

Every child is a National Asset

Physical Sciences Teacher Assistants Training Manual

**STAY
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PROTECT SOUTH AFRICA

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Presentation Outline

- PYEI – Presidential Youth Employment Initiative
- Orientation to CAPS/ATPs
- Classroom Management
- Supervision of Curriculum Activities
- Feedback to learners
- Protocol to be followed in the Physical Sciences Classroom and Laboratory

PYEI – Presidential Youth Employment Initiative

The Provincial Coordinator should

- Keep oneself informed of what is happening in the province
- Mediate the Training Manual
- Monitor the teacher assistant programme in terms of Physical Sciences
- Know that a phase two is being planned

Teacher Assistant

Manual



Orientation to CAPS/ATP

The Physical Sciences teacher should ensure that teacher assistant/s are provided with the following package of support to ensure that they are effective in executing the duties assigned to them in the subject:

- Physical Sciences Curriculum and Assessment Policy Statement;
- Abridged Section 4 for Physical Sciences
- Annual Teaching Plan (Grades 10-12);
- Textbooks used by the school (Grades 10-12);
- DBE subject resources (e.g. Diagnostic Report, Mind the Gap, Bright Ideas Revision Booklet, SBA Guidelines, DBE Study Guides).

PYEI: Training Manual: Classroom Management

- A teacher assistant should assist in classroom management by marking the class register on daily basis.
- A teacher assistant should assist in keeping records of subject attendance at intervention and remediation classes.
- They should also assist in the distribution of LTSM resources (e.g. textbooks, supplementary materials) at the beginning of the year and keep records for retrieval purposes at the end of the year.
- Teacher assistants should assist the teacher in handing out worksheets, homework/classwork exercise books, test question papers and test scripts.

PYEI: Training Manual: Supervision of Curriculum Activities

- A teacher assistant should keep a file to record all the curriculum activities assigned to him/her by the school.
- They should help with the use of resources such as teaching aids, preparing worksheets as guided by the teacher focusing on different topics for specific grades – printing, typing etc.
- A teacher assistant can also be responsible to supervise study periods to keep learners engaged and to ensure that learners do not cause disruption.

PYEI: Training Manual: Feedback to learners on Assessment

- The Physical Sciences teacher should provide the teacher assistant with a Programme of Assessment (PoA) for the year in Grades 10-12 indicating all the dates when the assessment tasks will be written.
- A teacher assistant should help with the monitoring and supervision of informal assessments of learners in the subject.
- They should assist with the marking (where possible and given a marking memorandum) and recording of assessment activities.

PYEI: Training Manual: Feedback to learners on Assessment

- Feedback on formal assessments should be offered by the subject teacher.
- A teacher assistant should assist by doing a diagnostic analysis for all formal SBA to identify content gaps and misconceptions by learners and provide feedback to the teacher on the findings
- They should help identify learners with barriers and assist with intervention strategies for extra support and remedial work in the subject.

PYEl: Training Manual: Protocol to be followed in the Physical Sciences Classroom and Laboratory

- Educator Assistants should NOT be required to assist with any task that involves the physical usage of chemicals as this can be highly hazardous.
- Proviso: The teacher can obtain the assistance of the EA regarding cleaning, counting, labelling and storage of science apparatus (excluding chemicals and other hazardous apparatus) AND that this can only be done under the Physical Sciences teacher's direct supervision and in the Physical Sciences teacher's presence AT ALL TIMES.

PYEI: Training Manual: Protocol to be followed in the Physical Sciences Classroom

- The EA should not be left alone with any Physical Sciences apparatus. The science apparatus that the EA can assist the Physical Sciences teacher with are things like beakers, mass pieces, trolleys etcetera and excludes all dangerous and hazardous apparatus and all chemicals.

PYEI: Training Manual: Parental support

- The subject teacher should work in collaboration with a teacher assistant to provide feedback on learner performance to parents during parents' evening.
- They can also assist by putting together the subject records necessary for such meetings, e.g. printed mark sheets, learners' test scripts, learner attendance records, parents' register, etc. as part of evidence that might be required by a parent.

A black and white photograph of Nelson Mandela. He is shown from the waist up, leaning his right arm on a ledge. He is wearing a white, long-sleeved button-down shirt with a pocket on the left side. He is looking off to the left of the frame. The background consists of several vertical columns and a window, suggesting an indoor setting with natural light.

**“It always seems impossible
until it is done.”**

~ Nelson Mandela