

JOB DESCRIPTION

REFERENCE NUMBER: **AP 988**

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
- 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

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- 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
- Ad hoc duties as requested from time to time

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 strongly recommended.
- 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 10 SGB staff members 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 of the school and labour legislative framework and stakeholders (including professional bodies, unions and department).
- Be SACE registered.
- Show evidence of adhering to professional ethics and the maintenance of a professional school environment.
- Evidence of being acknowledged as having good academic standing.
- Reflect an ability to take dynamic and effective leadership decisions in the managing and monitoring of staff performance.
- Must have evidence of developing and implementing school policies.
- Innately possess excellent planning, organising and administrative skills.
- Must have solid knowledge and experience of the principles of corporate governance.

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- Ideally have good financial acumen.
- Must be capable and willing to embrace, develop and support the cultural, extra-curricular activities and other education programmes of the school.
- Must have demonstrable people and communication skills.
- Should have good analytical and premeditated thinking.
- Show and accept 'accountability' especially as it applies to planning, directing and coordinating operational activities across the school.
- Be committed to transformation and diversity with the ability to relate to parents, students and stakeholders from a wide variety of cultural backgrounds.
- Excellent communication and interpersonal skills, with the dignity to be a compelling and inspirational leader for the school.
- Must have commitment to continuous development and delivery of progressive academic, sporting and cultural programmes.
- Be prepared to embrace continued innovation, development and sustainable integration of technology that ensures the school is at the forefront of preparing its pupils to meet the challenges of the future.
- Must have compelling evidence of understanding the South African statutory and legislative landscape as it applies to primary education.

APPLICATION REQUIREMENTS:

To apply, please forward a comprehensive CV, quoting Reference Number **AP 988** to wchead@talenting.co.za