



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

JOB PROFILE

START DATE: January 2023 (negotiable)
DEPARTMENT: Academics
REPORTS TO: Head of Academics
CLOSING DATE: 27 November 2022

<p>Organizational Description</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, CV with names of three contactable references, a copy of the highest qualification/s and a copy of identity. Interested candidates must register their profile at www.pnet.co.za to submit their application. Further information about the Academy can be found on its website (www.owlag.co.za)</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 only successful if you have not heard from us by 15 December 2022. 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 that the confidentiality of all applicants for this role is protected. 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>Minimum academic requirements and experience</p>	<ul style="list-style-type: none"> ● A Bachelor's degree in Education or relevant degree specialisation in Physical Science education and proof of registration with SACE. ● A minimum of 5 years of experience in a similar position. ● Proven experience in teaching Physical Sciences from Grade 8 - 12 and an ability/ willingness to teach any of the Sciences subjects. ● Knowledge of either NCS/CAPS is essential. ● Proven leadership and team management experience. <p><u>Preferred requirements</u></p> <ul style="list-style-type: none"> ● An Honours degree in Management / Curriculum Studies and or Science Education would be an added advantage. ● A management/leadership qualification. ● Experience working within the IEB assessment framework.
<p>Responsibilities</p>	<ul style="list-style-type: none"> ● Take a leading role in managing and coordinating the department. ● Provide curriculum leadership for the department. ● Represent the Academy on departmental professional committees and associations. ● 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. ● Ensure the implementation of GDE and 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. <ul style="list-style-type: none"> ● Execute all pastoral care, co-curricular and extra-curricular duties as required by the Academy.
<p>Knowledge, Skills and Attitude</p>	<ul style="list-style-type: none"> ● 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.
- Willingness to mentor a group of learners.
- Act with the highest integrity and always uphold the Academy’s standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability).
- Willingness to learn how to use and implement the Neurosequential Model in Education (NME) in your teaching.