



# The Wykeham Collegiate

Member of the Independent Schools' Association of Southern Africa

July 2017

## **JUNIOR SCHOOL HOD INTERMEDIATE PHASE JOB DESCRIPTION**

### **FULL TIME POST**

**Starting 1 January 2018**

The successful candidate will:

- Contribute positively to the ethos and values of the school
- Have SACE accreditation
- Evidence of clearance with the Child Protection Act and Sexual Offences Register
- Have the ability to use technology to enhance learning
- Possess effective communication skills, verbal and written
- Be energetic and innovative
- Have positive interpersonal skills
- Have effective time management skills
- Have strong organising, planning and reporting skills
- Be self- motivated and organised

In addition, the successful candidate will:

- Have a minimum of 5 years teaching experience in the Intermediate Phase of a Junior School
- Be forward thinking in the ability to develop new teaching material as a 21<sup>st</sup> century educator
- Possess leadership skills and have a passion for education
- Have a sound understanding and experience of the CAPS Curriculum, other curricula and international trends in education
- Have leadership and mentoring skills to motivate and guide educators in the department.
- Have ability to inspire and encourage pupils and staff to seek and maintain high standards of performance
- Be willing to become fully involved in the school's curricular and co-curricular programmes
- Have excellent administrative skills.
- Have a proven record of innovation, commitment and professionalism
- Be computer literate
- Be able to develop policies
- Have good management skills including being a people's person and a team player
- Have an interest and ability to integrate IT into teaching and learning
- Have the ability to take initiative, be flexible and to act decisively

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**The Wykeham Collegiate Non-Profit Company**

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