

Adjunkhoof 2019

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 hoërskoolondervinding 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.
- Uitstekende taalvaardighede: goed tweetalig (Afrikaans en Engels) - skryf, lees en praat. Kommunikasievaardighede oor 'n breë spektrum (eksterne en interne kommunikasie).
- Bewese kennis van onderwyswetgewing- en beleide en departementele regulasies.
- Onderrig van akademiese klasse soos voorgeskryf deur die WKOD se beleidsriglyne. Noem vakke aangebied en ervaring.

Spesifieke portefeuljes:

1. 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.

2. 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.
3. **Oorhoofse bestuur van ko- en buitekurrikulêre aktiwiteite**
Koördineer die bestuur van kokurrikulêre aktiwiteite (Sport en Kultuur), ouergroepe en ondersteuningspersoneel.
4. **Bemaking**
Oorhoofs verantwoordelik vir bemaking
- Bestuur algemene bemakingsfunksies.
 - Leerderwerwing, kweek van leedertrots en skakeling met die gemeenskap.
 - Kennis en vaardighede in effektiewe blootstelling en bemaking van die skool en die skakeling met die gemeenskap.

Aanbevelings:

- Lid van die SGOS en die bestuur van graadvoogde.
Ontwikkeling en bestuur van intervensieprogramme.
SIAS.
- Bewese kennis van CEMIS en skooladministrasieprogramme.
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.

Deputy Principal 2019

Characteristics: Visionary and dynamic leadership.

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

Promoting a wide cultural diversity in the current school environment

- The candidate must have at least 5 years' high school experience. 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.
- Excellent language skills: bilingualism (fluent in Afrikaans and English) – speaking, reading and writing. Broad-spectrum communication skills (external and internal).
- Proven knowledge of education law and policies, as well as departmental regulations.
- Teaching academic classes as per WCED policy guidelines. Mention subjects taught and experience.

Specific portfolios:

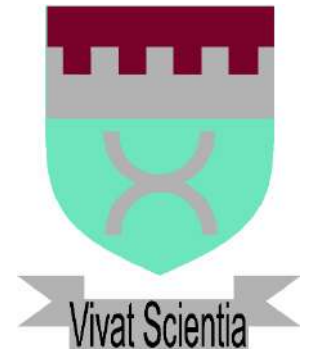
5. Head: Discipline

- The candidate must be able to apply constructive and reparative 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.

6. 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.

7. Overall management of co-curricular and extra-curricular activities.
Co-ordinate the management of co-curricular activities (Sport and Culture), parent groups and support staff.

8. Marketing

Overall responsible for marketing

- Manage general marketing functions.
- Learner acquisition, cultivation of learner pride and liaising with the community.
- Knowledge and skills in effective exposure and marketing of the school and liaising with the community.

Recommendations:

- Member of the SBST and management of grade heads.
Development and management of intervention programmes.
SIAS.
- Proven knowledge of CEMIS and school administration programmes.
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.