

JOB DESCRIPTION

REFERENCE NUMBER: **AP 1010**

JOB TITLE: Primary School Principal

LOCATION: Western Cape

BACKGROUND TO POSITION: A public primary school located in a deserving community in the Western Cape, inclusive of serving special needs children, is a success story of note. It is financially supported by the generous and on-going support of a philanthropic donor organisation, that has elicited the support of Academic Partners to identify a principal of the calibre and stature found across all schools in South Africa - public and private.

Beyond the competitive package befitting of any Primary School Principal, this opportunity calls for a profoundly caring leader who understands, embraces and enacts the fundamental principle of 'giving back'.

KEY PERFORMANCE AREAS: The school is seeking a dynamic and visionary Principal who will provide strategic leadership whilst working collaboratively with the School Governing Board (SGB) to realise the full potential of all learners.

The successful candidate will have high expectations of all learners and a belief in their potential to succeed in life and a strong commitment to building a culture where learners come first. In this learning institution, the Principal will oversee and champion staff development and growth.

The Core Responsibilities include but are not limited to:

- Lead the learning school, providing fair and consistent professional and inspirational leadership and driving the school's pedagogic philosophy
- Collaboratively shape the direction and development of the school, driving the development and implementation of a shared vision, culture and ethos and providing support and leadership to the SGB and broader school community
- Developing a leading approach to managing special needs learners in the school

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- Manage and lead the School Management Team (SMT), maintaining and enhancing the quality of teaching and learning
- Lead by example to develop and empower the staff
- Provide overall management of the school staff, including health, safety and security, including application of all relevant public-school legislation and policy
- Oversee the operational management of the school, including finance, infrastructure and maintenance
- Promote extra and co-curricular activities

INHERENT CRITERIA:

- A minimum of 8 - 10 years of Senior Management Team experience, with a minimum of 5 years in a deputy or principal position.
- REQV14 Education qualification is required.
- In-depth knowledge of Grade R – Grade 7 curriculum.
- A professional track record of excellence, both personally and professionally.
- Experience in schools with more than 20-30 (or more) SGB staff members, or 40-50 staff at a private institution and have managed large non-departmental budgets.
- Someone whose purpose in life is to impact positively on the lives of learners and has an awareness of community and parents' role in their child's education.
- Demonstrated understanding and knowledge of the key legislative frameworks required when managing a school, inclusive of those regulating professional bodies and the Western Cape Education Department.
- Excellent verbal and written English proficiency. Proficiency in Afrikaans or isiXhosa would be advantageous.
- Professional track record of excellence, both personally and professionally.
- Ability to analyse and use data resulting from

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various programmes in the leadership, management and development of the school.

- Must complete and pass Competency Based Assessments prior to appointment.

The successful candidate must possess and be able to demonstrate the following skills:

Leadership:

- Proven track record of leadership.
- Training in school management and leadership or proven competency in these roles.
- A proven track record of innovative curriculum implementation; understanding of how to build attributes in learners and create a whole child through education, extra murals, experiences and discipline.
- An understanding of the importance the role a learners Home Language plays in their learning at a school where the LoLT is English.
- Creativity and visionary leadership with parents/guardians within the school community.
- A growth mindset and the ability to think critically when resolving problems in the style most appropriate for the situation.
- Effective conflict management with the ability to ensure accountability and ownership.
- Provide fair, consistent, professional and inspirational leadership to the entire school body.
- Provide strategic leadership (through collaboration with the Foundation), creating and driving the required strategies to achieve the schools purpose and vision.
- Ability to articulate, inspire and drive the school's purpose and vision with all relevant stakeholders.
- Drive organisational leadership by building inclusive practices, sound financial analysis and ensuring legislative compliance.
- Develop human resources strategies which ensure the professional development of staff, ensuring staff accountability and sense of belonging for all.
- Instructional leadership must ensure and promote the all round growth of children, with openness towards innovative and creative pedagogical strategies, ensuring learners develop the competencies as set forth
- Drive the culture of the school's commitment to transformation and diversity both within the school and the school's involvement in the community.

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Managerial:

- An ability to develop work closely with the Management Team, Foundation and School Governing Body in the formulation and execution of the school's strategic priorities and plans.
- Confirmed and comprehensive experience in school management, including the implementation and execution of curricula as well as planning, organising, motivating, supervising and controlling of school activities.
- Holistic approach towards education with an emphasis in preparing learners for the future world, development of key attributes, and the inclusion of the family, parents/guardians and community in the education of the growing child.
- An ability to conduct continued professional development of staff, undertake competency reviews, and enhance the school development system.
- Demonstrate collaboration and shared management of the school, ensuring distributed leadership and decision making that develops and strengthens the School Management Team.
- Proactive in developing systems in line with policy which ensure the effective and efficient running of the school, such as learner discipline, identifying critical skills needed in staff and service providers.
- Management of the budget in collaboration with SGB Finance Sub-committee and ensuring financial the sustainability of the school.
- Management of all staff in collaboration with the SGB HR Sub-Committee and in accordance with the EEA; ensuring the recruitment, development and retention of high performing staff/teams and their overall well-being.
- Oversee effective school communication to the local community that is aligned to the school's purpose and the Foundation's objectives. Always promoting a positive image of the school.
- Effective allocation and management of school resources to ensure best practices in education.

Key Competencies:

- Commitment to redressing poverty through education, with a deep belief in the vast potential of all young people.
- An astute leader with the ability to set clear priorities, delegate, and guide investment in people and

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systems; keen analytic, organisation and problem-solving skills, which support and enable sound decision making.

- The ability to identify patterns across situations that are not obviously related, and to identify key or underlying issues in complex situation.
- Analytic and decisive decision maker with the ability to prioritise and communicate the key objectives to all stakeholders and implement the tactics necessary to achieve organisational goals.
- High level of resourcefulness, and attuned ability to convert challenges into opportunities; and the ability to appropriately engage a wide range of stakeholders and cultures.
- Takes ownership of and foster accountability for delivering results.
- An ability to manage risk balanced with a willingness to try new and different solutions.
- Highly organised, self-reliant, good problem-solving, results-oriented, multi-tasker with management skills and good judgment.
- Unwavering commitment to impactful education and data-driven decision making.
- Resilience and self-awareness.
- Leadership and Communication
 - Excellent collaboration and team-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
 - Excellent presentation and communication skills and the experience and proclivity to be an outgoing spokesperson and relationship builder
 - Openly communicates in a compelling, honest, persuasive and articulate manner, ensuring the message is clear, understood and consistent with the school purpose.
 - Commitment to a participatory, democratic style of leadership; able to balance democratic decision making with efficient and professional school management

APPLICATION REQUIREMENTS:

To apply, please forward a comprehensive CV, quoting Reference Number **AP 1010** to wcprincipal@talenting.co.za