



*Established in 1997, by Kgosi Mollwane Lebone Boikanyo Molotlegi, Lebone II – College of the Royal Bafokeng is a leading independent preparatory and secondary school for boys and girls from South Africa and the rest of Africa. Lebone II is a school both rooted in an extraordinary African Culture, the Royal Bafokeng Nation, and poised towards a global future. The College was established with a strong guiding purpose – to address the educational needs of the Bafokeng community and its immediate surrounds while at the same time providing a world-class education to those who show particular talent.*

Lebone II College of the Royal Bafokeng seeks to appoint a dynamic leader as Deputy Principal of the High School – (Academics)

The full-time position commences on 1 January 2024.

### **Position: High School Deputy Principal – Head of Academics**

Reporting to the Principal of the High School, the Deputy Principal (Academics) is responsible for overseeing the effective administration, functioning and development of the High School's full Academic Programme. The successful candidate will coordinate meetings and work closely, meaningfully and effectively with the school's management and heads of various departments, to improve the delivery, measurable outcomes and overall academic programmes and student welfare environment for the benefit of the students, staff, and the parent body.

#### **Preferred Experience and Skills required:**

- A minimum of 5 years' experience in a school management position (as a Head of Department at a High School or 1-2 years Deputy Principal experience is preferable)
- Excellent knowledge of good educational practice and the means to promote excellent standards of teaching academic performance
- Have a good understanding of, and experience in, student and staff discipline procedures, policies and disciplinary procedure(s)
- Have a strong knowledge and understanding of the developmental stages of adolescent, high school children, and have an open and endearing personality
- Possesses strong strategic, analytical and planning skills, with effective decision-making abilities
- Ability to develop/mentor/coach/manage staff and students, and monitor their performance
- Be able to foster strong parental trust through effective guidance and communication with all parents
- Strong collaborative skills, to develop and promote the ethos of the whole school
- Commitment to the values and ethos of Lebone II - College of the Royal Bafokeng
- Strong communication skills (oral, written and presentation) and managing academic events (i.e. Valedictory Assembly)
- Able to interpret and meet all the expectations of the IEB
- Direct and schedule all timetabling, examinations, assessment programmes, and student performance reports and records
- Direct and manage all academic staff performance reviews and appraisals
- Oversee instructional strategies, conduct classroom observations, and manage continuous development programmes of staff.
- Manage the administrative software and ensure compliance by all staff
- Coordinating academic and other-holistic excursions/camps
- A recognised tertiary qualification, SACE registration, and a proven track record of school leadership, are essential.
- Show evidence of being an exceptional educator (master teacher) with a proven track record. State subject/s qualified to teach.

#### **Key Responsibilities:**

- The successful candidate will coordinate meetings and work closely, meaningfully and effectively with the senior management of the High School.
- Remain current with all pedagogical developments in academic best practice.

- Liaise with all accrediting and quality assurance bodies. To play a major role under the direction of the High School Principal in formulating the aims and objectives of the College, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the College and monitor progress towards their achievement.
- Teach a lesser academic load in the field of your educational expertise.
- Undertake the professional duties of the Deputy Principal reasonably delegated to you by the High School Principal.
- Undertake the professional duties of the High School Principal when delegated to do so.
- To provide professional leadership and management of the College's Strategic Plan priorities, as directed by the Executive Head and the High School Principal.
- To assist the High School Principal in the pastoral care and good discipline of pupils.

Interested candidates should direct a well-motivated application letter to the Executive Head and attach a current 2-page resumé to [executivehead@lebonecollege.co.za](mailto:executivehead@lebonecollege.co.za)

Lebone II is an equal opportunity employer and all suitably qualified applicants are welcome to apply. The school reserves the right not to make an appointment.

**Closing date for all applications: Friday 21 April 2023**