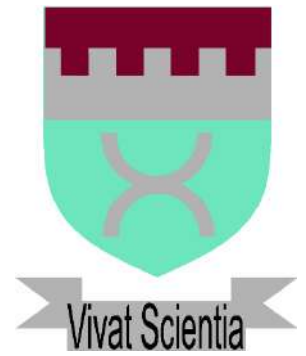


Departementshoof 2019

Kernvaardighede:

Visioenêre en dinamiese leierskap.

Die vermoë hê om die skool te bestuur en kwaliteit-onderrig te bevorder.



Noodsaaklike ondervinding en vaardighede

- Kandidaat moet oor 'n minimum van 3 jaar hoërskoolondervinding beskik.
- Minimum vereiste van 'n akademiese graad of grade en toepaslike onderwyskwalifikasies.
- Moet SACE-geregistreerd wees.
- Bewyse van voortgesette professionele ontwikkeling.
- Ondervinding as vakhoof.
- Uitstekende taalvaardighede: goed tweetalig (Afrikaans en Engels) –skryf, lees en praat.
- Kommunikasievaardighede oor 'n breë spektrum (eksterne en interne kommunikasie).
- Onderrig van akademiese klasse volgens WKOD-beleidsriglyne. Noem ander vakke aangebied en ondervinding. (waar van toepassing).
- Rekenaar-geletterd en bevoeg om E-leer in die klaskamer toe te pas.

Spesifieke portefeuljies:

1. Hoof: Aardrykskunde Gr. 10-12; Sosiale wetenskappe Gr. 8-9

- Kandidaat moet konstruktiewe lynbestuur en bevordering van akademiese uitnemendheid toepas.
- Bestuur van vakke Aardrykskunde en Sosiale wetenskappe.
- Bewese ondervinding van graad 12-vlak onderrig (Aardrykskunde).
- Ondervinding as merker van NSS-eksamen (Aardrykskunde)
- Hantering van, en kommunikasie met ouers t.o.v. leerderprestasie.
- Effektiewe konflikbestuur.
- Kennis en toepassing van relevante eksterne en interne vakbeleide.
- Bestuur van vakspanne.
- Uitvoer van roostersamestelling vir die vak asook oordeelkundige personeelindeling.
- Vermoë om effektiewe personeelontwikkeling en intervensiesessies te ontwerp en aan te bied.
- Vermoë om personeel tot hul volle potensiaal te bestuur en te laat gedy.
- Die vermoë om konflik op te los en duidelik te kommunikeer.
- Om as deel van 'n dinamiese span te kan werk.
- Die bestuur van alle aspekte van vakadministrasie en -assessering.
- Ontwikkeling en toepassing van effektiewe strategieë om alle leerders se akademiese en persoonlike potensiaal te ontsluit.
- Dinamiese aanbieder in die klaskamer.

2. Geboue en terrein

Mede-verantwoordelik vir geboue, terrein en apparaat.

- Bewese kennis van batebestuur (geboue en terrein).
- Bestuur van die tereinpersoneel en –begroting.

3. Betrokkenheid by bestuur van ko- en buitekurrikulêre aktiwiteite

- Betrokkenheid by ko-kurrikulêre aktiwiteite is verpligtend.
- Koördinerings van die bestuur van ko-kurrikulêre aktiwiteite (Sport en/of Kultuur), ouergroepe en afrigtingspersoneel.
- Kennis van die bestuur en afrigting van atletiek is 'n sterk aanbeveling.

Persoonlike eienskappe

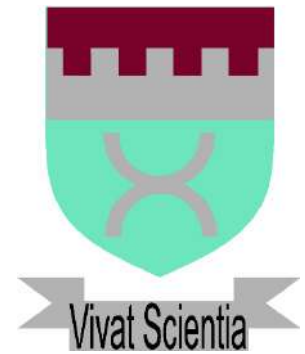
- Moet die missie om Hoërskool Stellenberg verder te help ontwikkel tot 'n skool van uitnemendheid, nastreef. Moet bereid wees om ekstra werk in te sit om hierdie doelwit te bereik.
- Moet 'n opregte passie en geloof in elke leerder se potensiaal toon.
- Moet 'n goeie verhouding met die ouers en gemeenskap kweek.
- Bereid wees om saam te werk binne die raamwerk van ons skool.

Head of Department 2019

Core skills:

Visionary and dynamic leadership.

The ability to assist in managing the school and promoting quality education.



Essential experience and skills.

- Candidate must have a minimum of 3 years' experience of secondary teaching.
- Minimum requirement of (an) academic degree(s) and relevant teaching qualifications.
- Must be SACE registered.
- Evidence of continuous professional development.
- Experience as subject head.
- Outstanding language skills: bilingual (Afrikaans and English) – write, read and speak.
- Communication skills across a broad spectrum (external and internal communication).
- Teaching academic classes as per WCED policy guidelines. Mention other subjects taught and experience (where applicable).
- Computer literate and well versed in employing E-learning in the classroom.

Specific portfolios:

1. Head: Geography GR 10-12; Social Sciences GR 8-9

- Candidate must apply constructive line management and must further academic excellence.
- Manage the subjects Geography and Social Sciences.
- Proven experience at Grade 12 level teaching. (Geography)
- Experience as marker of NSS examination. (Geography)
- Communication with parents regarding learner performance.
- Effective conflict management.
- Knowledge and application of relevant external and internal subject policies.
- Management of subject teams.
- Devise the timetable composition for the subjects as well as staff allocation.
- Ability to create and present effective staff development and intervention sessions.
- Ability to manage staff to reach their full potential and to flourish.
- The ability to resolve conflict and to communicate clearly.
- Being able to work as part of a dynamic team.
- Management of all aspects of subject administration and assessment.
- Develop and employ effective strategies to realise each learner's academic and personal potential.

- Dynamic presenter in the classroom.

2. Buildings and terrain

Co-responsible for buildings, terrain and apparatus.

- Proven knowledge of asset management (buildings and terrain).
- Management of terrain staff and budget.

3. Involvement and management of co- and extracurricular activities

- Involvement in co-curricular activities is compulsory.
- Co-ordinate the management of co-curricular activities (Sport and/or Culture), parent groups and coaching staff.
- Knowledge of the management and coaching of athletics a strong recommendation.

Personal Attributes

- Support the mission of continuing to develop Stellenberg High into a school of excellence and willing to go the extra mile to achieve this.
- Exhibit a genuine passion and belief in the potential of every learner.
- Able to foster a good relationship with parents and the community.
- Willing to work collaboratively within the framework of our school.