

Principal

iThemba School is looking to recruit for the position of Principal, effective from 1st January 2022.

iThemba is a donor-based Christian school opened in 2012 by St Peter's Church. The Principal will need to be a Christian, who is in good-standing with their church. Our vision is for children from under-resourced communities in the Southern Peninsula of Cape Town to be provided with the best possible intellectual, physical, emotional and spiritual foundation. Our language of learning and teaching is English.

iThemba School provides an opportunity to be a part of positive change in South Africa. A conscientious, relational person with SACE registration and a passion for serving the marginalised will be needed for this role. Normal hours of work would be five full days a week, based on site in Fish Hoek. Our staff are on leave for most of the school holidays, which are as far as possible aligned with Education Department holidays. Remuneration is market related and all permanent staff are members of a provident fund. We work together with all our staff on skills development within their positions. We are seeking to build a diverse team.

Job Description

Key areas of responsibility will include but not be limited to:

Governance (alongside the Deputy Principal)

- Report to the Board and Church Council in writing and at meetings
- Ensure that the Christian character of the school is upheld and developed
- Perform as a strong leader of a cohesive team with strict enforcement of health, safety and school statutory policies
- Establish, oversee and evaluate effective systems, governance processes and quality control
- Ongoing monitoring, evaluation and adjustment to all aspects of the school
- Build strong relationships and effective communication channels with parents, volunteers, government departments and NGOs
- Produce various reports, presentations, analyses, correspondence and other documentation
- Responsible for multiple functions including administration (e.g. admissions and fee payments), reception, building development and logistics, maintenance and stock (alongside the Office Administrator)
- Manage budgets, expenses and forecasts (alongside the Finance Administrator)
- Oversee funding partnerships and communication

Children's programs, discipline and individual support (alongside the Deputy Principal)

- Plan and implement a Bible teaching strategy for the children, including daily assemblies and staff Bible times
- Oversee planning and monitor implementation of the daily teaching programs, according to Grade R CAPS and Pre-Grade R NCF curricula
- Manage implementation of learners' assessments and reporting to parents
- Research and lead school discipline strategies and individual support planning for learners
- Organise parent meetings and report feedback meetings
- Communicate with parents about children's activities, difficulties, health and progress
- Plan outings and visitors to the school

Staff management (alongside the Deputy Principal)

- Manage the recruitment process for new staff
- Supervise, mentor and motivate personnel, setting clear goals, providing relevant feedback and discipline as required
- Manage external and in-house training and mentoring of staff and trainees
- Co-ordinate and manage involvement of volunteers

Our website: www.ithembaschool.org

To apply: please send your CV and cover letter to shelagh@ithembaschool.org

Closing date: 8th October, 2021