



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

**JOB PROFILE**

**START DATE:** January 2023  
**DEPARTMENT:** Academics  
**REPORTS TO:** Head of Academics  
**CLOSING DATE:** 27 November 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 covering 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. Should you not hear from us by 15 December 2022, please consider your application unsuccessful. The Academy reserves the right not to fill this position.</p> <p><i>'The Academy is a member of the Independent Schools Association of Southern Africa (ISASA) 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>
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<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 + PGCE with a specialisation in Languages.</li> <li>● At least a major qualification (third year) in English. A further qualification in one or more of the following will serve as an added advantage: Afrikaans, isiZulu and/or Sesotho.</li> <li>● A valid proof of SACE registration.</li> <li>● A minimum of 5 years experience in teaching English Home Language from Grade 8 - 12.</li> <li>● Proven leadership and team management 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>● Honours degree in Curriculum Studies and/or Linguistics/Languages</li> <li>● A passion for reading and an extensive knowledge of classical and current literature.</li> <li>● A management/leadership qualification.</li> <li>● Experience of working within the IEB assessment framework.</li> <li>● Experience in teaching Further Studies English or Advance Programme English (AP English).</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 as well as with 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> </ul> <ul style="list-style-type: none"> <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 the teaching of Language - both HL and FAL.</li> <li>● A passion for Languages.</li> <li>● An excellent command of written and spoken language.</li> <li>● A proven commitment to the furthering of the love of language in students.</li> </ul>

- An understanding of the dynamics affecting the development of South African languages.
- A keen interest in the role of language in the 4th Industrial Revolution.
- 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.
- Willingness to mentor a group of 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.
- Act with the highest integrity and uphold the Academy’s standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability) at all times.