

Post: Principal

Direct Report to: EDUCATION DIRECTOR

Taal-Net Group of Schools- Gauteng

Job Type: Full-time

www.taalct.co.za/hr@taalct.co.za

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Taal-Net Group of Schools is a network of affordable private schools implementing international blended learning models for primary, high school scholars in Southern Africa. Taal-Net Schools will elevate scholar achievement and provide the tools teachers need to serve their scholars effectively.

Duties:

- Professional management of the school and maintain efficient and smooth running of school.
- Give instructions and guidelines for time tabling, admissions, and placement of learners.
- Interview new learner applications.
- Ensure school records kept and maintained e.g. staff, learner, attendance/absentees, learner info, and parent info.
- Inspections to ensure the school premises and equipment are properly used and good discipline is maintained.
- Attend to Departmental circulars and requests, Ensure and oversee validity of all examinations.
- Guide, supervise and offer advice to staff
- Recruit, interview, appoint, train and develop staff and present staff training programmes.
- Ensure learner assessments are conducted properly and efficiently and parents consults being done.
- Ensure policies are up to date and implemented.
- Reporting on teaching, support and professional activities.
- Liaise with relevant structures regarding the school curricula and curriculum development.
- Meetings with parents regarding learner progress and conduct.
- Promote extra and co-curricular activities at school.
- Managing staff issues (H.R. and discipline).

Skills:

- require entrepreneurial skills and energy,
- School management knowledge.
- Computer skills- MS office Suite, PowerPoint, Ms Access, Pastel, Excel.
- Guidance and Counselling ability
- English language fluency

Preferred Qualifications:

- Experience at Senior Teaching, Head of Department or Management Level
- Matric
- Completed B.ED or PGCE degree with any Relevant Degree
- Honours or Masters qualification advantageous
- Police clearance certificate
- SACE AND SOUTH AFRICAN ID HOLDER

NB. Taal-Net Group of Schools does not acknowledge receipt of CVs. Only shortlisted candidates are contacted. Remuneration will be discussed at interview however you are welcome to call and enquire.