

Reading 9b

The duties and responsibilities of South African educators

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This excerpt comes from an Education Labour Relations Council resolution published in 1998. It is essentially a job description for South African teachers. You may notice that it draws from many of the new ideas currently circulating in South Africa about what it means to be a teacher, like caring for the whole child, working with parents, and teaching in a learner-centred way.

Notes

You may want to read the new ***Norms and Standards for Educators***, a document that explains in some depth what key roles teachers need to be able to play in South African schools. As you read through this excerpt think of how it differs from old South African understandings of the duties of a teacher.

Department of National Education (1998). *Norms and Standards for Educators*. Pretoria: Department of Education.

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Introduction

The ability of our education system to compete in an increasingly global economy depends on our ability to prepare both learners and educators for new or changing environments. This is in line with the mission of the corporate plan of the Department of Education, which seeks to ensure that all South Africans receive flexible life-long learning, education, and training of high quality.

Management in education should be able to draw on the professional competencies of educators, build a sense of unity of purpose, and reinforce their belief that they can make a difference. When and where appropriate, authorities need to allocate authority and responsibility that will ensure the building of human resource capacity.

Reading

This edited excerpt is taken from Resolution 8 of 1998, ***Duties and Responsibilities of Educators (school and office based)***. Pretoria: Education Labour Relations Council.

In addition to the core duties and responsibilities specified in these documents certain specialized duties and responsibilities may be allocated to staff, in an equitable manner, by the appropriate representative of the employer.

Duties and responsibilities

Job title: Educator – public school

Rank: Teacher

Post level: 1

The aim of the job

To engage in class teaching, including the academic, administrative, educational, and disciplinary aspects and to organize extra and co-curricular activities so as to ensure that the education of the learners is promoted in a proper manner.

Core duties and responsibilities of the job

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

Teaching

- To engage in class teaching that will foster a purposeful progression in learning and that is consistent with the learning areas and programmes of subjects and grades, as determined.
- To be a class teacher, if required.
- To prepare lessons taking into account orientation, regional courses, new approaches, techniques, evaluation, aids, etc. in their field.
- To take on a leadership role in respect of the subject, learning area, or phase, if required.
- To plan, co-ordinate, control, administer, evaluate, and report on learners' academic progress.
- To recognize that learning is an active process and be prepared to use a variety of strategies to meet the outcomes of the curriculum.
- To establish a classroom environment that stimulates positive learning and actively engages learners in the learning process.
- To consider and utilize the learners' own experiences as a fundamental and valuable resource.

Extra- and co-curricular

- To assist the HOD to identify aspects that require special attention and to assist in addressing them.

- To cater for the educational and general welfare of all learners in his or her care.
- To assist the Principal in overseeing learner counselling and guidance, careers, discipline, and the general welfare of all learners.
- To share in the responsibilities of organizing and conducting extra and co-curricular activities.

Administrative

- To co-ordinate and control all the academic activities of each subject taught.
- To control and co-ordinate stock and equipment that is used and required.
- To perform or share one or more of other non-teaching administrative duties such as:
 - secretary to general staff meeting and/or others;
 - fire drill and first aid;
 - timetabling;
 - fee collection;
 - staff welfare; or
 - accidents.

Interaction with stakeholders

- To participate in an agreed school/educator appraisal process in order to regularly review their professional practice with the aim of improving teaching, learning, and management.
- To contribute to the professional development of colleagues by sharing knowledge, ideas, and resources.
- To remain informed of current developments in educational thinking and curriculum development.
- To participate in the school's governing body if elected to do so.

Communication

- To co-operate with colleagues of all grades in order to maintain a good teaching standard and progress among learners and to foster administrative efficiency within the school.
- To collaborate with educators of other schools in organizing and conducting extra and co-curricular activities.
- To meet parents and discuss with them the conduct and progress of their children.
- To participate in departmental committees, seminars, and courses in order to contribute to and/or update one's professional views/standards.
- To have contacts with the public on behalf of the Principal.