

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



High School Principal Position Available in Amberfield, Centurion, Pretoria Start Date: 1 June 2024

Job description

Manage the High School (Gr 8-12)

Job Overview

- Manage stakeholder interactions and communication and promote positive relationships in the High School
- Manage the budget for the High School
- Manage and handle all curriculum related data for High School
- Manage all timetables in High School
- Implementation of school policies and procedures in the High School
- Manage High School assets and procurement
- Responsible for all High School management plans and implementations thereof
- Manage people, wellness and performance of all High School academic staff
- Manage staff recruitment and appointments in the High School
- Manage High School academic staff support and development
- Manage School assessments
- Manage High School learner intervention and support
- Manage High School learner academic performance and pass rates
- Manage learner placements in the High School

Required Knowledge

- **Qualification required:** Minimum 4 year teaching qualification
- **Education level:** University or recognised teaching institution
- **Registrations:** Permanent SACE certificate and valid Police Clearance Certificate
- **IEB:** At least 3 years of teaching grade 12 at an IEB school.
- **IEB:** Experience in a management position at an IEB school will be an added advantage.

Required Experience and Skills

- At least 5 years in a senior management position
- At least 5 years teaching experience at Grade 12 level
- Broad knowledge of the CAPS curriculum, National Protocol of Assessment (NPA) and National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R-12 (NPPPPR)
- Broad knowledge of all High School academic subjects, curriculum and assessment requirements
- Good computer literacy skills and sound knowledge of Excel, Outlook and Word
- Knowledge of school administrative programmes, D6 Principal Plus and SASAMS
- Fluent in English with the ability to speak and write fluently
- Ability to plan
- Good organisational and administrative skills
- Good analytical skills
- Ability to work under pressure
- Strong focus on meeting all deadlines
- Strong time management skills
- Ability to work independently and as part of a team
- Good interpersonal skills
- Detail orientated
- Problem solving skills
- Innovative
- Excellent leadership skills
- Strong communication skills

How to apply

A comprehensive CV, with three contactable references, must be emailed to Ms L Moyo at lmoyo@royalschools.co.za

Closing date: 12 April 2024

All applicants meeting the criteria will be contacted for interviews before 16 April 2024

Successful candidates will be invited for an interview by 16 April 2024

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