

# 2025 VACANCY

PRIVATSCHULE  
SWAKOPMUND



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## HIGH SCHOOL PHASE HEAD (Grade 8-13)

Any of the subjects taught in this Phase.

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Private School Swakopmund is an integrated and innovative institution which caters for teaching and learning in small groups. In line with the expansion of the Secondary Phase, the School seeks to appoint a teacher in a developmental role as an Understudy to the Secondary Phase Head. This interim position, running from the earliest availability until the end of 2024, aims to integrate the candidate into the Management Team. The role requires obtaining knowledge from current members of the management team, and to become familiar with subject matter and themes specific to the Secondary Phase. During the set period, the incumbent will be evaluated against set standards and objectives. The incumbent will during and after set period be evaluated for suitability for this role and should not have an expectation of an automatic promotion.

**The following qualifications and competencies are prerequisites:**

- A Teaching qualification, enabling the holder to teach in the Secondary Phase (the incumbent should teach in this Phase)
- Excellent communication skills in English (written and spoken), although it would be a recommendation to be able to have a working knowledge in understanding German and Afrikaans.
- An excellent working knowledge of the Microsoft Office suite.

**At our School we value colleagues who:**

- make a positive contribution to our 'team spirit';
- are enthusiastic about being a teacher;
- are innovative and flexible in the way they teach;
- are prepared to contribute to school activities;
- are loyal and enthusiastic about our School, its students and their team of colleagues.
- Possess a proven track record of:
  - successful leadership roles;
  - successful completion of projects;
  - innovation; and
  - going the proverbial extra mile generally and more especially in educating students.

## 1. PHASE HEAD KEY PERFORMANCE AREAS

- **Teaching** which incorporates the KPSs set for teaching staff.
- **Administration** pertaining to the Phase appointed for.
- **Leading teaching staff** (includes staff development, Phase planning; communication within own and across Phases, supervision, mentorship and quality assurance procedures).
- **Managing curricular integration** (Between Primary and Secondary Phase) in order to ensure optimal Primary-Secondary School integration.
- **School leadership.** Forming part of the School's leadership team.
- **Innovation & Development.** Identifying and consulting on renewal and development of own phase.
- **Parent and Student Liaison.** Regular liaison with teachers and students.
- **Academic:** Identifying academic challenges of Phase and of students within the Phase and implementing action plants to address these challenges.
- **Assistance Programmes:** ensuring that academic assistance programmes are implemented for the Phase and evaluating the effect thereof.

## 2. EXTRAMURAL ACTIVITIES

The Employee will be obliged to participate, initiate and lead such activities in the PSS extra-mural program, as may be assigned to **him/her**.

### **3. LIAISON & COMMUNICATION**

The Employee shall, at all times, maintain acceptable professional relationships and communication with:

- Fellow teaching employees and administrative employees of the PSS
- Parents and Students
- School Governing Bodies
- Anyone associated with the PSS

### **4. ADMINISTRATION**

Perform all and any administrative work and functions incidental to the key performance areas set out above.

### **5. GENERAL REQUIRMENTS OF EMPLOYEE**

- The Employee is responsible for other school activity or any issue reasonably associated with the Phase or School, where required.
- Attending staff development initiatives and courses offered to employees of the PSS, insofar as it may impact on the Employee's teaching of the subjects assigned, which might be for general educational or personal enrichment and be in the interest of the school management.
- Attending scheduled consultative meetings with parents and students, as may be determined.
- Display good judgment, and high levels of enthusiasm, energy, "accessibility" and initiative in the performance of **his/her** duties.
- Display high levels of responsibility and commitment towards the mission, vision and core values of the PSS.

## 6. TEACHING

- Preparation for Subject Teaching as applicable
- Instruction of the different subjects taught
- Evaluation of the subjects taught
- Promotion of the subjects taught
- Curriculum development, evaluation and development of teaching material and formal lessons
- Development of teaching materials and aids

Applicants should be Namibian citizens or have the right to permanently reside and work in Namibia.

If you are interested in working in a dynamic team, you are invited to submit your complete application together with at least three references, certified copies of certificates and residence status by electronic mail only, which should be submitted before or on:

**Application deadline: 15 November 2024**

Private School Swakopmund  
PO Box 4053, Vineta, Swakopmund

[www.pss.com.na](http://www.pss.com.na)

E-Mail: [vacancies@pss.com.na](mailto:vacancies@pss.com.na)

Shortlisted candidates will be contacted.