



ST JOHN'S COLLEGE

EXECUTIVE HEAD CANDIDATE BRIEF & ROLE DESCRIPTION

June 2024

EXECUTIVE HEAD OF ST JOHN'S COLLEGE

The Council of St John's College is seeking a strategic, inspirational, innovative and committed new Executive Head to lead the school into its next phase of development, building on the success of our current Head, who is retiring at the end of 2025.

Working with the Council and staff, the successful candidate will deliver effective strategic leadership towards a future-fit school and represent a forward-thinking and holistic approach to leadership, teaching, learning, personal development and pastoral care based on traditional Anglican values.

If you have the vision and skills to build on our current foundations while championing our sustainability strategy, delivering on the school's core focus areas, and strengthening our position locally and beyond as a world-class Christian African school, this opportunity is for you.

The role description presents the responsibilities of the position, and the vacancy advert outlines the experience, knowledge, skills and personal qualities that we are looking for in the ideal candidate for this post. Above all, we are looking for someone who:

- has an intimate understanding of the Christian faith and ethos, which is at the core identity of our school;
- brings proven experience of school leadership, educational expertise and fresh insight to St John's College;
- has strong financial and commercial acumen;
- has the vision and strategic ambition to lead the school for future-fitness in a 21st-century African and global context;
- is committed to transformation and diversity within the school;
- will serve the school in the medium to long term to drive and embed the strategy;
- shares our passion for combining traditional Christian school values based on well-rounded liberal arts education with forward-thinking approaches to teaching, learning, innovation and sustainability;
- builds strong relationships by inspiring trust in and confidence amongst all school stakeholders;
- fosters a collaborative and inclusive culture amongst all stakeholders in the school and the external environment;
- is an effective, bold, decisive, imaginative and affirming team leader.

We look forward to receiving your application.

Thulani Khanyile
Chair of Council



ST JOHN'S COLLEGE

ABOUT ST JOHN'S COLLEGE

St John's College is a world-class Christian African school founded in 1898. The school accepts boys from Grade 0 to Grade 12 into the Pre-Preparatory, Preparatory and College, and accepts boys and girls in The Bridge Nursery School and Sixth Form (AS and A Levels).

St John's is among South Africa's pre-eminent schools, and its reputation for excellence extends well beyond the country's borders.

Based in Houghton, Johannesburg, St John's follows the rich traditions of the Anglican Church. Teaching is based on sound values and morals and the Anglican ethos of respect and care while celebrating other faith communities' traditions. We endeavour to ensure that our students are rightly trained in body, mind and character to be equipped with the skills and imbued with a desire to lead, serve and improve society in a public-spirited manner, as articulated in our School Prayer.

St John's is an African centre of excellence – the strong commitment to academics is balanced by a diverse and rich extra-curricular cultural and sporting programme, to produce young individuals who are inquiring, enthusiastic, tolerant and resilient.

VISION AND MISSION

The school motto is *Lux Vita Caritas* - Light, Life and Love.

St John's College aims to create an environment in which our students can live their lives fully, learn accountability, fulfil their potential, and reach their dreams.

MISSION STATEMENT

St John's College aspires in the service of God to:

- Be a home of religious discipline – we must nurture an institutional culture in which our staff and students approach life and academic pursuits guided by moral and religious principle
- Be a home of sound learning – St John's must be benchmarked against the best in the country (and the world) in the educational arena
- Be a home of goodwill – involvement in charity, good works and service must be the sign of a Johannian

The students leaving St John's College are to be:

- Rightly trained in body – sports and all aspects of healthy living must form part of the curriculum
- Rightly trained in mind – apart from the academic sphere, where creativity, enquiry, and self-learning are emphasised, students should be exposed to as many varied activities as possible to develop the mind and promote meaningful experience
- Rightly trained in character – students must be resilient and guided towards the development of character traits that will enable them to live principled, virtuous and honourable lives defined by integrity, altruism and tenacity



ST JOHN'S COLLEGE

ETHOS AND SPIRITUALITY

St John's College is an Anglican Diocesan College of Johannesburg, and its Christian spiritual practice is integral to school life. Founded by St Mary's Anglican Church in 1898 to provide Christian education in the growing town of Johannesburg, the school's roots in the Christian faith were deepened when the Anglo-Catholic Community of the Resurrection took over the College in 1906 to ensure its survival. Guided by the Benedictine "rule of life" – prayer, work, rest, recreation and study – and the Anglican ethos of "scripture, reason and tradition", the school remains grounded in spiritual integrity.

Alongside the annual liturgical feasts, our daily reading of scripture and prayer, the weekly Mass and divinity classes all provide a special balance to the academic and co-curricular education provided at St John's.

The life, death and resurrection of Jesus is foundational to the evolving Christian theological traditions of: the dignity of each human person, the sacredness of the Earth as our common home, and the call to act for the justice and peace of God to come on Earth. This reality inspires us to embrace, as our school motto, three simple words that describe the nature of Christ: *Lux, Vita, Caritas* – Light, Life, Love.

Infused with this sense of spirituality, St John's College is sustained by faith in

- God the Father, source of all being and life;
- God the Son, who took our human nature, died for us and rose again; and
- God the Holy Spirit, who gives life to the people of God and makes Christ known to the world.

Grounded in this faith, the school seeks to grow each student in a community of inclusivity, respect and courage; seeking to provide a space for the emergence of new generations of young people who are able to navigate and embrace the unique challenges facing contemporary South Africa, and who are brave enough to envision and act for a different and better world.

ACADEMIC

St John's College has a long and respected history of academic excellence. The school believes in a holistic, liberal arts approach to education. It aims to provide each student with a strong academic grounding while offering enough space to ensure positive personal growth.

Instilling a sense of self-worth is key to this academic philosophy and underpins a broader preparation for life as a citizen of the world. The expansive yet traditional academic programme continues to produce generations of creative and accomplished individuals each year.

A distinguishing feature of St John's College is that it offers both the Independent Education Board (IEB) Matric and the Cambridge AS and A-Level examinations. The commitment to excellence at each level of the school structure ensures that nearly all our students achieve university admission and perform well in national and international benchmark tests. Most of our matriculants proceed to study at leading universities in South Africa and abroad.



ST JOHN'S COLLEGE

ARTS & CULTURE

St John's offers a rich and diverse arts and culture programme encompassing music, visual arts, dramatic arts, debating and public speaking. The College also offers an extensive clubs and societies programme focusing on a range of activities. The programme is designed to align with St John's mission, to ensure that students leave the College rightly trained in body, mind and character.

Students should be exposed to as many varied activities as possible, developing the mind and promoting meaningful experiences. Students are continually extended and challenged to expand and grow through a demanding, professional, and encouraging staff body that has a passionate belief in the potential of every student.

SPORTS

The St John's College sporting programme is vital to the educational process. Sports give the boys opportunities to gain values and skills that will benefit them throughout their lives. We seek to convey an outgoing, healthy, physically active lifestyle where enjoyable physical activity is the norm, where the place of competition is understood, and where the countless sporting values are carried over into one's personal life.

Sports are a way of life for a vast majority of students at a boys' school. Competing while wearing the school or house colours, regardless of competition level, gives a sense of belonging and pride. A few of the values and skills boys are exposed to at school include learning to be humble in victory and graceful in defeat, camaraderie, pride in oneself and one's school, expressing different emotions, forming long-lasting friendships, boosting self-esteem, and experiencing different levels of competition.

Along with the values and skills learned, standards are set for boys to keep achieving their goals. These include developing a sense of teamwork, nurturing pride in representing the school, developing the correct values of sportsmanship, learning decision-making skills, and maximising the number of students participating in sports at school.

Sports will remain an important part of the boys' school system for many years as they teach life skills and expose boys to a healthy lifestyle.

THE COUNCIL

Council is the Board of Governors of St John's College. Council members are representative of the key constituencies within the school, including the Anglican Church, staff, Old Johannians, parents and students, and consist of nominated and co-opted members with a range of skills needed to fulfil Council's mandate. In particular, Council is responsible for:

- the strategic vision of the school;
- the policy, finances and oversight of the general administration of the College;
- the acquisition, upkeep, repair, maintenance and insurance of all buildings;
- the delegation of leadership responsibilities to the heads of the various schools in the College;
- the future sustainability of the College.

Council has an executive committee and several subcommittees to help it carry out its work. These include the subcommittees on transformation and diversity, nominations, finance, building, human resources, scholarships and bursaries, marketing, information technology, and heritage and traditions. The Chairman of Council is in regular contact with the Executive Head and meets with each school head from time to time.

The Diocesan Bishop of Johannesburg is the Visitor to the College and must approve the appointment of all Council members, the Head and the Chaplains. <https://www.stjohnscollege.co.za/about/council>



ST JOHN'S COLLEGE

DESCRIPTION OF THE ROLE

The Executive Head reports to the Council of St John's College and has full authority over the Sixth Form (Cambridge AS and A Levels), the College, the Preparatory, the Pre-Preparatory and Bridge Nursery School.

The Executive Head is responsible for working with the Council to determine the College's aims and policies and implement the strategies, plans, and procedures to support these. This ensures that the College operates and develops to improve its standards of education and service.

In consultation with the Council, the Executive Head is responsible for leading the executive management team and activities associated with the day-to-day administration of the College, acting within the determined framework. The Executive Head provides the Council with the information, advice, and recommendations to carry out its function effectively and understand how the College is performing.

The Executive Head will be expected to implement the following pillars of the current five-year strategy determined by Council:

1. A human resource strategy to attract, retain, and develop the best staff;
2. A technology plan to put St John's College at the forefront in the use of technology;
3. A building master plan to create modern teaching spaces while preserving the architectural heritage of the school;
4. A transformation plan to ensure St John's College is relevant to the society and community in which it operates;
5. A sustainable funding plan to build the endowment and increase bursary and scholarship awards for worthy students.

RESPONSIBILITIES

The following are the Executive Head's primary areas of responsibility:

1. STRATEGIC LEADERSHIP AND DIRECTION

This includes:

- Working with Council to develop strategy, in accordance with a clear grasp of the school's ethos, values and heritage;
- Planning the execution of Council strategic initiatives and taking responsibility for their implementation;
- Securing internal and external stakeholder commitment to strategy;
- Driving transformation and diversity;
- Constantly striving for continued excellence in all aspects of school life;
- Keeping abreast of developments in the sector and broader external environment and proposing changes as necessary;
- Ensuring that the Christian faith, the ethos and the values of the school are upheld and embedded in every aspect of College life and that a positive relationship is maintained with the Anglican Church of South Africa.

2. LEADERSHIP AND MANAGEMENT OF STAFF

This includes:

- Attracting and retaining the best teachers and ensuring an overall standard of excellence in learning and teaching;
- Building a professional team to ensure the achievement of the vision, mission and strategy of the College;
- Ensuring that roles and responsibilities for all staff (including their active commitment to the school's ethos and core values) are clear and high standards of performance are set and maintained;
- Ensuring that appropriate policies and procedures are in place for the recruitment, remuneration, development and fair treatment of staff throughout their tenure at St John's.



ST JOHN'S COLLEGE

3. ACADEMIC, EDUCATIONAL AND PASTORAL EXCELLENCE

This includes:

- Overseeing the implementation of an all-round educational programme grounded in the spiritual and moral character formation of students that will enable individual students to flourish in their personal growth and equip them with the characteristics required to live meaningfully and virtuously in a 21st-century context;
- Overseeing the continued development and maintenance of excellent curricula;
- Ensuring that all students fulfil their academic potential and that, overall, the school achieves academic excellence;
- Ensuring continuous innovation and the adoption of technology to support this;
- Ensuring rigorous assessment;
- Ensuring the implementation of a pastoral care system designed to facilitate the integration, socialisation and personal development of each student in accordance with the school's core values;
- Ensuring the implementation of an appropriate system of policies and discipline designed to guide the conduct of students in a constructive manner that will contribute to their personal growth;
- Achieving excellence in arts and culture;
- Facilitating excellence in sports through achievement and participation.

4. FINANCIAL MANAGEMENT

This includes:

- Working with the Finance Committee of Council and the Finance team to ensure that the school is appropriately funded;
- Budgets and controls: ensuring that appropriate contracts and budgetary and spending controls are in place to ensure the financial sustainability of the school;
- Driving the professionalisation and institutionalisation of financial processes and structures;
- Managing and overseeing the management and mitigation of risks;
- Liaising with the St John's College Foundation regarding funding priorities.

5. DEVELOPING HUMAN CAPITAL

This includes:

- Refining the Performance Management instrument as a development tool
- Developing succession planning model:
- Growing our own timber;
- Mentoring and developing capacity in all appointments;
- Transformational Employment Equity succession planning;
- Implementing teacher development models;
- Introducing separate career paths for teachers ("Master Teacher") and specialists who do not want managerial or administrative roles.

6. DRIVING A COHESIVE SCHOOL CULTURE, UNIFORM POLICIES, EXCELLENCE

This includes:

- Embedding a cohesive, agile and collaborative culture across all schools and functions;
- Reviewing and updating consistent policies (Diversity, Ethos, Benchmarking, Performance Management);
- Maintaining common standards (Academics, Extra-murals, Pastoral Care, Staff Selection);
- Promoting and developing methods to achieve improved academic standards.



ST JOHN'S COLLEGE

7. STAKEHOLDER ENGAGEMENT AND FUNDRAISING

This includes:

- Overseeing marketing and communications strategies which seek to promote the school;
- Developing links and long-term relationships with Old Johannians and friends of the school through the Old Johannian Association and the St John's College Foundation;
- Launching a formal Relationship Management programme and promoting appropriate value propositions for different stakeholder segments/propositions:
 - Donors: Identifying appropriate projects and initiatives for donors, nurturing relationships with High Net Worth, Corporate and OJA benefactors;
 - Parents: current and past;
 - Staff;
 - Communities.
- Driving fundraising initiatives;
- Building and maintaining suitable partnerships.

8. CHAMPIONING TRANSFORMATION AND CHANGE INITIATIVES

This includes:

- Defining what transformation means for the school, addressing staff and student numbers;
- Promoting discussion and awareness;
- Driving change in the school.

9. CHAMPIONING TECHNOLOGY INNOVATION

This includes:

- Defining the features of the technology strategy;
- Identifying and promoting IT initiatives for the 21st century.
- Ensuring adequate investment for future growth.

10. OPERATIONS

This includes:

- Maintaining current infrastructure and protecting what is there;
- Defining the Estate and Infrastructure plan to preserve and grow the school;
- Designing and implementing the plan for sustainability in the long term.



ST JOHN'S COLLEGE

CANDIDATE PROFILE

The Executive Head will be an energetic, forward-thinking educationalist and leader who will continue to innovate while enriching the ethos and values of a high-performing school.

Candidates should have a track record of highly successful leadership experience, developed as a Head or a Deputy, and the warmth and passion for learning to inspire students, staff and parents alike. The incumbent will be a naturally collaborative but decisive leader, willing to fully embrace their role as the Executive Head and the unique opportunities this presents to contribute to the development of St John's College's strategy in the world of education and beyond.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- The academic and intellectual credentials to command the respect of the whole school community;
- An appropriate B-degree;
- A postgraduate qualification is advantageous;
- At least 10 years experience as a teacher;
- At least five additional years' experience in a senior management role;
- Strong English language skills, additional language(s) advantageous;
- Be a practising Christian with an understanding of the Anglican ethos in a South African educational environment;
- Demonstrable track record of successful leadership across both academic and commercial aspects of schools;
- Deep understanding, gained through direct experience of the challenges and demands of leadership in a boys' school environment;
- Demonstrable experience of developing and leading high performing teams.

SKILLS AND KNOWLEDGE

- Exceptional knowledge and demonstrable success in all aspects of school leadership.
- Outstanding people leadership skills, with a willingness to be decisive whilst delegating meaningfully and appropriately;
- An intuitive understanding of how to create the conditions in which others can grow, develop and succeed;
- A clear grasp of the role of Head as a Chief Executive, with the proven ability to devise and implement strategy, prioritise effectively and hold the many different elements of the job in balance;
- A demonstrable commitment to Council's strategic imperatives including transformation
- The ability to engage with the St John's community including parents, students, Old Johannians and stakeholders of the school from a wide variety of cultural backgrounds;
- First-class communication skills, with the manner, gravitas and personal authority to act as a compelling ambassador for St John's College;
- Strong interpersonal skills with the ability to inspire the whole school community in the pursuit of excellence;
- An intellectual enthusiasm for wider educational developments, particularly in relation to developments in technology supporting academic outcomes and effective teaching and learning.



ST JOHN'S COLLEGE

PERSONAL ATTRIBUTES

- An understanding of and commitment to the St John's College ethos and vision;
- Strong commitment to the happiness and well-being of students and other stakeholders;
- Bold, inspirational and motivational leadership qualities;
- Dynamic and visionary team player;
- High emotional intelligence;
- Excellent judgement and integrity;
- Decisiveness;
- Charismatic, confident, assured communicator;
- Inspires trust and confidence in all stakeholders;
- Warm, caring and empathetic;
- Passion for innovation in education.

Interested candidates should submit a letter of motivation, including a detailed CV and three contactable references, by completing the following form via <https://sjc.co.za/exechead> by 30 June 2024.

If you have any questions about the role, please contact the Chairman, Thulani Khanyile, at chairman@stjohnscollege.co.za