

Applications are invited for this permanent full – time **Head of Department:**  **Humanities** position.

**JOB PROFILE**

**DEPARTMENT: Academics**

**REPORTS TO: Head of Academics**

**CLOSING DATE: 30 April 2020**

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| **Organizational Description** | The Oprah Winfrey Leadership Academy for Girls (The Academy) is a residential boarding school with just over 300 students enrolled in Grades 8 -12. Grade 12 students write the Independent Examination Board (I.E.B.) NSC Examination. |
| **Minimum academic requirements and experience** | * A Bachelor’s degree in Education or an equivalent qualification. * Proof of registration with SACE. * A minimum of 5 years’ experience in a teaching position. * Proven experience in teaching any of the Humanities, Technology or Commerce subjects from Grades 8 – 12. * Proven people and curriculum leadership experience. * Knowledge of either NCS/CAPS and or IEB is essential.   **Preferred Requirements**   * A B. Ed Honours degree in Management / Curriculum Studies and or any specialised subject in the Humanities / Technology or Commerce would be an added advantage. * Experience in managing a team would serve as an added advantage. |
| **Responsibilities** | * Take a leading role in managing and coordinating a big department with varied subjects. * Provide curriculum leadership for the department. * Represent the Academy on departmental professional committees and associations. * Liaise with the GDE District Office (Sedibeng East) and Head Office curriculum specialists. * Ensure the implementation GDE / IEB policies that relate to the department. * Manage all aspects of human resources in the department. * Approve departmental work plans. * Approve departmental professional development programmes. * Monitor the quality of teaching and learning in the department. * Implement performance management in the department. * Approve departmental strategies for learner assessment. * Monitor learner performance in the department. * Draft and manage departmental budgets. * Approve the purchase of teaching and learning materials. |
| **Knowledge, Skills and Attitude** | * An ability to create a positive learning environment. * Preparedness to be part of the academic leadership and academic team. * Excellent communication and interpersonal skills. * A demonstrated capacity to work effectively in teams. * A willingness to participate in the broader life of the Academy and to contribute positively to the ethos of the school. * A commitment to personal growth and the development of others. * Ability to work independently under pressure and adhere to deadlines. * Ability to plan, organise and direct programmes. * Highly developed and effective administration skills and attention to detail. * Good organisational skills. * Leadership and Management modelling skills. * Ability to problem-solve, think creatively, “think out of the box” and multi-task. * Highly effective time management skills. * Ability to incorporate the school’s values into daily teaching. * Total commitment to extra-mural activities of the school. * Excellent interpersonal skills with subordinates, colleagues and learners. * Proven ability to lead, inspire and motivate others. * Excellent classroom and curriculum administration. * Demonstrate high levels of professionalism. |