

ROYAL SCHOOLS QUEENS PRIVATE

310 WF Nkomo Street
Pretoria
0002

EMIS No: 400340

Umalusi accreditation no.: 18SCH01 00441PA

PO Box 4976

Pretoria, 0001

kwalker@royalschools.co.za

www.royalschools.co.za

012 327 6714



High School Principal Position Available in Pretoria West, Pretoria

Job description

Manage the High School (Gr 7-12)

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

Required Experience and Skills

- At least 5 years in a senior management position
- Teaching FET Economics will be an added advantage
- 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

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- 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: 15 July 2024

All applicants meeting the criteria will be contacted for interviews before **17 July 2024**.

Appointment date: 01 August 2024

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