



ST JOHN'S COLLEGE

SENIOR DEPUTY HEAD SEPTEMBER 2018/JANUARY 2019

St John's College is an Anglican school situated on an historic campus in Houghton, offering quality education from Nursery School to Sixth Form. The school has an outstanding academic record and has an excellent reputation in sport, music, drama, art and debating.

This high-level leadership opportunity has arisen due to the promotion of the Senior Deputy Head to principal at another school.

This position supports the Headmaster in sustaining the essential vision of the College through:

Being a key member of the Senior Management Team and ensuring that St John's remains at the forefront of innovation and excellence as measured against international best practice as a world class Anglican school, in and for, Africa.

The day-to-day management of the school

Acting as liaison person between staff and Head

Overseeing the Admissions Department and liaising with feeder schools

Overseeing Marketing, Communications and Events

Coordination of the calendar across the Campus

Project management

Person specification:

Bachelor's Degree and a post graduate diploma in education

Be SACE registered

Substantial management experience and likely to be a current and experienced Head of Department or Deputy Head

Experience in leading and managing innovation and change

Success in: managing colleagues and contributing to the quality of learning and teaching; working with others to achieve goals by negotiating and allocating tasks; motivating and supporting a diverse and highly skilled team

Closing date: 28 May 2018

A letter of motivation, including a detailed CV and three contactable referees, should reach the Headmaster by Monday, 28 May 2018: paexeheadmaster@stjohnscollege.co.za

The school reserves the right not to proceed with the filling of the post. The appointment of candidates is at the sole discretion of St John's College, taking into account factors such as St John's College Employment Equity Policy. Applications are welcomed from South African citizens only or persons with a valid work permit. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted. If you have not heard from St John's College within two weeks of the closing date, please assume that you have been unsuccessful in your application.



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