

Erf 4810 Amampondo Street
Rooihuiskraal North Extension 46
Centurion
012 534 3344

PO Box 4976
Pretoria, 0001
www.amberfieldcollege.co.za
info@amberfieldcollege.co.za



DISCIPLINE MANAGER POSITION

JOB OVERVIEW

- Accountable for Amberfield College School Discipline
- Accountable for High School prefects
- Member of the School Assessment Irregularity Committee (SAIC)
- Accountable for School Discipline Procedures and files
- Accountable for the learner's late coming and absenteeism
- Accountable for the Detention classes
- Accountable for drug tests
- Accountable for procurement of drug / Alcohol tests
- Accountable for learner disciplinary hearings with EDM
- Need to be visible during school times and breaks
- Accountable for Anti Bullying Campaign
- Controlling the conducts captured by educators and sending messages to parents on a regular basis
- Accountable for security searches
- Responsible for disciplinary communication to and with parents
- Responsible for the different discipline themes during the year.

REQUIRED EXPERIENCE AND SKILL

- Police clearance certificate
- Broad knowledge of the GDE discipline procedures and policies
- Planning, people skills, negotiation skills, communication and conflict-handling skills
- Permanent SACE

REQUIRED KNOWLEDGE

- Qualification required: 4 year teaching qualifications
- Education level: University degree or recognised teaching diploma
- Certifications: SAQA (level 6 or 7)

Please send your application to jsmit@amberfieldcollege.co.za

Closing date: 19 April 2024

All applicants meeting the criteria will be contacted for interviews before 26 April 2024.

If you were not contacted by this date please assume that your application was not successful

7. General

- Need to value the input of staff members in your department
- Need to value the input of the educators, principal, Executive Principal and Executive Discipline Manager
- Need to value the input of district and provincial officials
- Need to be consistent and fair in dealing with staff, parents and learners in your department

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AMBERFIELD
COLLEGE

Personal Information			
Title (Mark with an X)	Mrs	Mrs	Miss
Surname			
Full names			
ID number			
Date of appointment at Royal Schools			
Current position			
School (Mark with an X)	Pre Primary School	Primary School	Secondary School
Educational Qualifications			
Tertiary qualification(s)			
Institution obtained		Year obtained	
Additional qualification relating to the position			
Institution obtained		Year obtained	
SACE registration number			
Employment History			
(Please outline most recent employment history beginning with the most current/latest employment)			
Period worked	Employer	Position Held	Reasons for leaving
Signature of applicant			

Date	
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