

## Head of Department: Engineering Graphics and Design 2020

### Core skills:

Visionary and dynamic leadership.  
The ability to promote quality education.



### Essential experience and skills:

Candidate must have a minimum of 3 years' experience of secondary teaching.  
Minimum requirement of academic training 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).

### Specific portfolios:

#### 1. Subject Head: Engineering Graphics and Design and Technology

Candidate must apply constructive line management and must further academic excellence.  
Managing EGDES and Technology.  
Managing all aspects of subject administration and assessment.  
Proven experience at Grade 12 level teaching (EGDES).  
Experience as marker of NSS examination (EGDES) is recommended.  
Communication with parents regarding learner performance.  
Knowledge and application of relevant subject policies.  
Devise the timetable composition for the subjects as well as staff allocation.  
Ability to manage staff to reach their full potential and to flourish.  
Develop and employ effective strategies to realise each learner's academic and personal potential.  
The ability to resolve conflict and to communicate clearly.  
Being able to work as part of a dynamic team.  
Computer literacy and the ability to teach E-learning and CAD in the classroom.

## **2. Buildings and terrain**

Co-responsible for the development and conservation of buildings, terrain and apparatus.

Proven knowledge of asset management (buildings and terrain) is recommended.

Management of terrain staff and budget is recommended.

## **3. Involvement and management of extracurricular activities**

Involvement in extracurricular activities is compulsory.

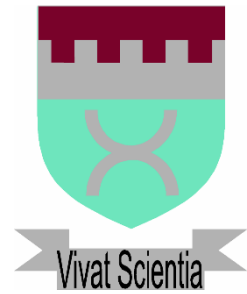
Knowledge of the management and coaching of a sport will be a strong recommendation.

## **4. Mention any other additional skills.**

## Departementshoof: Ingenieursgrafika en -ontwerp 2020

### Kernvaardighede:

Visioenêre en dinamiese leierskap.  
Die vermoë om kwaliteit-onderrig te bevorder.



### Noodsaaklike ondervinding en vaardighede:

Kandidaat moet oor 'n minimum van 3 jaar ondervinding in hoërskoolonderrig beskik.  
Minimum vereiste van akademiese opleiding en toepaslike onderwyskwalifikasies.

Moet SARO-geregistreerd wees.

Bewyse van voortgesette professionele ontwikkeling.

Ondervinding as vakhoof.

Uitstekende taalvaardigheid: 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).

### Spesifieke portefeuljes:

#### 1. Vakhoof: IGO en Tegnologie

Kandidaat moet konstruktiewe lynbestuur en bevordering van akademiese uitnemendheid toepas.

Bestuur van IGO en Tegnologie.

Die bestuur van alle aspekte van vakadministrasie en -assessering.

Bewese ondervinding van graad 12-vlak onderrig (IGO).

Dinamiese aanbieder in die klaskamer.

Ondervinding as nasiener van NSS-eksamen (IGO) is 'n aanbeveling.

Hantering van en kommunikasie met ouers t.o.v. leerderprestasie.

Kennis en toepassing van relevante vakbeleide.

Uitvoer van roostersamestelling vir die vak asook oordeelkundige personeelindeling.

Vermoë om personeel tot hul volle potensiaal te bestuur en te laat gedy.

Ontwikkeling en toepassing van effektiewe strategieë om alle leerders se akademiese en persoonlike potensiaal te ontsluit.

Die vermoë om konflik op te los en duidelik te kommunikeer.

Om as deel van 'n dinamiese span te kan werk.

Rekenaargeletterd en bevoeg om E-leer en CAD in die klaskamer toe te pas.

## **2. Geboue en terrein**

Mede-verantwoordelik vir die ontwikkeling en instandhouding van geboue, terrein en apparaat.

Bewese kennis van batebestuur (geboue en terrein) is 'n aanbeveling.  
Bestuur van die terreinpersoneel en –begroting is 'n aanbeveling.

## **3. Betrokkenheid by buitekurrikulêre aktiwiteite**

Betrokkenheid by buite-kurrikulêre aktiwiteite is verpligtend.  
Kennis van die bestuur en afrigting van 'n sport is 'n sterk aanbeveling.

## **4. Meld enige ander addisionele vaardighede.**