



OFFICE OF THE CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

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DISTRICT DIRECTORS
SCHOOL PRINCIPALS
TEACHER UNIONS
SCHOOL GOVERNING BODIES

FROM: SUPERINTENDENT-GENERAL

SUBJECT: INSTRUCTION NOTE 44 OF 2020 ON APPOINTMENT OF EDUCATION ASSISTANTS IN SCHOOLS

DATE: 19 AUGUST 2020

1. The novel virus, COVID-19 has had a negative effect on the 2020 academic year, as the country has been forced to temporarily close schools. There are regulations that people over the age of 60 and those with comorbidities should work from home. Subsequently, the Department of Basic Education and Teacher Unions signed collective agreement 1 of 2020, which guides the concession process to be followed for employees with comorbidities.
2. For the past two weeks, only grade 7 and 12 were attending school. On the 24 August 2020, most grades are coming back to school, which will require more teachers to be at school. However, those teachers that have applied for concession to work from home cannot be substituted as they are not on leave. To adhere to the



principle of having a teacher in front of every class, the Department has elected to appoint education assistants.

3. Education assistants are going manage classes and do administrative work for a teacher that is working from home. They are in no way substituting the teacher but will be a conduit between the teacher and the learners. This will enable the Department to ensure that there is balance between delivering quality education and safety of teachers with comorbidity.
4. School Governing Bodies are encouraged to recruit these education assistants from their communities to reduce transport and accommodation costs. The candidates for appointment as education assistants must have passed the subject they will be assisting on at matric / grade 12. Also, the candidate for appointment must have a post matric qualification and not have a criminal record. They will be appointed on a month to month contract, starting from the 24 August 2020 to the 24 September 2020. The Department will review the contracts monthly.
5. **The allocation of education assistants to schools will be done by District Directors as per the approved applications of concessions in the District. The rationale is to ensure that Districts have control of the process and to guarantee that only schools whose teachers' applications for concession have been approved appoint education assistants.**
6. The following documents should be attached to the application:
 - Curriculum Vitae
 - Certified copy of identity document
 - Certified copies of relevant qualifications
7. These education assistants will be paid a flat rate of R7 000 per month. The Department will transfer the money to the school bank account for the School Governing Bodies to pay the education assistants at the end of the month.
8. The roles and responsibilities of the Education Assistant will be the following:
 - Supervise and facilitate a class for a teacher who is working from home or a venue away from the classroom;

- Facilitate assessments as prepared by the educator;
- Oversee learners out of the classroom and during lunch breaks;
- Listen to learners read, read to them or tell them stories;
- Facilitate and supervise group activities of learners;
- Carry out administrative tasks as required by the school; and
- Attend staff meetings and training sessions as required.

NB: A signed contract must be submitted to the Deputy Director HRP in the district within four days of being signed by the successful candidate.

. Yours in quality education



Mr. T Kojana
Superintendent-General

19/08/2020

Date