



## 1. JOB INFORMATION

<b>JOB TITLE:</b>	DEPARTMENTAL HEAD
<b>COMPONENT/SCHOOL:</b>	
<b>POST/SALARY LEVEL:</b>	POST LEVEL 2

## 2. JOB OVERVIEW

To engage in class teaching, be responsible for the effective functioning of the department and to organise relevant/related extra-curricular activities so as to ensure that the subject, learning area or phase and the education of learners is promoted in the proper manner.

## 3. FORMAL QUALIFICATIONS AND INHERENT REQUIREMENTS

Qualifications required	Essential	Recommended
A recognised three year (REQV 13) qualification which includes professional educator education	X	
A four year (REQV 14) qualification which includes professional educator education		X
A postgraduate qualification in education management and leadership		X
Registration as a professional educator with the South African Council for Educators/proof of application for registration	X	

## 4. JOB-RELATED WORK EXPERIENCE

Work experience required	Essential	Recommended
Three years' teaching experience	X	

## 5. BEHAVIOURAL COMPETENCIES

ESSENTIAL BEHAVIOURAL COMPETENCIES	DESIRABLE BEHAVIOURAL COMPETENCIES
<ul style="list-style-type: none"> <li>• Planning and Organising</li> <li>• Working with People</li> <li>• Adhering to Principles and Values</li> <li>• Delivering Results and Meeting Customer Expectations</li> <li>• Formulating Strategies and Concepts</li> <li>• Deciding and Initiating Action</li> <li>• Leading and Supervising</li> <li>• Analysing</li> </ul>	<ul style="list-style-type: none"> <li>• Coping with Pressures and Setbacks</li> <li>• Creating and Innovating</li> <li>• Adapting and Responding to Change</li> <li>• Presenting and Communicating Information</li> </ul>

## 6. DUTIES AND RESPONSIBILITIES

<p><b>Key Result Area (KRA) 1</b> <b>Teaching</b></p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• engaging in class teaching as per the workload of the relevant post level and the needs of the school;</li> <li>• being a class educator if required; and</li> <li>• assessing and recording the attainment of learners taught.</li> </ul>
<p><b>KRA 2</b> <b>Extra- and co-curricular activities</b></p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• being in charge of a subject, learning area or phase;</li> <li>• jointly developing policy for the department;</li> <li>• coordinating evaluations/assessments, homework, written assignments, etc. of all the subjects in the department;</li> <li>• providing and coordinating guidance— <ul style="list-style-type: none"> <li>- on the latest ideas and approaches to the subject, methods, techniques, evaluations, aids, etc. in the field and effectively conveying these to the staff members concerned;</li> <li>- on syllabi, schemes of work, homework, practical work, remedial work, etc.;</li> <li>- to inexperienced staff members; and</li> <li>- on the educational welfare of learners in the department.</li> </ul> </li> </ul>

**KRA 3****Control function**

Duties include controlling:

- the work of educators and learners in the department;
- reports submitted to the principal as required;
- marksheets;
- tests and examination papers as well as memoranda;
- the administrative responsibilities of staff members; and
- the sharing of responsibilities of organising and conducting extra- and cocurricular activities.

**KRA 4****Management of staff**

Duties include, but are not limited to:

- advising the principal regarding the division of work among the staff in the department; and
- participating in agreed school/educator appraisal processes (Integrated Quality Management System) in order to regularly review professional practices with the aim of improving teaching, learning and management.

**KRA 5****General/administrative duties**

Duties include, but are not limited to:

- assisting with the planning and management of—
  - school stock, textbooks and equipment for the department;
  - budget for the department;
  - subject work schemes;
- performing or assisting with one or more non-teaching administrative duties, such as—
  - secretary to general staff meeting and/or others;
  - fire drill and first aid;
  - timetabling;
  - collection of fees and other monies;
  - staff welfare;
  - accidents; and
- acting on behalf of the principal during his/her absence from the school if the school does not qualify for a deputy principal or if both are absent.

**KRA 6****Communication**

Duties include, but are not limited to:

- cooperating with colleagues in order to maintain a good teaching standard and progress among learners and fostering administrative efficiency within the department and the school;
- collaborating with educators of other schools in developing the department and conducting extra-curricular activities;
- meeting with parents and discussing the progress and conduct of their children;
- participating in departmental and professional committees, seminars and courses in order to contribute to and/or update professional views/standards;
- cooperating with further and higher education institutions in relation to learner records and performance and career opportunities;
- maintaining contact with sporting, social, cultural and community organisations; and
- having contact with the public on behalf of the principal.