

JOB DESCRIPTION

REFERENCE NUMBER:	AP577
JOB TITLE:	Head: Girls Preparatory: St Stithians College
LOCATION:	Johannesburg
BACKGROUND TO POSITION:	Reporting to the Rector and Executive Head of the College, the Head will be supported by two Deputy Heads, 10 Members of School Executive, a Chaplain and an Executive Assistant. The teaching staff comprise 42 full time, 2 part-time and 7 full time interns. Internal liaison is among Heads of other Schools and campus departments, the Rector, School Council, staff and cross campus structures External Liaison includes; parents, students, alumni and the church. The incumbent Head will be responsible for an operating budget of R44 million per annum. The Head is responsible for the effective management of the Girls' Prep and through membership of the St Stithians College executive committee, consisting of the Heads of Schools and Campus Departments, the position is involved in the overall leadership and direction of the College as a whole. St Stithians is a non-profit educational entity that is managed according to sound and accountable corporate governance policies.
KEY PERFORMANCE AREAS:	These include, but not limited to: • Provide leadership within the Girls' Preparatory as a whole. • Identify and role model an Institutional Philosophy and Shared Values that are aligned to the broader College philosophy. • Develop and implement the Girls' Preparatory strategy ensuring that it is aligned with the goals, indicators and actions identified in the College strategic plan. • Ensure that the Girls' Prep operates and delivers within the mandate determined by the overarching College Transformation Statement.

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- Responsibility for the financial and administrative affairs of the Girls' Prep and as such, acts as final arbiter on staffing, the allocation of funds, admissions policies and other matters that pertain to the finances of the College within the policies of the College Executive Committee and Council.
- Ensure that the Girls' Prep operates correctly within the Statutes of Government.
- Build positive relationships with Heads of other Schools, Alumni, Staff, Parents, Students, Heads of Campus departments, the Alumni Association, and Council etc.
- Assume first-line responsibility for the attraction, development, retention and performance management of staff with the objective of retaining a team of high quality and top performing staff.
- Promote academic excellence and report on academic performance while meeting all curriculum requirements and taking appropriate action to correct deviations from the annually developed plan for improving targeted subject results.
- Ensure that the extra-mural policy is current, relevant and aligned to the College strategy, and implement plans against agreed priorities and objectives.
- Ensure that contingency plans are in place to deal with unplanned eventualities and manage crisis/sensitive situations in an expedient and sensitive manner.

ESSENTIAL BEHAVIOURAL SUCCESS FACTORS:

- Enthusiasm and expertise as an educationalist and educational leader.
- Keeps the long-term vision in mind while working on the day-to-day activities.
- Lives out and advances St Stithians synergy.
- Knowledge and application of technology for education, communication and efficiency.
- Thinks strategically.
- Implements creative problem-solving strategies.

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- Plans, organises and reports based on research and analysis.
- Interpersonal and collaborative approach.
- People and communication skills (oral, written and presentation).
- Time management skills and able to handle a high workload.
- Negotiates with role-players and arrive at a win-win situation in the best interest of the Girls' Preparatory School and the negotiating party.
- Possesses and steadfastly adheres to high moral principles and professional standards.
- Takes responsibility for actions, projects and people.
- Takes initiative and works under own direction.
- Makes well-considered, effective decisions which may include tough choices or considered risks.

INHERENT CRITERIA:

- Relevant tertiary educational qualification preferably at a post graduate level.
- At least 7 – 10 years' educational leadership experience, including education of girls. A senior leadership position within an Independent school would be a distinct advantage (An unblemished career history).
- Proof of registration with SACE and sexual offender's clearance certificate.
- A solid and progressive understanding of the opportunities and challenges of leading and managing a South African school in the 21st century in the context of national transformation. (Ideally, an EE candidate would represent the best possible appointment).
- An ability to work within the values, Christian ethos and mission of the College according to the College statement of Spirituality. The Heads of School are required to be a practising Christian who supports the ethos and teachings of the Methodist Church.
- Acknowledged academic standing and the ability to take dynamic and effective leadership decisions.

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- Proven strategic visionary acumen and drive energy, coupled with a strong work ethic, integrity and vision.
- Solid knowledge and experience of corporate governance principles.
- Substantive understanding of the educational environment and current pressures relating to family and socio-economic aspects.
- The ability to develop, foster and sustain appropriate partnerships and positive relationships with a variety of stakeholders and promote synergies in the educational experiences of the schools of St Stithians College.
- Excellent people and communication skills.
- Ability to role model the attributes of a servant leader.
- A high level of organisational, managerial, administrative and communication skills.
- Ability to manage and lead a diverse staff team.

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 **AP577** to Genevieve Michel c/o head.st.stithians.girls@talenting.co.za.