



# ST FRANCIS COLLEGE

St Francis College NPC  
Company Registration Number: 2002/028728/08  
NPO Registration Number: 063-832-NPO  
GDE Registration Number: 311696

32 Park Street  
Benoni, 1501  
PO Box 1930  
Benoni, 1500  
Tel: +27 10 035 0947

St Francis College (ECD, Preparatory and College) established in 1989 is an independent school in Benoni, registered with the Gauteng Department of Education and accredited by Umalusi. St Francis College caters for boys and girls from Grade 00 to Grade 12

St Francis College seeks to fill the position of **Executive Head** with effect from 1 October 2024.

This is an exciting opportunity for an energetic and pioneering educationalist and leader who will continue to innovate while enriching and inspiring all School stakeholders. Candidates should have a proven record of successful school leadership as a school principal in a secondary school and has proved to take on new challenges successfully.

## Description of the Role:

The **Executive Head** is the strategic leader of the ECD, Preparatory school and College and will be expected to implement the following pillars of the current strategy of St Francis College:

- Continually improve the academic performance of St Francis College.
- Develop and implement an effective school operations model with a holistic educational customer value proposition.
- Create an optimised school structure.
- Develop and grow the St Francis College employee value proposition.
- Develop a technological plan to put St Francis College at the forefront in the use of technology in teaching.

## The following are the Executive Head's primary areas of responsibility.

1. Strategic leadership and direction
  - Working on aforesaid strategy and to take responsibility for its implementation.
  - In a spirit of collaboration strive to secure all stakeholders commitment to strategy
  - Constantly strive for excellence in all aspects of school life.
  - Ensuring that the ethos and values of the school are maintained and reflected in every aspect of school life.
  - Keeping abreast of all new developments in the educational sector and greater environment and proposing adjustments where necessary.
2. Staff management and leadership
  - Attracting and retaining the best staff.
  - Ensuring the highest standard of excellence in learning and teaching.
  - Building a professional team to ensure the achievement of the strategic goals.
  - Ensuring the roles and responsibilities of all staff are clear and high standards of performance are set and met.
  - Ensuring that all appropriate HR policies and procedures are in place.
3. Academic and pastoral excellence



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- Overseeing the implementation of an all-round educational programme which will enable all pupils to grow and to ensure their place in the sun to realise their full potential and to be fully equipped to meet the demands of the 21<sup>st</sup> Century.
  - Managing the continued development of a strong curriculum with vigorous assessment.
  - Ensuring that all pupils achieve their full academic potential and thereby academic excellence at St Francis College.
  - Ensuring a strong pastoral system to enable all pupils to be integrated in the school system which will allow each individual personal growth in accordance with the values of St Francis College.
  - Ensuring the appropriate implementation of a code of conduct which ensures socially well-adjusted individuals.
  - Through participation in sport, arts and culture ensuring a strong sense of teamwork and at the same time allowing each individual to achieve according to their ability.
4. External engagement
- To ensure a strong marketing and communications strategy to promote St Francis College within the community and to ensure it is a school of choice.
  - To develop links with alumni and the outside community to the benefit and growth of St Francis College.

## Essential qualifications and experience

- Bachelor's degree in relevant field and PGCE.
- Postgraduate qualification is preferable.
- At least 10 years' experience as a high school teacher.
- At least 5 additional years' experience in a senior management role in the independent school environment.
- Demonstrate an ability to develop and lead high performing teams.

## Skills and knowledge

- Strong leadership skills and the ability to be decisive while delegating meaningfully.
- Outstanding communication skills with the ability to be a strong ambassador.
- Strong people skills and the ability to inspire others to pursue excellence.
- An academic and intellectual curiosity to develop effective 21<sup>st</sup> century teaching and learning.

## Personality

- Strong commitment to the happiness and wellbeing of pupils.
- Inspirational and motivational.
- High Emotional intelligence.
- Strong on integrity.



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- Ability to inspire trust and confidence in all stakeholders.
- Passion for innovation.

Remuneration package will be market related.

Interested candidates should submit a letter of motivation including a detailed CV and three contactable references to [richard@edugro.co.za](mailto:richard@edugro.co.za) by 31 May 2024.

*St Francis College reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview. Only shortlisted applicants will be contacted.*

*“St Francis College, 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 personal information, but it will be used in the recruitment, selection and reporting process. By submitting your application for this position, you are recognizing and accepting this disclaimer.”*