



ROLE AND RESPONSIBILITIES

Foundation Phase Teacher (Grades RRR–R) Section Lead

About the Role

We are looking for a passionate, patient, and adaptable Foundation Phase Teacher to lead and manage a classroom within our junior primary section. This role is ideal for an educator who understands that every child learns differently and is committed to creating a supportive, structured, and engaging learning environment.

As a Section Lead, you will not only be responsible for your own class, but also play a key role in maintaining consistency, quality, and collaboration across your phase.

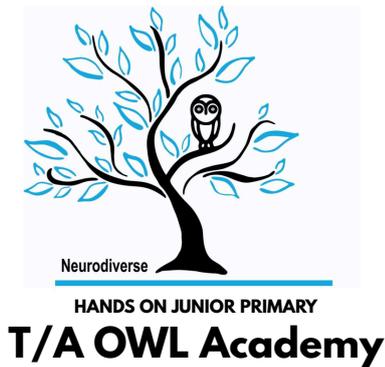
Key Responsibilities

Teaching & Learning

- Plan and deliver engaging, CAPS-aligned lessons in Literacy, Numeracy, and Life Skills
- Create a structured and predictable classroom environment that supports focus and confidence
- Use a variety of teaching strategies to meet different learning styles, including visual, auditory, and hands-on approaches
- Adapt lesson content and pace to meet the needs of individual learners

Learner Support & Inclusive Education

- Identify and support learners with diverse learning needs
- Differentiate instruction to ensure every child can access the curriculum
- Implement practical classroom strategies such as sensory breaks, movement opportunities, and scaffolded tasks
- Work collaboratively with therapists, support staff, and leadership where needed
- Monitor and support each child's academic, emotional, and developmental progress



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Classroom Management

- Establish clear routines and expectations to create a calm and safe learning space
- Support positive behaviour through consistency, encouragement, and structure
- Manage transitions effectively throughout the school day
- Ensure the classroom is organised, visually supportive, and accessible to all learners

Assessment & Progress Tracking

- Conduct ongoing informal and formal assessments in line with CAPS requirements
- Maintain accurate and up-to-date learner records and portfolios
- Use assessment data to guide teaching and intervention strategies
- Compile detailed term reports that reflect each learner's progress and needs

Section Leadership

- Support consistency in planning and teaching across the phase
- Collaborate with colleagues to ensure curriculum coverage and pacing
- Assist in guiding teaching assistants or support staff within the section
- Contribute to the planning and coordination of section activities, themes, and events
- Act as a reliable point of communication within the phase



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Parent Partnership

- Build strong, respectful relationships with parents and caregivers
- Provide regular, clear, and constructive feedback on learner progress
- Offer practical guidance to support learning at home
- Address concerns in a proactive and solution-focused manner
- Promote consistency between home and school environments

Administration & School Involvement

- Complete lesson planning, reporting, and administrative tasks on time
- Participate in staff meetings, planning sessions, and training opportunities
- Contribute positively to the school culture and team environment
- Assist with supervision duties, school events, and extracurricular activities

Ideal Candidate

- Qualified Foundation Phase teacher
- Strong understanding of the CAPS curriculum
- Experience working with diverse or neurodiverse learners is highly beneficial
- Patient, organised, and emotionally aware
- Strong communication skills, especially with parents
- A collaborative team player with leadership ability