

*Every child is a National Asset*

# PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE

**Orientation of Educator Assistants:  
Accounting, Business Studies and Economics (BCM  
Subjects)  
Grades 10-12**



**basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



**Read to Lead**  
A Reading Nation is a Leading Nation

# Preamble

- Educator Assistants (EAs) introduced to
  - relieve the administrative duties of the
  - help the educator to focus on content
  - learn while supporting the educator
- The educator
  - remains in charge and accountable
  - should ensure that the EA is provided with all the necessary policy and curriculum documents
  - should hold the EA by a hand

# 1. Orientation to CAPS/ATP

The following package of support to be provided to the EA:

- Economics Curriculum and Assessment Policy Statement;
- Annual Teaching Plan (Grades 10-12);
- Textbook used by the school (Grades 10-12);
- DBE subject resources (e.g. 2022 Diagnostic Report, Mind the Gap, Bright Ideas Revision booklet, Exemplars, Past Question Papers); and
- English Across the Curriculum Toolkit.

# 2. Classroom Management

The EA could assist the educator in the following way:

## **Before the lesson**

- The EA
  - Marks the register
  - Distributes texts or resources for use
  - Distributes marked learner books or collects books to control homework/assignments
  - Apprises the educator of absence or any matter that warrants the educator's attention

## **After the lesson**

- Collect resource materials or learner books/portfolios of learner evidence if applicable

# 3. Supervision of Curriculum Activities

Educator Assistants should:

- keep a file to record all the curriculum activities assigned to him/her
- help with the development of lesson plans and resources such as teaching aids, preparing worksheets as guided by the educator
- supervise study periods to keep learners engaged and to ensure that learners do not cause disruption
- be responsible for supervising group activities
- assist struggling learners who need extra support in completing their tasks during afternoon classes. They can be effectively used to assist learners to transition from Grade 9 EMS to Economics Grade 10
- reinforce lessons by tutoring individual students or small groups

# 3. Supervision of Curriculum Activities

Educator Assistants should:

- assist with marking home works with learners under the supervision of the educator
- assist to monitor progress of learners in completing projects, case studies etc. for example, assist them in conducting research by assessing whether the sources the learners have chosen are relevant to the topic etc.
- Assist in providing guidance and preparing learners to participate in subject specific competitions e.g. South African Reserve Bank Monetary Policy Competition
- stand in for the educator when the educator is absent
- source appropriate video clips from internet to support teaching and learning
- establish and maintain WhatsApp groups for each grade to facilitate communication between the educator and learners
- research and recommend websites that learners can access to support teaching and learning



# 4. Feedback to learners on Assessment

The EA should:

- have a Programme of Assessment for the year in Grades 10-12 indicating all the dates when the assessment tasks will be written
- help with the development, monitoring and supervision of informal assessment of learners in the subject
- act as invigilators when formal assessments are administered while the educator focus on marking scripts in the mean time
- assist with the marking and recording of assessment activities and feedback on formal assessments should be offered by the subject educator
- assist with conducting a diagnostic analysis for all formal SBA to identify content gaps and misconceptions by learners and provide feedback to learners on the findings
- help identify learners with barriers and design intervention strategies for extra support and remedial work in the subject.

# 5. Parental support to assist their children

- In collaboration with the subject educator, EA to provide feedback on learner performance to parents during parents' evening/meeting.
- EAs to assist by putting together the subject records necessary for such meetings, e.g.
  - printed mark sheets,
  - learners' test scripts,
  - learner attendance records,
  - parents' register, etc. as part of evidence that might be required by a parent.



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*Thank you!*

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