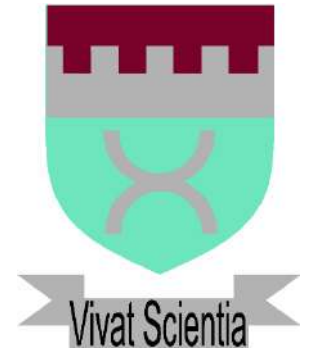


## Departementshoof 2019

### Kernvaardighede:

Visioenêre en dinamiese leierskap.

Die vermoë om hulp te verleen met skoolbestuur en die bevordering van waardegedrewe opvoeding.



### Noodsaaklike ondervinding en vaardighede.

- Kandidaat moet oor 'n minimum van 3 jaar hoërskoolondervinding beskik.
- Die minimumvereiste van een of meer akademiese grade en relevante onderwyskwalifikasies is 'n voorvereiste.
- Moet geregistreer wees by SACE.
- Bewys van voortdurende 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 akademiese klasse volgens WKOD beleidsdokumente. Noem onderrig en ervaring van alle vakke.
- Rekenaargeletterd en deeglik vaardig in die toepassing van e-onderrig in die klaskamer.

### Spesifieke portefeuljes:

#### 1. Hoof: Tale GR 8-12

- Kandidaat moet konstruktiewe lynbestuur en bevordering van akademiese uitnemendheid toepas.
- Bestuur die vakhoofde van Afrikaans - en Engels Huistaal, Afrikaans - en Engels Eerste Addisionele Taal, Xhosa en Duits Tweede Addisionele Taal.
- Bewese ondervinding van onderrig op Graad 12 vlak vir Afrikaans en/of Engels.
- Ondervinding as NSS eksamennasiener in Afrikaans en/of Engels.
- Hantering van en kommunikasie met ouers t.o.v leerderprestasie.
- Kennis en toepassing van relevante eksterne en interne vakbeleide.
- Bestuur van die betrokke vakhoofde as span.
- Uitvoer van roostersamestelling vir die vakke asook oordeelkundige personeelindeling saam met die vakhoofde.
- 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 om duidelik te kommunikeer.
- Die vermoë om deel te wees van 'n dinamiese span.
- Koördineer alle verwante assesseringsaktiwiteite in Tale.
- Bestuur alle aspekte van vakadministrasie en assessering.
- Ontwikkeling en toepassing van effektiewe ontwikkelingstrategieë vir leerders se akademiese en persoonlike potensiaal.
- 'n Dinamiese aanbieder in die klaskamer.

## **2. GGBS**

Ten volle verantwoordelik vir die administrasie van die GGBS proses in die skool.

## **3. Betrokkenheid by bestuur van ko- en buitekurrikulêre aktiwiteit.**

- Betrokkenheid by ko-kurrikulêre aktiwiteite is verpligtend.
- Ondersteuning en samewerking in die koördinering en bestuur van ko-kurrikulêre aktiwiteite (Sport en/of Kultuur) in die skool, met ouer-ondersteuningsgroepe en afrigters. Kennis van die bestuur en afrigting van atletiek is 'n sterk aanbeveling.

## **4. LOOM**

Verantwoordelik vir alle bestuursaspekte rakende Leer en Onderrig Ondersteuningsmateriaal.

## **5. E-onderrig**

Die vermoë om leiding te neem in die bevordering van e-onderrig onder die personeel.

## **6. Assesseringskoördineerder**

Oorhoofse bestuur van alle leerareas se assesseringsadministrasie in graad 8 en 9.

## **7. Remediërende onderrig**

Bestuur en kontroleer die akademiese remediërende programme in alle vakke.

## **8. Roosters**

Opstel van toets - en eksamenroosters vir die hele skool in samewerking met die Hoof;Akademie.

## **Persoonlike Eienskappe**

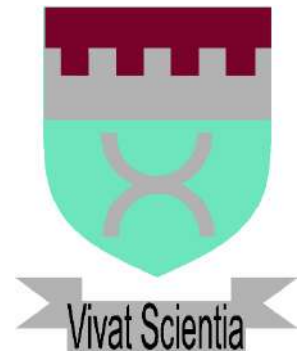
- Vereenselwiging met die missie om Hoërskool Stellenberg te ontwikkel tot 'n skool van uitnemendheid en gewilligheid om die ekstra myl te loop om dit te bereik.
- 'n Opregte passie en geloof in die potensiaal van elke leerder.
- Vermoë om goeie verhoudings te bou met ons ouers en gemeenskap.
- Bereidwilligheid tot samewerking 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 value-driven education.



### Essential experience and skills.

- Candidate must have a minimum of 3 years' high-school teaching experience.
- The minimum requirement of (an) academic degree(s) and relevant teaching qualifications are prerequisites.
- Must be SACE registered.
- Evidence of continuous professional development.
- Experience as subject head.
- Excellent linguistic skills: thoroughly bilingual (Afrikaans and English) - writing, reading and speaking.
- Communication skills across a broad spectrum (external and internal communication).
- Teaching academic classes as per WCED policy guidelines. Mention all subjects taught and experience.
- Computer literate and well-versed in employing e-learning in the classroom.

### Specific portfolios:

#### 1. Head: Languages GR 8 – 12

- Candidate must practise constructive line management and promote academic excellence.
- Manage the Subject Heads of Afrikaans and English Home Language, Afrikaans and English First Additional Language, Xhosa and German Second Additional Language.
- Proof of experience in teaching Afrikaans and/or English. at Grade 12 level.
- Experience as marker for NSC examination of Afrikaans and/or English.
- Meeting and communicating with parents regarding learner performance.
- Knowledge and application of relevant external and internal subject policies.
- Managing the particular subject heads as a team.
- Execution of timetable compilation for these subjects as well as discernment in staff allocation in conjunction with the subject heads.
- Ability to design and present effective staff development and intervention sessions.
- Ability to manage and promote staff development to its full potential.
- The ability to resolve conflict and to communicate clearly.
- Being able to work as part of a dynamic team.
- Co-ordinate all relevant assessment tasks in Languages.
- Manage all aspects of subject administration and assessment.
- Develop and employ effective strategies to realise each learner's academic and personal potential.
- Dynamic presence in the classroom.

## **2. IQMS**

Fully responsible for the administration of the IQMS process within the school.

## **3. Involvement in management of co- and extra-curricular activity.**

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

## **4. LTSM**

Responsible for all management aspects regarding Learning and Teaching Support Material.

## **5. E-learning**

The ability to champion the promotion of e-learning amongst staff.

## **6. Assessment co-ordinator**

Overall management of the assessment administration of all learning areas in Grades 8 and 9.

## **7. Remedial teaching**

Bestuur en kontroleer die akademiese remediërende programme in alle vakke. Management and control of academic remedial programmes in all subjects.

## **8. Timetables**

Design test and examination timetables for the whole school in conjunction with the Head: Academics.

## **Personal Attributes**

- Must be aligned to the mission of developing High School Stellenberg 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 our parents and community.
- Willing to work collaboratively within in the framework of our school.