultural intelligence
- Able to prioritise tasks, take initiative, meet deadlines and be a team player
- Good time management skills
- Clear communicator