



## Job Advert Deputy Head: Academics

South Africa  
Fourways - Helderfontein  
Reddam House Helderfontein  
Inspired

<b>Reporting into:</b>	Executive Head
<b>Full Time/Part Time:</b>	Permanent Full Time
<b>Fixed Term Contract Length:</b>	N/A
<b>Closing Date for Applications:</b>	22 July 2022
<b>Languages Required</b>	English

Inspired is seeking to appoint a Deputy Head: Academics to join our team on a permanent basis.

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

### OUR SCHOOL

Reddam House Helderfontein is a premier, private school, situated in the picturesque Helderfontein Estate Valley, surrounded by the leafy suburbs of Dainfern, Fourways, Lonehill and Broadacres. The Helderfontein Campus provides a beautiful, tranquil, secure, nurturing, enabling, learning-and-exploring environment. The natural, surrounding beauty encourages our teachers to bring the outdoor environment into the classroom. Reddam House Helderfontein offers a balanced, holistic, innovative, learning experience, encouraging students to realize their unique gifts, talents and abilities in pursuit of academic excellence. Being part of the Fourways area offers convenience, security and exclusivity, providing premium education to families living in the Fourways, Sandton & Gauteng vicinity. We offer weekly and termly boarding from Grade 6 – 12, providing a home-away-from-home to students outside South Africa from neighbouring countries including: Botswana, Zambia and Mozambique.

**HELDERFONTEIN** | 1 Chattan Road, Glenfernessr, Midrand 2019 | +27 (0) 10 060 4232 | [info.helderfontein@reddam.house](mailto:info.helderfontein@reddam.house) | [reddamhouse.com](https://reddamhouse.com)

**Early Learning School Head** [elshead.helderfontein@reddam.house](mailto:elshead.helderfontein@reddam.house)

**Preparatory School Head** [prephead.helderfontein@reddam.house](mailto:prephead.helderfontein@reddam.house)

**Executive Head** [graham.bennetts@reddam.house](mailto:graham.bennetts@reddam.house)

Directors: NM Nsouli, D Colley, RL Rostas, R Nadasen

Inspired Schools (Pty) Ltd 2014/226909/07

## **WHY APPLY**

### **“Be at the forefront of International Education”**

When you join Inspired, you become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## **WHAT WE OFFER**

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence;
- Network of opportunities &
- Competitive package.

## **ROLE SUMMARY & JOB PURPOSE**

- The leadership role of Deputy Head of College and Senior Preparatory: Academics has been created specifically focusing on a high level of administrative support in order to promote the general progress and wellbeing of individual students and teachers. The position also serves to create a positive learning environment in which both teachers and students are motivated to excel.
- The position of Deputy Head of College and Senior Preparatory: Academics encompasses many roles. Generally these roles can be categorized under the following 6 broad areas of responsibility including: Academic Administration; Internal Assessment; External Assessment; Discipline and Pastoral Care; Management; and, Additional General Responsibilities.

## **ROLE RESPONSIBILITIES**

This position will be responsible for the following for Grades 4 - 12:

- Setting academic targets and evaluating teacher and student performance on a regular basis.
- Overseeing the creation and implementation of the academic timetable.
- Overseeing all academic administration.
- Overseeing all examination processes and procedures.
- Ensuring the integrity of the reporting process.
- Maintaining strong and effective relationships with the IEB.
- Fulfilling all duties regarding IEB NSC examination processes and procedures.
- Communicating effectively with staff, parents and students regarding all issues of an academic nature.
- Presenting at and organising all academic assemblies and prize-givings, as well as parent information evenings.
- Researching current academic trends and implementing academic initiatives.
- Setting academic timelines and controlling the academic calendar.
- Mentoring staff.
- Attending all management meetings and contributing in a meaningful way to the effective running of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role of Deputy Head: Academics as directed by Senior Management.

## WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<p><b>Inspired Required Teaching Standards</b></p> <p>A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> <li>• Able to set clear expectations and stretching goals</li> <li>• Adaptable teaching style incorporating feedback</li> <li>• A depth of understanding in the relevant subject area</li> <li>• Ability to judge learning effectiveness</li> <li>• Excellent preparation and planning</li> <li>• Assessment of student outcomes and feedback to enhance performance</li> <li>• Genuine care and attention for the highest standards of student welfare</li> </ul>	
<p><b>Skills and previous experience</b></p>	<ul style="list-style-type: none"> <li>• Experience in a similar management role for at least two years.</li> <li>• Ability to connect effectively with students and teaching staff</li> <li>• A thorough understanding of Academic processes and expectations</li> <li>• Experience teaching at a Matric IEB school for at least 8 years</li> <li>• Ability to balance management and teaching roles</li> <li>• Ability to be a role model</li> <li>• Ability to reflect on own practice</li> <li>• Excellent planning, organising and reporting skills</li> <li>• Superb communication skills (oral, written and presentation)</li> <li>• Excellent time management skills</li> <li>• Excellent interpersonal skills and strong team orientation</li> <li>• IEB marking experience would be advantageous</li> <li>• Sound leadership record at an IEB school</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience with IEB Programmes</li> <li>• Previous experience in a high-performing international school</li> </ul>
<p><b>Qualifications and Accreditations</b></p>	<ul style="list-style-type: none"> <li>• University degree in appropriate subject</li> <li>• Certified Teaching Status</li> <li>• Appropriate right to work</li> <li>• SACE registered</li> </ul>	
<p><b>Personal Competencies and Attributes</b></p>	<ul style="list-style-type: none"> <li>• An unwavering commitment to the development of students and teachers</li> <li>• A demonstrable passion for the profession and academic processes</li> <li>• Excellent organizational skills</li> <li>• A positive attitude to change</li> <li>• An excellent classroom practitioner</li> <li>• A continuous improvement</li> </ul>	

	mindset	
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**HOW TO APPLY**

- Please send a covering letter and copy of your résumé with copies of your qualifications to the following email address: careers.helderfontein@reddam.house
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment.

**SAFEGUARDING STATEMENT**

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

**EQUAL OPPORTUNITIES STATEMENT**

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

*Reddam House*, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

## TEMPLATE APPLICATION FORM – SCHOOL STAFF

### Introduction

Inspired is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired's guidance on safer recruiting.

<b>POSITION APPLIED FOR:</b>	
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1. PERSONAL DETAILS			
<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>			
<b>First Name and Surname:</b>			
<b>ID Number:</b>			
<b>Current Address:</b>			
<b>Postcode:</b>			
<b>Previous Address, covering the last five years if different from above</b>			
<b>Home Telephone No:</b>		<b>Work Telephone</b>	
<b>Mobile Telephone No:</b>		<b>Email:</b>	
<b>Do you have Qualified Teacher Status?</b>			
<b>SACE Number:</b>			

2. OTHER INFORMATION	
<b>Are you related to any employee of the School?</b>	
<b>If yes, who?</b>	
<b>Please state where you saw this post advertised</b>	

3. EMPLOYMENT
Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.
Please state the reason for leaving each position in full.

Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Salary, Reason for Leaving

**4. GAPS IN EMPLOYMENT**

If there are any gaps in your employment history, please give details and dates

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**5. REFERENCES**

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

<b>1. Name</b>		<b>2. Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel No.</b>		<b>Tel No.</b>	
<b>Email.</b>		<b>Email.</b>	
<b>In what capacity do you know the above?</b>		<b>In what capacity do you know the above?</b>	
<b>May we contact prior to interview?</b>		<b>May we contact prior to interview?</b>	
<b>3. Name</b>			
<b>Position</b>		<b>If you were known to either of your referees by another name, please give details:</b>	
<b>Address</b>			
<b>Tel No.</b>			
<b>Email</b>			

**In what capacity do you know the above?**

**6. DECLARATION**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School.

Please disclose any unspent convictions, cautions, reprimands, or warnings.

You should be aware that the School will institute its own checks on successful applicants for short listing.

Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please delete as appropriate:

**I have nothing to declare**

OR

**I enclose a confidential statement**

I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.

SIGNATURE

DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration

**INFORMATION ON DATA PROTECTION**

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization's — including Inspired must collect, handle process, and store personal information.

Inspired informs you that according to the POIPA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorising the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted. You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognizes to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.