



MIDDELBURG COLLEGE

Future focused teaching and learning

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www.middelburgcollege.co.za

**Middelburg College, an independent college in Middelburg Mpumalanga,
invites applicants for the following position:-**

PREPARATORY SCHOOL PRINCIPAL

January 2023

Middelburg Colleges seeks to fill the position of **Principal** of the Preparatory School with effect from January 2023.

Candidates should have a proven record of successful school leadership as a school principal or deputy principal in a primary school and has proved to take on new challenges successfully.

This is an exciting opportunity for an energetic and pioneering educationalist and leader who will continue to innovate while enriching and inspiring all College stakeholders. Candidates should have a proven record of successful leadership in a preparatory school and has proved to take on new challenges successfully.

The following are the primary areas of responsibility of the Principal of the Preparatory School.

Overall management of Preparatory School, including but not limited to the following:

- To manage, plan, assist and promote teaching and learning in the school
- To manage, plan, assist and promote activities (sport and culture) in the school
- To manage, plan, assist and promote discipline within Grades 1 – 7

Duties and responsibilities include, but are not limited to:

- Provide professional leadership and management of the school.
- Establish and promote high standards and expectations for all pupils and staff for academic performance and behaviour which will realise the full potential of all pupils.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, policies and civil regulations.

- Evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Maintain visibility with students, teachers, parents and the Board.
- Communicate regularly with parents, seeking their support and advice, to create a cooperative relationship to support the pupils in the school.
- Use excellent written and oral English skills when communicating with students, parents and teachers.

Essential qualifications and experience

- Bachelor's degree in relevant field and PGCE
- SACE Registered
- Postgraduate qualification is preferable
- At least 10 years' experience as a primary school teacher
- At least 5 years' experience in a senior management role
- Demonstrate the ability to develop and lead high performing teams

Skills and knowledge

- It is important to this position that the incumbent be able to communicate fluently in English because Middelburg Preparatory is an English medium independent and private school therefore teaching and training is done in English
- Strong leadership skills and the ability to be decisive while delegating meaningfully.
- Outstanding communication skills with the ability to be a strong ambassador
- Strong interpersonal skills and the ability to inspire others to pursue excellence
- An academic and intellectual curiosity to develop effective 21st century teaching and learning

Personality

- Strong commitment to the happiness and wellbeing of pupils
- Inspirational and motivational
- High Emotional intelligence
- Strong on integrity
- Ability to inspire trust and confidence in all stakeholders
- Passion for innovation

Interested candidates should submit a letter of motivation including a detailed CV and three contactable references to Mr RD Taggart, at richard@edugro.co.za by 21 October 2022.

Remuneration package will be market related.

Middelburg College reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview. Only shortlisted applicants will be contacted.

"Middelburg College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information, but it will be used in the recruitment, selection and reporting process. By submitting your application for this position, you are recognizing and accepting this disclaimer."