



Ridgeway College

P O Box 1705, Louis Trichardt, 0920 Tel: 015 151 0111 www.ridgewaycollege.co.za

Ridgeway College consisting of an Early Childhood Development Centre, Preparatory School and College was established in 1997. The college is a co-educational independent school for pupils from Grade RR to Grade 12 situated in Louis Trichardt, Limpopo Province. Ridgeway is a member of the Independent Schools Association of South Africa and registered with the Independent Examinations Board.

The board of the college seeks to fill the position of **Executive Head** with effect from January 2022. This is an exciting opportunity for an experienced leader and educationalist who will continuously innovate while enriching and inspiring all school stakeholders. Candidates should have a proven track record of successful leadership as principal of a secondary school.

Description of the role:

The **Executive Head** is the strategic leader of the Early Childhood Development Centre, Preparatory School and College. He or she will also fulfill the role of Principal of the College. The candidate will be expected to implement the following objectives as per the current strategy for Ridgeway:

- Develop a holistic educational customer value proposition
- Ensure quality of education
- Implement an effective school operations model
- Continuously improve the quality of the facilities on the campus
- Create an optimised school structure
- Develop and grow the Ridgeway employee value proposition
- Develop a technological plan to put Ridgeway at the forefront in the use of technology

Areas of responsibility:

1. Strategic leadership and direction
 - Strategy execution through the implementation of all defined strategic objectives
 - In a spirit of collaboration strive to secure all stakeholders commitment to strategy
 - Constantly striving for excellence in all aspects of school life
 - Ensuring that the ethos and values of the school are maintained and are reflected in every aspect of school life
 - Keeping abreast of all new developments in the educational sector and greater environment proposing adjustments and improvements where necessary
2. Staff management and leadership
 - Attracting and retaining quality educators
 - Ensuring the highest standard of excellence in learning and teaching
 - Building a professional team to ensure the achievement of the strategic objectives
 - Ensuring the roles and responsibilities of all staff are clear and that high standards of performance are set and achieved



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- Ensuring that all appropriate HR policies and procedures are in place
3. Academic and pastoral excellence
- Overseeing the implementation of an all-round educational programme which will enable all pupils to grow, realising their full potential and be fully equipped to meet the demands of the 21st Century
 - Managing the continued development of a strong curriculum with vigorous assessments
 - Ensuring that all pupils achieve their full academic potential and thereby entrench academic excellence at Ridgeway
 - 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 to the values of Ridgeway
 - 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 team work 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 Ridgeway within the community and to ensure it is the school of choice
 - To develop links with alumni and the outside community to the benefit and growth of Ridgeway 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, with at least 5 years teaching experience in the Independent Examinations Board (IEB) system
- At least 5 additional years' experience in a senior management role
- 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 interpersonal skills and the ability to inspire others to pursue excellence
- An academic and intellectual curiosity to develop effective 21st 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 is market related which includes on-site accommodation. Interested candidates should submit a letter of motivation including a detailed CV and three contactable references to richard@edugro.co.za by 18 September 2021.

Ridgeway 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.

“Ridgeway 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.”