

BASIC EDUCATION EMPLOYMENT INITIATIVE

**Orientation of Curriculum Assistants:
Mathematical Literacy
Grades 10-12
2025**



Presentation outline

1. Orientation to CAPS/ATPs
2. Classroom management
3. Supervision of curriculum activities
4. Feedback to learner assessment tasks
5. Parental support to assist their children

1. Orientation to CAPS/ATP

- The Mathematical Literacy educator should ensure that a Curriculum Assistant is provided with the following package of support to ensure that they are effective in executing the duties assigned to them in the subject:
 - **Mathematical Literacy** Curriculum and Assessment Policy Statement;
 - 2025 Recovery Annual Teaching Plan (Grades 10-12);
 - 2021 Grade 12 Mathematical Literacy Exam Guidelines;
 - 2025 Grade 11 Mathematical Literacy Exam Guidelines
 - 2025 Grade 10 Mathematical Literacy Exam Guidelines
 - Textbook used by the school (Grades 10-12);
 - DBE subject resources (e.g. 2024 NSC Grade Diagnostic Report, Bright Ideas Study Guide, Mathematical Literacy Self Study Guides); and
 - EAC Toolkit consisting of:
 - FET Booklet containing lesson exemplars; and
 - DVD with digital lessons.

2. Classroom Management: (1)

- A Curriculum Assistant should assist in classroom management by:
 - ✓ marking the class register on daily basis.
 - ✓ keeping records/register of subject attendance, intervention and remediation classes.
 - ✓ assisting in the distribution and record keeping of LTSM resources (textbooks, maps, calculators, wall charts) provided to learners at the beginning of the year.
- At the end of their employment term, Curriculum Assistants should hand over these records to the responsible subject educator for retrieval purposes at the end of the year.
- **Assistance Before the Lesson starts:**
 - All the teaching aids to be used during the lesson by the educator should be assembled and made ready (e.g. white or black board is cleaned, chalk or white board pens are available, smart board & electric gadgets are connected, etc.).
 - Ensure that learners have taken out their work books or classwork books or note books or textbooks; to prepare them for teaching and learning.

2. Classroom Management: (2)

- **Assistance During the Lesson:**

- Distribute worksheets or notes or any other relevant material to be used by the subject educator during the lesson.
- Assist learners with the consolidation of skills of doing calculations and answering questions.
- Assist learners with the consolidation of skills of analysis and interpretation of mathematical literacy annexures and graphs.
- To observe and note the learners that might seem to be struggling during the lesson and bring them to the attention of the educator.
- Assist learners during class discussions and group work by providing clarification and support where necessary.
- Provide alternative answers regarding source-based or essay questions (Assist learners with the analysis of information in sources)
- Assist in consolidating a glossary of terms to assist learners understand difficult concepts in Mathematical Literacy

2. Classroom Management: (3)

- **Assistance After the Lesson:**

- Assist to write notes on the board or electronically as received from the subject educator to help learners summarise the lesson where necessary.
- Assistants should help learners to apply/use the notes provided when doing informal and formal tasks
- Help the subject educator to identify the learners with content gaps for assistance during intervention classes.
- Help with the supervision of informal tasks/ remedial work/ home-work/ for reinforcement as provided by the subject educator.
- Assistants should assist with the drilling of content
- Assistants should consolidate the skills needed for informal/formal tasks
- Collect learners' books for control and signature by the subject educator.
(The educator and assistants need to meet regularly to reflect on the progress of learners' content knowledge and skills acquired in preparation for the formal tasks.)

3. Supervision of Curriculum Activities: (1)

- A Curriculum Assistant 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 focusing on different topics for specific grades.
- They should be involved in the development of the Subject Improvement Plan and target setting for 2025.
- They should help prepare the relevant material that will be needed for teaching and learning
- A Curriculum Assistant should also help to supervise study periods, provide extra classes, assist learners with homework to keep learners engaged.

3. Supervision of Curriculum Activities: (2)

Assistance with Projects (investigation/ Assignments) :

- Ensure that project topics are released to the learners on time.
- Guide learners to adhere to the project time-line from development until submission.
- Help learners to understand and unpack the project topic through the use of mind maps, etc.
- Help organize relevant resources for learners in both print and electronic media from the school library.
- Assist with the check list that all steps of the project have been followed before submission.
- Be responsible for the collection and record of all learner projects for the grade.

3. Supervision of Curriculum Activities: (3)

Assistance with integrating ICT skills with content knowledge in the classroom:

- Use their ICT skills to teach learners to search for internet resources in the subject.
- Use the DBE Cloud to download and avail electronic resources in the subject (digital content).
- Reinforce content taught by the educator by playing DVDs and You-Tube videos on specific Mathematical Literacy topics
- Sharing of these skills will empower both the CA and the learners to integrate knowledge & ICT in the classroom.

3. Supervision of Curriculum Activities: (4)

Assistance with Career Guidance:

- CAs should help gather relevant information regarding careers in Mathematical Literacy.
- They should design charts with university requirements for various careers in Mathematical Literacy.
- Help learners with online application to institutions of higher learning.
- Help learners to apply for financial assistance such as NSFAS and other bursary schemes relevant to the field of study.

4. Feedback to learners on Assessment

- The Mathematical Literacy educator should provide the Curriculum Assistant with a Programme of Assessment (PoA) for the year in Grades 10-12 indicating all the dates when the assessment tasks will be written.
- A Curriculum Assistant should help with the development, monitoring and supervision of both informal and formal assessment of learners in the subject.
- They should assist with the marking and recording of assessment activities.
- Feedback on formal assessments should be offered by the subject educator.
- A Curriculum Assistant should assist by doing a diagnostic analysis for all formal SBA to identify content gaps and misconceptions by learners.
- They should help identify learners with barriers, design intervention strategies and offer extra support and remedial classes in the subject.

5. Parental support to assist their children

- The subject educator should work in collaboration with the Curriculum Assistant 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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