

Every child is a National Asset

PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE

Orientation of Educator Assistants Mathematics Grades 4-9



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



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Outline

- Educator Assistant Guide
- Orientation to CAPS/ATP
- Classroom Management (Before, during and after the lesson)
- Supervision of Curriculum Activities
- Feedback to learners on Assessment
- Parental support

Orientation to CAPS/ATP

- The mathematics teacher should ensure that the Educator Assistant (EA) is provided with the following package of support to ensure that they are effective in executing the duties assigned to them in the subject:
 - Curriculum and Assessment Policy Statement (CAPS):
 - Annual Teaching Plan (Grades 4, 6, 7 and 9);
 - Annual Teaching Plan for Technical Occupation – Mathematics Year 1-4;
 - Workbooks and textbooks used by the school (Grades 4, 6, 7 and 9);
 - English Across the Curriculum; and
 - Any other relevant resource, e.g. Error analysis booklets, Sasol Inzalo Text books, etc.

Orientation to CAPS/ATP, Cont...

- Furthermore, the EA should be provided with:
 - The Language in Education Policy;
 - The National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statements Grades R-12; and
 - The Policy on Screening, Identification, Assessment and Support (SIAS).

Classroom Management: To be done under the guidance of the teacher

The EA could assist the teacher in the following way:

- **Before the lesson:**
 - Ensures compliance to COVID-19 protocols
 - Supports the teacher with technical preparation of the classroom for teaching and learning and ensure that teaching materials are available and ready for use.
 - Marks the register
 - Distributes worksheets or resources for use
 - Distributes marked learner books or collects books to control classwork/ homework/assignments
 - Apprises the teacher of absence or any matter that warrants the teacher's attention

Classroom Management Cont...

- **During the lesson:**
 - Ensures that learners follow the teacher's instructions.
 - Distributes worksheets or any other resources to be used by the subject teacher during the lesson.
 - Establishes, where possible, problems that could be created by non-detection of learner challenges like poor vision or difficulty with hearing.
 - Observes and notes those learners that might be struggling during the lesson and brings them to the attention of the teacher.
 - Monitors and supports group activities.
 - Assists learners during class discussions and group work by providing clarification where necessary.
 - Summarises notes as the teacher teaches to facilitate learner support afterwards.

Classroom Management, Cont...

- **After the lesson:**
 - Collects resource materials or learner books if applicable.
 - Provides learners with notes to help summarise the lesson where necessary.
 - Notes the learners with content gaps for assistance during intervention classes.
 - Provide after school support to learners, such as homework and remedial work for reinforcement
 - Provides one-on-one assistance to struggling learners

Supervision of Curriculum Activities

- The EA should keep a file to record all the curriculum activities assigned to him/her by the school.
- They should **help** with the development of lesson plans and organising resources such as teaching aids, preparing worksheets as guided by the teacher focusing on different topics for specific grades.
- They should **help** prepare the relevant material that will be needed for teaching and learning, e.g. resource material, worksheets, etc.
- The EA can also enhance EAC through using texts from content subjects to strengthen the understanding of the concept in the context of mathematics. For example, face in humans and face in 3-D objects.

Supervision of Curriculum Activities Cont...

- The EA can also enhance the use of cell phones for learning by demonstrating and accessing helpful learning sites like the DBE, PEDs and other learning sites. WhatsApp group chats, monitored and supported by the EA, can be established among learners to discuss their work and support each other.
- The EA can also provide emotional support where learners can confide in him/her and try to assist directly, or seek help the learner.
- The EA can also be responsible to supervise study periods, provide extra classes, assist learners with homework to keep learners engaged.

Feedback to learners on Assessment

- The mathematics teacher should provide the EA with a Programme of Assessment (PoA) for the year in Grades 4-9 indicating all the dates when the assessment tasks will be written.
- The EA should **help** with the development, monitoring and supervision of informal assessment of learners in the subject. The EA may source additional resources to enhance performance in formal assessment activities. For example, the EA may take learners through *'how to answer'* specific questions.
- They should assist with data capturing, record keeping and filing of assessment activities.
- The EA should assist by doing a diagnostic analysis of SBA tasks to identify content gaps and misconceptions by learners and provide feedback to learners on the findings.
- They should help identify learners with barriers for extra support and remedial work in the subject.

Parental support to assist their children

- The subject teacher should work in collaboration with the EA to provide feedback on learner performance to parents during parents' evening.
- They can also 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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