

## Deputy Principal 2019: Vacancy list 2

Become part of a young, dynamic school by contributing your passion, vision and innovation to three key areas: Discipline, Sport and Facilities.

Proven management skills are essential, but inspirational leadership in the three key areas and exceptional presentation skills in Afrikaans and English will be the decisive factors.

Experience up to Grade 12 level of any academic subject which the school offers will be an additional motivation.

Characteristics: Visionary and dynamic leadership.

- The candidate must have at least 5 years' experience in a complex school environment.  
Minimum requirement of (an) academic degree(s) and relevant teaching qualifications.  
Must be SACE registered.  
Evidence of continuous professional development.  
Experience as Head of Department or Deputy Principal is recommended.
- Proven knowledge of education law and policies, as well as departmental regulations.

### Specific portfolios:

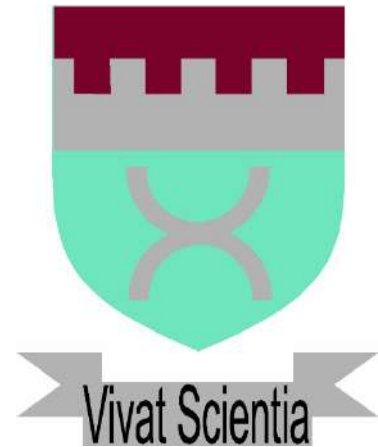
#### 1. Head: Discipline

- The candidate must be able to apply constructive and restorative discipline, as well as manage and promote a value-driven disciplinary system.
- Revision and management of the code of conduct.  
Dealing and communicating with parents regarding learner behaviour.
- Knowledge and application of code of conduct, disciplinary system, suspension and expulsion.
- Management and implementation of schedules: break duty, community service and detention.

#### 2. Buildings and grounds

Overall responsible for buildings, grounds and apparatus.

- Proven knowledge of asset management (buildings and grounds).



- Management of grounds staff and grounds budget.
- Experience in SPMS (non-educators' evaluation).
- Responsible for the management of security, the safety plan and safety officer.

**3. Overall management of co-curricular and extra-curricular activities.**

Co-ordinate the management of Sport, sportforum, parent groups and support staff.

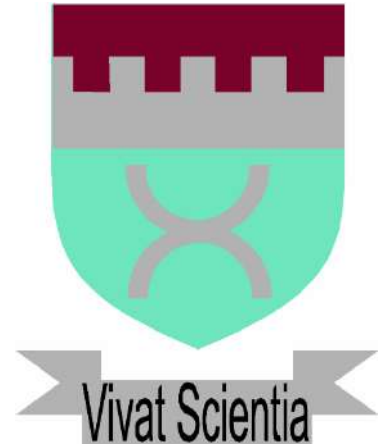
**Recommendations:**

- Member of the SBST and management of grade heads.
- Computer literacy in Word, Excel and PowerPoint.
- Project management.
- Ability to design and present effective staff development sessions and intervention sessions.  
Ability to manage staff and to help them function to their full potential.  
The ability to resolve conflict and to communicate clearly.  
Being able to work as part of a dynamic team.
- Strategic planning ability.  
Compiling action plans regarding whole school evaluation.  
Knowledge and experience of SDP (school development plan).
- Serve on governing body as chosen member or co-opted member.

## Adjunkhoof 2019

Word deel van 'n jong, dinamiese skool deur u passie, innovering en visie na drie sleutelareas te bring: Dissipline, Sport en Fasiliteite.

Bewese bestuursvaardigehede is noodsaaklik, maar inspirasionele leierskap van die drie sleutelareas en besondere voorleggingsvaardighede in Afrikaans en Engels sal die deurslag gee.



Ondervinding tot op Graad 12- vlak van enige akademiese vak deur die skool aangebied, sal as bykomende motivering dien.

Karaktereienskappe: Visioenêre en dinamiese leierskap.

Die vermoë om die skoolhoof by te staan in skoolbestuur en die bevordering van onderwys.

Bevordering van 'n breë kulturele diversiteit in die huidige skoolomgewing

- Die kandidaat moet oor 'n minimum van 5 jaar ondervinding in 'n komplekse skoolomgewing beskik.  
Minimum vereiste van 'n akademiese graad/grade en relevante onderwyskwalifikasies.  
Moet by SARO geregistreer wees.  
Bewyse van deurlopende professionele ontwikkeling.  
Ondervinding as Departementshoof of Adjunkhoof is 'n aanbeveling.
- Bewese kennis van onderwyswetgewing- en beleide en departementele regulasies.

### Spesifieke portefeuljes:

#### 4. Hoof: Dissipline

- Die kandidaat moet konstruktiewe en herstellende dissipline kan toepas asook 'n waardegedrewe dissiplinestelsel bestuur en bevorder.
- Hersiening en bestuur van die gedragskode.
- Hantering van en kommunikasie met ouers t.o.v. leerdergedrag.
- Kennis en toepassing van gedragskode, tugstelsel, skorsing en uitsetting.
- Bestuur en uitvoering van roostersamestelling: pousediens, gemeenskapsdiens en detensie.

## 5. Geboue en terrein

Oorhoofs verantwoordelik vir geboue, terrein en apparaat.

- Bewese kennis van batebestuur (geboue en terrein).
- Bestuur van die terreinpersoneel en -begroting.
- Ervaring in PPBOS (nie-opvoeders se evaluering).
- Verantwoordelik vir die bestuur van die sekuriteit, veiligheidsplan en veiligheidsbeampte.

## 6. Oorhoofse bestuur van ko- en buitekurrikulêre aktiwiteite

Koördineer die bestuur van Sport, sportforum, ouergroepe en ondersteuningspersoneel.

### Aanbevelings:

- Lid van die SGOS en die bestuur van graadvoogde.  
Rekenaarvaardig in WORD, EXCEL en Powerpoint.
- Projekbestuur.
- Vermoë om effektiewe personeelontwikkeling en intervensiesessies te ontwerp en aan te bied.  
Vermoë om personeel tot hul volle potensiaal te bestuur en te laat funksioneer.  
Die vermoë om konflik op te los en duidelik te kommunikeer.  
Die vermoë om as deel van 'n dinamiese span saam te werk.
- Strategiese beplanningsvermoë.  
Die opstelling van aksieplanne t.o.v. geheelskoolontwikkeling.  
Kennis en ervaring van SOP (skoolontwikkelingsplan).
- Dien op beheerliggaam as verkose of gekoöpteerde lid.