



ZWAANSWYK ACADEMY

338 MAIN ROAD

RETREAT 7945

TEL.: (021) 712 2051

FAX: (021) 7121047

E-MAIL: vacancies@zwaanswyk.net

JOB DESCRIPTION

Organization:	Zwaanswyk Academy
Division:	Foundation Phase
Job Title:	Teachers Assistant
Job Type:	Permanent
Salary:	R6 300.00pm
Main Purpose of Job:	Zwaanswyk Academy is an exciting, fast-paced environment seeking to employ a Foundation Phase Assistant to support the teacher in creating a safe, nurturing, and engaging learning environment for young children. The chosen candidate will have a hands-on approach and should be well accustomed to a fast-paced school environment. Available to start 1 September 2026
Reporting to:	HOD & Grade Head
Key Responsibilities:	• Assist the Foundation Phase teachers with daily classroom activities • Support learners during lessons, creative activities and play. • Help maintain a safe, caring and stimulating classroom environment. • Supervise learners during break times and transitions. • Assist with preparing teaching materials and resources. • Provide general support in the Foundation Phase when needed.
Minimum Qualification & Experience Required:	• Passion for working with young children. • Experience in an ECD environment (advantageous) • ECD qualification, Level 4/5 OR Studying towards an Education Qualification. • Good communication and interpersonal skills



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	Reliable, patient, nurturing and able to work as part of a team.
Must haves:	- Able to work under pressure - Personal commitment to education, safety of learners and a willingness to contribute to the values and ethos of the school. - Presentable and respectful. - A clear criminal record.
Additional Comments and requirements	Kindly email your CV with the following documentation to vacancies@zwaanswyk.net and state clearly which position you are applying for. Closing date: 19 August 2026 @ 13h00 Requirements: - Clear credit record - Police clearance - A covering letter stating your suitability to the position - At least 2 contactable referees PLEASE NOTE: This job description is not intended to be an exhaustive list of all duties and responsibilities. The post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post. The SGB and Zwaanswyk Academy reserves the right not to make an appointment. If you have not received communication within 2 weeks of application, kindly consider your application unsuccessful. Only shortlisted candidates will be contacted.