



# Maths Intern

(Grades 4-7)  
Zithulele, Mqanduli

Location: Zithulele, Mqanduli

Start date: 3 May 2021

Salary range: R7 000-R10 000

Hours: Full time

Application closing date: 12 April 2021



We are a rural education focused NGO with over a decade of experience working both in and alongside schools in the Eastern Cape to raise student achievement. Our dedicated team of 100+ education advocates serves 3200 children in Grades R-12, in 25 schools spread across two districts and based in two villages.

We are seeking a dynamic and passionate Mathematics Intern to join our team in Zithulele, Mqanduli.

At Zithulele, you will form part of the Masakhane Team. The Maskhane Program works with Grade 4 - 7 learners in after school lessons three times a week. Learners from different schools meet in a central location to engage in active bilingual Maths and Language lessons aimed at strengthening learners' foundational skills, building their personal agency and assisting them with the difficult transition to English as a medium of instruction after Grade 3.

If you have the passion and enthusiasm for...

- Improving rural education outcomes in South Africa
- Learning and growing as a teacher...

then we welcome you to apply to join our dedicated team.



Key responsibilities:

- Prepare and lead the execution of Maths lessons in the afternoons and at bootcamps, and assist with planning, with support from your programme manager.
- Provide mentorship and accountability to a team of young 'paragons' (local gap year students) and other volunteers as they act as tutors/teaching assistants.
- Engage positively with coaching and feedback on your lesson from your programme manager and/or Education Lead.
- Maintain necessary resources and analyse applicable data.
- Build relationships with Maths Teachers from schools in the area during school visits, with support from your programme manager.
- Perform all administration tasks arising from your involvement in these programmes.
- For more details, please see Annexure A below

The Requirements for this role are:

- A BEd or PGCE (with Mathematics qualifications) or other equivalent qualification
- Experience as a Maths teacher in the intermediate Phase (preferable)
- Computer literacy
- Bilingual (isiXhosa and English)

Preferred Traits:

- Ability to motivate and lead learners and young tutors alike
- A passion for educational change, rural schools and innovation
- Drivers' license preferable

How to Apply:

Please send applications to [careers@axiumeducation.org](mailto:careers@axiumeducation.org) or hand in at the Axiom Office.

For your application to be considered, please ensure that your application includes the following:

- CV (with references), motivation letter and copy of your ID
- Matric certificate
- Police clearance (or proof that you are in the process of acquiring it) will be required upon appointment



Please include the TITLE of the position you are applying for in the subject line of your email or on your hard copy application. Applications that do not have the title of the position will not be considered.

Applications close on 12 April 2021. We will only be contacting shortlisted candidates. If you have not heard from us by 30 April 2021 then please consider your application unsuccessful.

#### ANNEXURE A: JOB DESCRIPTION

As a Maths Intern your duties and responsibilities would be as follows:

Maths lessons in the afternoons (Mon - Thurs 3:15 - 5:15 and Fri 1:15 - 3:15) and holiday bootcamps

- Prepare and lead the execution of Maths lessons in the afternoons and at bootcamps, and assist with planning, with support from your programme manager.
- Stay in line with the curriculum and what is being taught at schools through engagements with teachers and students.
- Set, mark and record homework and assessments (formative and summative) with input and moderation from other teachers as needed.
- Perform weekly and termly data analysis in order to adapt curricula appropriately for student needs.
- Assist with cover for other teachers on leave when necessary/ appropriate.

Commit to constant improvement as a teacher

- Engage positively with coaching and feedback on your lesson from your programme manager and/or Education Lead.
- Keep track of and attempt to implement instructional action steps to the best of your ability
- Seek out opportunities to observe excellent teachers in practice, and develop yourself as a professional wherever possible

Working with 'paragons' and volunteers

- Provide mentorship and accountability to a team of young 'paragons' (local gap year students) and other volunteers as they act as tutors/teaching assistants.
- Meet weekly with tutors and teaching assistants to go over content for the week.
- Assign responsibilities to tutors and teaching assistants such as recording attendance, shopping, packing, organising resources etc, with the approval of your programme manager

Assist with the operations of the Masakhane program



- Perform all administration tasks arising from your involvement in these programmes. Some of these tasks may include keeping registers, records of meetings, schedules of work covered, keeping track of technology, shopping, timetable, discipline tracking and other monitoring and evaluation tasks.
- Support the team in any way should new needs or unusual circumstances arise.
- Keep track of hours, mileage and any other expenses in an orderly fashion.
- Assist with the planning and running of overnight leadership camp(s)
- Assist with organisation of parent days and farewell events

#### Maintain the Maths resources

- Maintaining necessary resources and analysing applicable data.
- Ensure the digital files are up to date and well organised.
- Ensure that physical folders and files are organised and up to date - delegate where appropriate.
- Ensure that any additional resources linked to your subject are maintained and organised.
- Assist with the management and tracking of Masakhane resources
- Look at the budget and make procurement decisions for Maths resources in consultation with the programme manager.

#### Engage with school teachers

- Build relationships with Maths Teachers from schools in the area during school visits, with support from your programme manager.
- Visit lessons where possible and appropriate in consultations with the teacher and programme manager.
- Teach lessons where possible and appropriate if requested by the teacher and in consultation with the programme manager.