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| **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.
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| 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.
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| 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.
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| 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. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |