



songo.info
De Wet Centre, 1st Floor
Cnr Bird & Church Street,
Stellenbosch,
7600

www.songo.info
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Twitter: [@songoinfo](https://twitter.com/songoinfo)

Trust No: IT1515/2011
PBO: 930049722

ROLE	Head of Education: Teacher and 'School in a Box' coach for after-school programme
REPORTS TO	Programme Manager
LOCATION	The songo.info clubhouse (Kayamandi)
DURATION	Full time (~35 hours a week)
REMUNERATION	TBC based on experience

INTRODUCTION

songo.info is a social development program based in Kayamandi, Stellenbosch which uses sport and education to provide opportunities for children to play, grow and learn while instilling the necessary life skills needed for a brighter future.

JOB PURPOSE

The role will be responsible for the oversight of all aspects of the Education programme at the songo.info after school programme. This will include input into long-term programme strategy development and roll out (in support of the Programme Manager) as well as monitoring and improvement of children's performance (as related to education).

General areas of oversight include:

- (i) Homework assistance: Helping the children complete their homework each day
- (ii) Reading Eggs programme and School in a Box: Covering all CAPS subjects – especially focused on literacy, numeracy/ maths, science and computer studies
- (iii) Work readiness: Aptitude testing, career guidance, support on internships etc

KEY RESPONSIBILITIES

Strategic oversight and management of the Education programme at songo.info

- Report into the Programme Manager and be an active member of the programme leadership team
- Ensure agreed goals and outcomes are achieved. Suggest new ways of working; change in learning tools or allocation of resources (if required) to achieve long term strategic goals
- Meet regularly with the PM to discuss any problem areas as well as the children's progress
- Assistance with the Monitoring & Evaluation of the programme: Provide relevant reporting and metrics as requested. Supply a written monthly report to the PM

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Personnel management of staff and volunteers:

- Manage performance and work/ tasks of: Reading eggs and SiB facilitator; Home-work facilitator. Ensure regular reviews and feedback on performance is given
- In conjunction with PM: Recruit; support and oversee volunteers who are helping with education for the children - identify adequately skilled people who can support on this
- On-site training of after-school staff and volunteers

Networking with Key stakeholders

- Develop and maintain relationship with feeder schools in Kaymandi (meet regularly with School Heads etc) and other stakeholders (local partner NGOs etc)
- Intervene when needed: Meeting with parents and teachers at the school. Working together to see improvement with children

Monitor children's school performance and drive for improvements

- Review children's reports on a regular basis and monitor academic performance: School reports; Reading Eggs; School in a Box reports etc
- Identify those children who need additional support and help draw up action and development plan for each child – in conjunction with OT and programme team
- Provide feedback on overall academic performance of children and tracking against goals
- Together with the PM and programme team members develop a system to monitor children's contribution to the programme i.e. general behaviour, consistency of attendance, helpfulness and general attitude towards the team and their peers.

Oversight of day to day after-school programme (operations)

- Maintain necessary files and records (electronic). Ensure that daily register is implemented and maintained (of children attending)
- Overall classroom management across all areas: Set-up, instructional materials and tools, handouts, visual aids etc
- Oversee School in a Box programme (in conjunction with SiB facilitator): Help set lessons for individual children or groups if needed
- Support on Homework: As needed. Can change day to day depending on children's and staff/volunteers needs
- Maintain and display a calendar of events in preparation for academic events or exams: Request exam timetables and school schedules and provide to PM. Ensure focus/priority is given to educational support/activities over that time.

Career counselling and work readiness:

- Arranging opportunities for children to attend open or career days
- Arrange for relevant training and speakers to come and talk with children on topical issues
- Work with OT on getting necessary competency/ aptitude testing in place for the children
- Network with potential employers for internships and apprenticeships

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Other: General responsibilities for all programme staff at the songo.info clubhouse

- Comply with the site regulations that are stipulated
- Comply with the child protection policy
- Provide discipline and serve as a role model. Ensure the children assist with keeping the clubhouse clean
- Attendance at events: School holiday clubs and educational outing (Robben Island; ice-skating etc); fundraising events
- Filling gaps as needed in other parts of the programme: Helping with life skills activities etc
- Any other reasonable tasks, duties and responsibilities assigned by or on authority of Programme Manager

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & KNOWLEDGE	<ul style="list-style-type: none"> • Tertiary qualification in education • Fluent in English and isiXhosa 	<ul style="list-style-type: none"> • Knowledge of online and digital learning tools • Clean driving license and own car
EXPERIENCE	<ul style="list-style-type: none"> • Minimum 5 years' experience in a teaching role 	<ul style="list-style-type: none"> • Experience in an after-school environment
APTITUDE & SKILLS	<ul style="list-style-type: none"> • Written and verbal communication skills • Ability to learn fast • Computer literate (including MS Office) • Administrative skills 	<ul style="list-style-type: none"> • Presentation skills • Problem solving skills • Networking and relationship building
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Team player • Understanding and sensitivity to cross cultural issues • Attention to detail, plan and prioritise work, meet deadlines to successfully deliver objectives and demands • Self-starter, ability to take initiative • Ability to work independently • An understanding of and commitment to songo.info's Vision and Core Values 	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Willingness to travel when needed
OTHER	<ul style="list-style-type: none"> • Flexibility and adaptable to changing circumstances • Be able to work flexible hours, some weekends and evenings occasionally 	

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