|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | PRE-SCHOOL TEACHER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of preschool teacher consists of instructing children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day-care centre, or other child development facility. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * Training in vocational schools, or a college degree; * Ability to select and use training or instructional methods and procedures appropriate for the situation when learning or teaching new things; * Ability to teach others how to do something, and to give full attention to what other people are saying. | | | | |
| COMPETENCIES: | | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Integrity — Job requires being honest and ethical. * Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. | | | | |
| TASKS: | | * Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them; * Attend to children's basic needs by feeding them, dressing them, and changing their diapers; * Establish and enforce rules for behaviour, and procedures for maintaining order; * Observe and evaluate children's performance, behaviour, social development, and physical health; * Organise and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips; * Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play; * Read books to entire classes or to small groups; * Serve meals and snacks by nutritional guidelines; * Teach basic skills such as colour, shape, number and letter recognition, personal hygiene, and social skills; * Teach proper eating habits and personal hygiene. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |