



Applications are invited for this permanent full-time **Head of Department: Arts** position.

## JOB PROFILE

**START DATE:** January 2023  
**DEPARTMENT:** Academics  
**REPORTS TO:** Head of Academics  
**CLOSING DATE:** 10 December 2022

<p><b>Organizational Description</b></p>	<p>The Oprah Winfrey Leadership Academy for Girls (The Academy) is a world-class educational platform for girls which is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is situated in Meyerton, Gauteng Province, with just over 300 students enrolled in Grades 8 -12. Grade 12 Students write the Independent Examination Board (I.E.B.) NSC Examination.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a cover letter, a CV with the names of three contactable references, a copy of the highest qualification(s) and the copy of identity. Interested candidates must register their profile at <a href="http://www.pnet.co.za">www.pnet.co.za</a> to submit their application. Further information about the Academy can be found on its website (<a href="http://www.owlag.co.za">www.owlag.co.za</a>).</p> <p>Regrettably, emailed, faxed, and hand-delivered applications will not be considered. Only applications submitted through the Pnet portal will be considered. Only suitably qualified applications will be considered. Please consider your application unsuccessful if you do not hear from us by 31 January 2023. The Academy reserves the right not to fill this position.</p> <p><i>'The Academy is an Independent Schools Association of Southern Africa (ISASA) member and is an equal opportunity employer.'</i></p> <p><i>'The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection and reporting process. By submitting your application, you are recognising and accepting this disclaimer.'</i></p>
<p><b>Minimum academic requirements and experience</b></p>	<ul style="list-style-type: none"> <li>● A Bachelor's degree in Education or Bachelor's degree as well as a PGCE specialising in either Arts or Life Orientation.</li> <li>● A valid proof of SACE registration.</li> </ul>

	<ul style="list-style-type: none"> <li>● At least five years of proven experience teaching Dramatic Arts, Visual Arts or Life Orientation from Grades 8 - 12.</li> <li>● Proven leadership experience.</li> <li>● Knowledge of NCS/CAPS is essential.</li> </ul> <p><b><u>Preferred requirements</u></b></p> <ul style="list-style-type: none"> <li>● An Honours degree in Management / Curriculum Studies.</li> <li>● A management/leadership qualification.</li> <li>● Experience working within the IEB assessment framework.</li> <li>● A management/leadership qualification will serve as an added advantage.</li> </ul>
<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Take a leading role in managing and coordinating the department.</li> <li>● Provide curriculum leadership for the department.</li> <li>● Represent the Academy on departmental professional committees and associations.</li> <li>● Liaise with the GDE District Office and Head Office Curriculum Specialists, the IEB Subject Assessment Specialist, and the allocated cluster group.</li> <li>● Ensure the implementation of GDE and IEB policies related to the department.</li> <li>● Manage all aspects of human resources in the department.</li> <li>● Approve departmental work plans.</li> <li>● Approve departmental professional development programmes.</li> <li>● Monitor the quality of teaching and learning in the department.</li> <li>● Take responsibility for implementing performance management in the department.</li> <li>● Approve departmental strategies for learner assessments.</li> <li>● Monitor learner performance in the department.</li> <li>● Draft and manage departmental budgets.</li> <li>● Approve the purchase of teaching and learning materials.</li> <li>● Execute all pastoral care, co-curricular and extra-curricular duties as required by the Academy.</li> </ul>
<p><b>Knowledge, Skills and Attitude</b></p>	<ul style="list-style-type: none"> <li>● A forward-thinking and innovative approach to teaching the Arts and selected Humanities subjects</li> <li>● A keen interest in the role of education in the 4th Industrial Revolution.</li> <li>● An ability to create a positive learning environment.</li> <li>● Preparedness to be part of the academic leadership and academic team.</li> <li>● Excellent communication and interpersonal skills.</li> <li>● A demonstrated capacity to work effectively in teams.</li> <li>● A willingness to participate in the broader life of the Academy and to contribute positively to the ethos of the school.</li> <li>● A commitment to personal growth and the development of others.</li> <li>● Ability to work independently under pressure and adhere to deadlines.</li> <li>● Ability to plan, organise and direct programmes.</li> <li>● Highly developed and effective administration skills and attention to detail.</li> </ul>

- Good organisational skills.
- Leadership and Management modelling skills.
- Ability to problem-solve, think creatively, “think out of the box”, and multitask.
- 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.
- Willingness to mentor a group of learners.
- Willingness to learn how to use and implement the Neurosequential Model in Education (NME) in your teaching.