

SANTS is an accredited Private Higher Education Institution focused on initial teacher training and continued professional teacher development through a distance mode of delivery. SANTS seeks to appoint a suitable candidate as Academic Head in the Academic Department responsible for the BEd (Intermediate Phase Teaching) programme in a permanent capacity.

Applicants are to note that it is a requirement to attend regular contact meetings at SANTS' Head Office.

Position: Academic Head in the Academic Department: BEd (Intermediate Phase Teaching) programme (1 post)

Responsibilities

Working in this Academic Department, under the leadership of the Executive Academic Director, the incumbent will be expected to fulfil the following duties of an Academic Head:

- Overseeing all academic actions and processes within the respective unit.
- Adhere to and implement SANTS' policies.
- Implement performance reflection and evaluation with staff members in the respective unit.
- Implement interventions with staff members where needed.
- Work independently from home or at SANTS' Head Office.
- Report on data collected regarding academic actions in the unit.
- Participate in research activities.
- Attend regular/weekly meetings online or in-person at SANTS' Head Office.
- Attend weekly meetings with staff members of the unit online or in-person at SANTS' Head Office.
- Work with the management team to meet common goals related to the unit and SANTS.
- Attend to additional and specific Academic Head task(s) as a result of management decisions.
- Attend regular meetings related to functions in the Academic Department and at SANTS.

Minimum Requirements

- PhD in education.
- MEd and Honours degrees in education.
- BEd in Intermediate Phase Teaching OR PGCE with specialisation in Intermediate Phase Teaching.
- At least two years of experience in the Intermediate Phase classroom context.
- At least two years experience at a Higher Education Institution in Intermediate Phase Education.
- Extensive experience in Management in an educational context.
- Experience and expertise in curriculum development.
- Knowledge of and experience in facilitation in an E-learning environment.
- Registration with SACE.
- Fully computer literate and proficient in English.
- Access to stable WiFi /data and a functional laptop or desktop computer

Required Competencies (Skills, Knowledge and Behavioural Attributes)

- Knowledge of the South African education system regarding Intermediate Phase Education.
- Appropriate language and communication skills, including research skills and report writing.
- Ability to apply knowledge and skills in teaching and coordination.
- Ability to work as part of a team, under pressure, meet deadlines and work independently.
- High level of computer literacy.
- Competent and confident to engage effectively with online assessment.
- Appropriate managerial skills to successfully manage a unit of 10 to 15 staff members.

Remuneration will be based on qualifications and experience in the relevant field.

Closing date: 15 November 2024

To apply, please complete the form via the below link and upload the below-mentioned documents via the link provided in the form:

<https://forms.office.com/r/JnTqt0betb>

- A comprehensive CV.
- Certified copies of qualifications.
- Certified copy of your identity document.
- Names, e-mail addresses and telephone details of three referees we have permission to contact.
- Letter of motivation.

Please remember to return to the form and submit the application after uploading your documents.