



## **JOB DESCRIPTION: CLASSROOM WORK EXPERIENCE**

**CAMPUS:** Johannesburg Campus or Pretoria Campus  
**DIRECT SUPERVISOR:** Johannesburg ES Principal or Pretoria Campus Principal  
**START DATE:** Applications reviewed on a rolling basis

### **POSITION OVERVIEW**

The work experience program provides South African young adults who aspire to work in education with the opportunity to gain skills, experience, and training towards a future career. Work experience participants observe and assist in Pre-K-Grade 5 classrooms while gaining exposure to an international school setting. They are provided with training and mentorship to work with children in a classroom setting under the guidance of a lead teacher or teachers. In addition to classroom experience, the participants gain valuable experience working in a cross-cultural setting with students, parents, and teachers from around the world.

Upon completion of the work experience program, the participant may apply for a traineeship in which trainees continue working at the school while pursuing teaching qualifications at a recognized institution in a bursary model supported by the school. Traineeships are limited and highly competitive.

### **GENERAL RESPONSIBILITIES**

- Assists in creating a learning environment where children can experience growth and develop their full potential
- Works with students to support their needs on an individual and/or small group basis
- Assists with the general preparation and organization of supplies and teaching materials
- Supports the supervision of students in and out of classroom activities during the school day
- Works as a pro-active team member
- Develops and maintains positive relationships with colleagues, students, and parents
- Establishes effective communication with colleagues, students, and parents
- Participates in curriculum and staff development opportunities as required
- Maintains a high level of professional competence through in-service education and professional growth activities
- Other tasks as determined by the Principal

### **QUALIFICATIONS, PREFERRED SKILLS, QUALITIES AND EXPERIENCE**

- South African citizen and an EE candidate
- Matric with a Bachelor's Degree pass (BD) – with a minimum pass of 50% in English and Maths
- 18-34 years old
- No criminal record
- Previous experience working with young children
- Willing and enthusiastic to learn teaching and learning approaches and methods
- Exhibits patience and empathy when dealing with children

- Able to address and treat all students with respect and dignity
- Flexible and collaborative – a team player
- Organized, reliable, dependable
- Good communication and interpersonal skills
- Competence in information technology skills and willingness to learn more in this area

#### **BENEFITS**

- Travel stipend
- Meal stipend
- Cost of living stipend
- Access to AISJ professional development opportunities
- Mentorship

#### **DURATION**

AISJ operates on a U.S. academic calendar from August to June. Work experiences begin on a rolling basis throughout the school year and last for a duration of three to six months.

**SCHOOL HOURS:** 7:10 am to 3:30 pm Mondays, Tuesdays, Thursdays, Fridays and 7:10 am to 4:00 pm on Wednesdays

#### **CONTACT**

A letter of application and current resume should be addressed to the Johannesburg Elementary School Principal, Barbara Rynerson, or the Pretoria Campus Principal, Amy Parish, and sent to [workexperience@aisj-jhb.com](mailto:workexperience@aisj-jhb.com). Please note that applicants must indicate the specific campus they are applying to. It is essential that applicants can easily travel to the campus specified in the application.

The letter of application should include answers to the following questions:

1. Do you have a Matric with a Bachelor's Degree pass (BD)? What were your matriculation results?
2. Why are you interested in pursuing a classroom work experience opportunity at AISJ?
3. What previous experience do you have working with children and how has that prepared you for a classroom work experience opportunity at AISJ?
4. How did you learn about AISJ and the work experience program?