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YOUTH EDUCATION TRUST

Kangwane Work and Study Centre __.

Academic Coordinators : '

1. The Youth Education Trust invites applications for the two vacant posts of Academic Coordinators at the Kangwane Work and Study Centre at Mthimba/Mashadza and Khumbula in the Territory of Kangwane.

2. The Work and Study Centre is an education-with-production' institution, in which students spend half their time in academic studies and the other half in productive work.,

2.1 In the 'academic studies, student learning is based on the education-with-production curriculum which comprises Cultural Studies, Development Studies, English (as '- . Communication), Environmental and Social Studies, Fundamentals of Production, Technical Studies (related to their field of production), Mathematics and Science. .

Students will study for examinations in these subjects to be conducted by the University of Cambridge Local

Examinations Syndicate in association with the

llndependent Examinations Board.

2.2 Student productive work, for the rest of 1991, will be undertaken in Agriculture, Cabinet making, Catering' and Food Processing, Construction, Garage Mechanics, and Metal Fabrication: Students will acquire practical skills as well as theoretical knowledge, in these fields of production.

3. The successful applicants will be experienced teachers who have either undergone training in subjects in the curriculum, or are on the Centre's academic staff already, or who are either ex-political prisoners, or exiles, who have served in successful education-with-production institutions.

3.1 They will be able to demonstrate their constructive understanding of and support for the curriculum, and of the linkages between education and productive work. _.

3.2 They should also be able to assist teachers' in drawing on; productive activities as the practical bases for supporting theoretical learning throughout the curriculum. To this end they will regularly observe the operations of the productive units and hold regular meetings with Managers of productive units and the academic staff.

3.3 The Academic Coordinators will be expected to assist teachers to the best of their ability in' the teaching of' the curriculum, in the provision of teaching and learning materials, the identification and organisation of study visits and the preparation of teaching aids.

The Centre will have, in addition to students in half-time academic studies, trainees in BRIGADES who will spend one-- day in five in academic studies in English, Development Studies, Mathematics and Science as well as on the theory and practice of their trades and skills areas.

4.1 The Academic Coordinator will be required to ensure that such lessons are programmed in the schedules of academic staff and to provide assistance to the teachers in respect of lessons for Brigade trainees, along the same lines as they will do in respect of student lessons, as described in paragraphs 3.2. and 3.3. ..

The Academic Coordinators shall assist the Project Coordinator to set up Associations of Parents, Teachers, Students, Production Managers and Staff, and Brigade Trainees, which the Coordinator shall convene at least once every term and which shall be attended by the Academic Coordinator. (The terms of reference and the functions of this Committee shall be drawn up by the Youth Education Trust).

5.1 The Academic Coordinators shall convene teaching staff meetings once a week and shall consult Academic and Production Managers where appropriate, on the

performance of their functions, more especially as follows: -

- (i) preparation of time tables for academic lessons ' which take full and proper account of ' the half work, - half study schedules and rotation of classes, and of Brigade lessons; '
- (ii) requisition for classroom furniture and equipment, teaching and learning materials, stationery and other material requirements for teaching;
- (iii) arranging for visits, in conjunction with the Project Coordinator, of _ facilitators who-conducted training of teachers on the education-with-production curriculum, to provide follow-up assistance;
- (iv) arranging for inspections, and monitoring of lessons of academic staff by appropriate authorities, and monitoring of student assignments;
- (v) arranging of quarterly tests and marking, maintaining a register of performance, maintaining records of student attendance and behaviour, and issuing of reports on students;
- (vi) preparations of reports on teachers performance, related to punctuality and conduct, which reports shall be shown to teachers before submission to appropriate authorities;
- (vii) convening and addressing of assemblies and other meetings of students, establishment of student committees approved by the Youth Education Trust and assistance with the performance of their functions;
- (viii) initiat'Ign of such disciplinary action as may be needed in respect of teachers in terms of appropriate regulations and contracts;
- (ix) administration of disciplinary action in respect of students and trainees in terms of appropriate

regulations and agreements, and coordination with Production Managers regarding discipline during productive work periods; (Corporal punishment is not allowed.) i

('x) requesting the Coordinator to allocate staff housing where necessary, and to collect teachers' salaries; '

(xi) organising evening study under supervision;

(xii) monitoring student feeding and accommodation;

(xiii) monitoring student extra-curricular activities and offering assistance to appropriate committees to facilitate such activities;

(xiv) supervision of clerical and other staff doing d'uties connected with academic teaching;

(xv) such other functions as shall be delegated by this..

Youth Education Trust.

APPLICATIONS SHOULD BE SUBMITTED TO:

THE SECRETARY OF THE YOUTH EDUCATION TRUST,

C/O CHRIS WATTERS AND ASSOCIATES,

PO. BOX 61448, MARSHALLTOWN 2107, REPUBLIC OF SOUTH AFRICA.