



Applications are invited to apply for these internal vacant **Grade Coordinator** positions.

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| Purpose of the Job | To promote the general progress and well-being of individual learners and groups so that through the process of teaching and learning, they reach their potential in terms of academic, social and emotional development. |
| Duties | <ul style="list-style-type: none"> ● Co-ordinate the grade subject activities and to assist with administrative and organisational activities in the grade. ● Collaborate with other colleagues in addressing the learners' academic and wellness needs including medical, mental, residential life and extra-mural activities. ● Plan and co-ordinate the academic support of learners who experience learning difficulties. ● Plan and supervise remedial work for learners in need of additional assistance or for learners with other special learning needs. ● Initiate and co-ordinate the extension programmes for gifted and exceptionally talented learners. ● Organize and lead Grade meetings between teachers, nurses, psychologists, and residence life staff. ● Assist and participate in whole school and Grade level staff development activities. ● Serve as the first reference point for learner disciplinary issues. ● Chair the Learner Progress Review sessions termly. ● Assist with the management of grade level materials. |
| Experience | <ul style="list-style-type: none"> ● Collaborative working. ● Breadth of learning experiences beyond the immediate classroom. |
| Education | <ul style="list-style-type: none"> ● Relevant degree and teaching diploma. ● Registered with SACE. |
| Skills | <ul style="list-style-type: none"> ● Good people/communication skills ● Good problem solving abilities ● Excellent administration skills ● Very good interpersonal skills ● Time management skills ● Organization skills ● Leadership and behaviour modeling skills ● Excellent written and verbal communication skills ● Ability to "think out the box" and multi-task |
| Qualities | <ul style="list-style-type: none"> ● Moral and intellectual integrity (ethics) ● Patience ● Humanity ● Empathy ● Compassion |

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| | <ul style="list-style-type: none"> • Self-control and tolerance • Diplomacy • Initiative |
| Other considerations | Grade Coordinators continue their normal classroom teaching responsibilities while holding the post. |
| Application process | <p>Applications must be accompanied by an updated CV and should be submitted to staffrecruitment@owlag.co.za by no later than Monday, 28 November 2022.</p> <p>This position is reserved for internal full - time Academy employees.</p> <p><i>Please note that this is a non-salaried position, the successful candidate will receive an allowance of R 4 198 per month for taking up additional duties.</i></p> |