

JOB DESCRIPTION

REFERENCE NUMBER: AP1011

JOB TITLE: Deputy Head of Leadership and Administration

LOCATION: Sandton

BACKGROUND TO POSITION: The Deputy Head of Leadership and Administration will oversee the Junior Prep character and ethos of school. Various administrative tasks will be managed in collaboration with senior staff.

KEY PERFORMANCE AREAS: The main portfolios will include:

1. Promote the values of the client as defined by our Methodism, Honour Code, Saints Character and Fruit of the Spirit.
2. Implement the Round Square IDEALS and the Spirits of Discovery.
3. Develop our Student Leadership Programme
4. Oversee necessary interventions and support for students experiencing behavioural challenges and meeting with parents in this regard.
5. Ensure, alongside our Chaplain, that staff, parents and students receive pastoral care.
6. Work together with our Chaplain, to develop relationships with our Community Engagement partners.
7. Nurture and create synergy opportunities with other schools on campus.
8. Oversee the communication and messaging of our school between our various stakeholders.
9. Conduct marketing tours of our school.
10. Manage the current Covid-19 Pandemic from a health and safety point of view including correspondence with parents and staff.
11. Liaise with the Operations Team concerning general maintenance of our JP campus.
12. Ensure Health and Safety Compliance.

Other portfolios include, but are not limited to:

1. Working on the JP budget strategy, monthly accounts, forecasting and phasing of the budget together with the Head and Deputy Head of Leadership and Administration.
2. The management of POPIA within the JP.

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3. Quality assurance of our school and Umalusi compliance.

The client's Committee membership

- The client's Strategic Planning Group
- MANCO
- Leadership Committee
- Community Engagement Committee

INHERENT CRITERIA:

Required Competencies

- Experience as a Head of School, Deputy or Senior Manager are imperative to these portfolios,
- Extensive knowledge of both Early Childhood Development, Foundation Phase and an awareness of the Intermediate Phase of education,
- Minimum of a graduate degree in education with post graduate qualifications being highly advantageous,
- Ability to work independently and in a strong leadership team,
- An understanding of the value of inclusive education,
- A fundamentally future-orientated approach to teaching and learning,
- A keenness and a capacity to be strongly committed to the wide-ranging nature of the demands of such a position,
- A passion for teaching and for the young people whose learning you would be expected to inspire,
- An ability to be flexible, innovative and embrace change,
- Computer literacy and experience in integrating IT into your teaching and learning,
- An unequivocal commitment to working as part of an accomplished, multi-disciplinary team,
- A commitment to on-going research, personal and professional development
- An awareness of the nature of our client and willingness to commit to its all-round ethos,

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co-curricular activities and pastoral approach,

- Ability to embrace diversity and transformation in all aspects of school life,
- Proof of registration with SACE supported by a sexual offender's clearance certificate.

Preference will be given to candidates that will assist us in advancing our diversity and transformation imperatives.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP1011** to Genevieve Michel c/o deputyhead@talenting.co.za