



RUSTENBURG GIRLS' HIGH SCHOOL **is seeking to fill the position of** **DEPUTY PRINCIPAL (ACADEMIC PROGRAMME)**

Rustenburg Girls' High School prides itself on maintaining high academic standards and fostering an innovative and holistic approach to education, which prepares our learners for a rapidly changing world. The ideal candidate should embody our school's ethos and mission, and actively promote our values. We are committed to ensuring a culturally diverse staff and management team in line with our transformation goals.

This is a full-time, school paid promotion post. The incumbent will, however, be expected to perform duties and meet Key Performance Indicators equivalent to those of a Deputy Principal (Post Level 3) as determined by the Western Cape Education Department. The candidate must meet the minimum requirements of the following criteria:

- **Qualifications and experience**
 - A recognised three-year (REQV 13) qualification that includes professional teacher education (essential).
 - Registration as a Professional Teacher with the South African Council for Educators (SACE) or proof of registration (essential).
 - Five years of teaching experience in a medium to large high school (essential).
- **Subjects Taught** - relevant qualifications and experience in teaching a subject or subjects required by Rustenburg Girls' High School at the FET level, and a commitment to fostering academic excellence.
- **Leadership** - the successful candidate will have leadership experience and be able to demonstrate evidence of leadership skills.
- **Academic Management** - the successful candidate will have experience of leadership in the academic programme of a school through elements such as running a large subject department, working with the education department with regard to promotion and progression, learner admissions, etc. in a medium to large high school (500+ learners).
- **School Programme** - the successful candidate will have a track record of managing significant administrative activities such as subject choice, timetabling, mark and promotion schedules and reporting, initiating and implementing internal controls, academic policies and procedures, and/or organising the school programme in a medium to large high school.
- **Policy Knowledge** - the successful candidate will have an acute awareness of the latest developments in educational policy and departmental procedures as they relate to the running of

the academic programme of a medium to large high school, including all matters pertaining to curriculum and assessment.

- **Communication Skills** - the successful candidate will be a good communicator (both oral and written), and be willing to speak in front of large groups. They need to display a good command of spoken and written English, as well as attention to detail.
- **ICT Skills** - the successful candidate will need to demonstrate a high level of computer-related skills, in addition, skill in the use of iPads in the teaching and learning environment will be an advantage.
- **Administrative Skills** - the successful candidate will be able to demonstrate high quality administrative skills with particular attention to detail.
- **Initiative and Outlook** - the candidate will have a proactive, can-do attitude, with evidence of good teamwork.
- **Employment Equity** - Rustenburg is committed to the principles of Employment Equity and to providing equal opportunities. Candidates who meet these criteria will receive an advantage during the shortlisting process to ensure the diversity of the candidates.

The following experience, skills and qualities will be to a candidate's advantage:

- **A Postgraduate qualification** in education management and leadership.
- **A Four-year (REQV 14) qualification** that includes professional teacher education.
- **Values** - an ability to uphold, and embody, the school's core values - kindness, respect, integrity, gratitude and acceptance - and foster an inclusive culture of diversity with respect to gender, race and culture.
- **Passion** - a demonstrated passion for education and the well-being of the learners under their care.
- **VTS Experience** - the successful candidate will have experience working with teenagers within a Vertical Tutor System OR be able to show evidence that they have researched and understood the principles and workings of a Vertical Tutor System.
- **School Ethos** - experience in OR a commitment to girls-only education.
- **Strategic Planning** - evidence of involvement and experience in strategic planning of school events.
- **Professional Development** - a keen interest in, and proven track record of, professional development.
- **Conflict Management** - the ability to manage emotional conflict-ridden situations with grace and a concern for the well-being of all parties involved.
- **Problem Solving Skills** - the ability to respond in a flexible manner to issues that arise, remaining calm under pressure.
- **Decision Making Skills** - confidence to make decisions, according to the authority delegated to them.
- **Time Management Skills** - demonstrate an ability to work under pressure and meet deadlines.

To apply for this position, please follow the steps below:

- *Sign Up* as a candidate on the RGHS Recruitment Portal: <https://bit.ly/RGHSJobsPortal>
- Upload the following PDF documents as part of your registration:
 - Copy of your CV

- Certified copies of qualifications
- Certified copy of your Identity Document
- SACE Certificate
- Click on *View Jobs*
- Select *Deputy Principal (Academic Programme)*
- Click on *Apply*

Only short-listed candidates will be contacted and invited to an interview and will be taken on a tour of the school and expected to teach a lesson. We reserve the right not to fill the post.

Closing date for applications: 22 September 2025