



## BLESSED PERFECT ACADEMY (BPA)

Blessed Perfect Academy is a low-fees private college offering quality education for Grades R to 8 and to those wishing to rewrite their Matriculation examinations

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| <b>Job Title:</b> | Educator | <b>Version Date:</b> | 1 <sup>st</sup> January 2026 |
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**Job Description:**

### 1 | SUMMARY OF FUNCTIONS:

The Educator is a professional in a noble calling to train the learners of the country. They are leaders who provide academic guidance and tools to empower learners to access knowledge, skills, and attitudes. They work in cooperation with Principal, School Management Team (SMT), Parent, and other educators, in a team spirit. Achieving academic excellence requires that the Educator works collaboratively to direct and nurture all learners and colleagues and communicate effectively with the Department of Education and parents when necessary. Inherent in the position are the responsibilities for researching, planning, scheduling, curriculum execution, extracurricular activities, personnel management, emergency procedures, and facility operations.

#### JOB DESCRIPTION SUMMERY - The Educator:

- Should daily deliver lesson as per curriculum/work schedule (ATPs)
- Daily provide feedback to learners on class and homework
- Should report to HOD on progress towards the curriculum/ work schedule every fortnight
- Assess the learners as per the subject assessment guidelines in accordance with the school's regulations and MDE assessment plan
- It is the duty of the educator to provide remediation after diagnostic analysis of the learner performance on assessment after each assessment

### 2 MAJOR DUTIES AND RESPONSIBILITIES: The Educator shall:

#### 2.1 Ensure Academic Excellence and shall

1. Establish and promote high standards and expectations for all learners and staff for academic performance and responsibility for behaviour and upholds such standards such as MDE requirements and SACE Code of Professional Ethics
2. Teaches approved curriculum
3. Plans a program of study, employing a variety of instructional techniques and instructional media, that meets the individual needs, interests, and abilities of the learners
4. Creates a classroom environment that is disciplined and conducive to learning and appropriate to the maturity and interests of the learners
5. Takes all necessary and reasonable precautions to protect learners, equipment, materials, and facilities
6. Works with Principal, Learner Support Officer, and support staff to ensure organized and well-coordinated learner registration.
7. Assists the administration in implementing all policies and rules
8. Encourages learners to set and maintain standards of classroom behaviour
9. Guides the learning process toward the achievement of curriculum goals and, in harmony with BPA goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to learners
10. Evaluates learner progress in the instructional programs by means that include the maintaining of up-to-date learner data on SASAMS.
11. Evaluates learners' academic and social growth, keeps appropriate records, and prepares progress reports
12. Maintains accurate, complete, and correct records as required by law, DoE policy, and administrative regulations in hard copy



13. Works with Principal and SMT to execute the school Rules and Code of Conduct and maintaining learner discipline
14. Is available to learners and parents for education-related purposes outside the instructional day
15. Establish a professional rapport with learners and with staff. Display the highest ethical and professional behaviour and standards when working with learners, parents, and school personnel. Serve as a role model for learners, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all educators to do the same.
16. Provide regular learner grade and behaviour reports to parents. Post honour roll lists each quarter.
17. Nurture both learners and fellow educators to achieve their greatest potential academically and instructionally.
18. Cooperate to maintain in the school a spirit conducive to study.
19. Enforce uniform policy and appearance policy so as to assure a school environment that is focused on group academic achievement.
20. Provide peer learning opportunities and use volunteer young persons as tutors, mentors, and study champions for learners.
21. Provide and supervise a safe recreation and play period for the learners.
22. Notify immediately the Management, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or learners appearing to be under the influence of alcohol or controlled substances. Maintain visibility with learners, educators, parents, and Management.
23. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the learners in the school.

**2.2 Cooperates to ensure Effective Human Resource management and will**

1. Manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the college including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
2. Abide by all laws especially - the Labour Relations Act, Basic Conditions of Employment Act etc, company policies and civil regulations.
3. Meet contractual agreement especially regular attendance and punctuality.
4. Attend Staff and other meetings

**2.3 Cooperate to build an Effective Team and developed with appropriate leadership skills and structures**

1. Proactively participates and contributes to a functional and effective Team that respects diversity and individual attributes
2. Accepts duties delegated by Principal and/or SMT and carries them out diligently.
3. Contributes in all tools to monitor Team attributes regularly and proactively, contributes to consciously building more effective teams.
5. Maintain positive, cooperative, and mutually supportive relationships with learners, staff, and parents through effective Parent Educator Association (PTA) and SMT processes

**2.4 Contribute to Effective and Honest Financial and Resource Management and shall use every means to:**

1. Cooperate with other staff members to ensure fees are collected.
2. Cooperate in efforts to maintain an effective inventory system for all school supplies, materials and equipment.
3. Assist procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
4. Assume responsibility for the health, safety, and welfare of learners, employees, and visitors.
5. Participate in procedures and provide regular drills for emergencies and disasters.
6. Maintain and keep a copy of records of school fees deposits slips before sending them off to the Finance Officer.

**2.6 General**

Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Management and not otherwise prohibited by law or in conflict with the contract.



### 3 CORE COMPETENCIES

#### **Functional/Educator Skills:**

- Possesses required functional and educational knowledge and skills to do his or her job at a high level of accomplishment; demonstrates active interest and ability to enhance and apply new functional skills.

#### **Integrity and Trust:**

- Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent himself or herself for personal gain.

#### **Managing Vision and Purpose:**

- Communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone; inspires and motivates his/her entire campus or Blessed Perfect Academy in general. Ensures that the vision and purpose are converted into effective individual and team affirmations.

#### **Leading and Motivating Others into a cohesive team that values Diversity:**

Creates a climate in which people want to do their best; can assess each person's strengths and use them to get the best out of him or her; promotes confidence and optimistic attitudes; is someone people like working for and with. Ensures effective team spirit.

#### **Priority Setting:**

- Spends his or her time and the time of others on what is important; focuses on the critical few, and puts the trivial many aside; can quickly sense what will help or hinder the accomplishment of a goal

#### **Valuing Diversity:**

- Manages all kinds and classes of people equitably; supports equal and fair treatment and opportunity for all; fosters a climate of inclusion, where diverse thoughts are freely shared and integrated. Combats tribalism and separatist tendencies.

#### **Interpersonal Skill:**

- Is warm and easy to approach; builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; has a style and charm that immediately puts others at ease and disarms hostility.

#### **Managing and Measuring Work:**

- Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work

#### **Drive for Results:**

- Pursues everything with energy, drive, and a need to finish; does not give up before finishing, even in the face of resistance or setbacks; steadfastly pushes self and others for results

#### **Directing Others:**

- Establishes clear directions; sets stretching goals, and assigns responsibilities that bring out the best in people; establishes a good work plan and distributes the workload appropriately

#### **Decision Quality and Problem Solving:**

- Uses analysis, wisdom, experience, and logical methods to make good decisions and to solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action

#### **Managerial Courage:**

- Tactfully dispenses direct and actionable feedback; is open and direct with others without being intimidating; deals head-on with people problems and prickly situations

### 4 ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the HOD, Principal and SMT and may provide information to Head Office staff such the Director and Human Resource Manager

