



## 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

<b>Qualifications required</b>	<b>Essential</b>	<b>Recommended</b>
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

<b>Work experience required</b>	<b>Essential</b>	<b>Recommended</b>
Three years' teaching experience	X	

## 5. DUTIES AND RESPONSIBILITIES

### **Key Result Area (KRA) 1**

#### **Teaching**

Duties include, but are not limited to:

- engaging in class teaching as per the workload of the relevant post level and the needs of the school;
- being a class educator if required; and
- assessing and recording the attainment of learners taught.

### **KRA 2**

#### **Extra- and co-curricular activities**

Duties include, but are not limited to:

- being in charge of a subject, learning area or phase;
- jointly developing policy for the department;
- coordinating evaluations/assessments, homework, written assignments, etc. of all the subjects in the department;
- providing and coordinating guidance—
  - 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;
  - on syllabi, schemes of work, homework, practical work, remedial work, etc.;
  - to inexperienced staff members; and
  - on the educational welfare of learners in the department.

### **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 co-curricular 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.