



POSITION AVAILABLE

HEAD OF ACADEMICS AND INSTRUCTIONAL DEVELOPMENT

ABOUT OUR ORGANISATION

Common Good is a faith-based, not-for-profit organisation working in a range of communities. We're passionate about addressing issues of social justice that challenge our city. We seek to make a positive and lasting impact in the areas of early life, education and employment, so that individuals and communities across Cape Town can build brighter futures for themselves.

In June 2016, Common Good was appointed as a School Operating Partner (SOP) in the Collaboration Schools Initiative, a pilot project of the WCED.

JOB OVERVIEW

We are looking for a dynamic individual who will be responsible for the professional development of Common Good SOP coaches, school leaders, and teachers. A pioneering and resilient spirit that is open to working with various personalities within potentially challenging school contexts. The successful incumbent will serve as a curriculum expert based on their deep knowledge of the caps curriculum content, standards, instructional materials and resources.

Key responsibilities

Professional development of Common Good SOP coaches

- Lead the program for the Instructional Development of SOP coaches
- Provide strategic direction, design and implementation of the Instructional Development Programme in the SOP
- Develop capabilities in teacher coaching and development of instructional coaches as identified within schools and grown in SOP
- Contribute to leadership of teaching and learning to ensure alignment to Common Good's goals of academic excellence
- Contribute to the strategic direction of professional development for SOP coaches based on best practices in effective instruction
- Recruit and train new additions to the SOP team in the coaching model and methodology

Professional development and coaching of school leaders and teachers

- Lead the program for the Instructional Development of school leaders and teachers
- Provide strategic direction, design and implementation of the Instructional Development Programme across schools
- Strategic leadership of continuing professional development for teachers at all levels (including principals, deputy principals, HODs and SMT members)
- Observe, mentor, and provide guidance to identified leaders and instructional coaches, Heads of Department and subject mentors across a range of schools as our portfolio grows
- Develop capabilities in teacher coaching and development of instructional coaches as identified within schools
- Embed a culture growth and support in the teachers at our schools
- Provide regular feedback to school leadership based on observations and feedback from coaches, of classroom instruction, content teams, and school-based professional development
- Contribute to the strategic direction of professional development for teachers on best practices in effective instruction and feedback from coaches
- Contribute to school improvement planning process that encourages leadership from school staff and focus on key strategic priorities for school transformation
- Contribute to on-boarding of new schools in sharing educational model and process for coaching
- Create and deliver professional development programs for schools as required and support/supplement WCED and PD trainings to ensure realization of teacher development goals
- Be accountable for the progress and development of teachers as aligned with SOP targets for school improvement

Content and Curriculum Expertise

- Serve as a curriculum expert based on your deep knowledge of the CAPS curriculum content, standards, instructional materials and resources
- Support development and implementation of the SOP's vision for best practices in curriculum delivery and remedial bridging programmes
- Consult with school leadership and provide instructional expertise to support school decisions regarding intervention programs and strategies for struggling students in numeracy and literacy
- Support, assist and lead in the development, design and creation of appropriate curriculum content and materials.
- Support, assist and lead in the design and implementation of annual, termly, weekly and daily lesson planning appropriate to the curriculum requirements and learner needs.
- Support, assist and lead in the design and implementation of assessment strategy to ensure learner progress towards curriculum requirements.
- Participate in developing alternative curricula that embrace flexibility of the CAPS curriculum

Monitoring and measurement

- Support and lead the design and implementation of practices for monitoring the success of teacher coaching programs in the schools
- Support and lead the measurement and monitoring of curriculum delivery and remedial bridging programmes
- Draft on-going reporting of progress towards project aims across Common Good's schools
- Participate in the development of appropriate measures for teacher performance monitoring
- Participate in the design and implementation of the monitoring of learner behaviour related routines and systems
- Participate in the implementation of appropriate measures of the impact of curricula interventions and additional programs
- Ensuring that target setting, assessment and tracking processes are in place

School Operating Partner strategic development

- Promotion of the Common Good educational model
- Participation in refining the model, supporting implementation through target setting and assessment, and providing assurance that tracking processes are in place
- Ensuring that there is appropriate monitoring of professional developments, legislative changes and innovative practice, cascading this as appropriate across the Common Good network
- Advising the Common Good Board, CEO and Head of Schools on educational issues
- Presenting proposals to the Board for approval
- Advising trustees on educational matters
- Serving as a member of school governing bodies and sub-committees
- Link training, interventions, professional development to SIP
- Ongoing knowledge gathering of current thinking on educational achievement and improvement and best practices
- Contribute to development of job descriptions and competency frameworks for SOP educational staff
- Lead and participate in the SIP design and implementation aligned with the Common Good educational model for all schools

MINIMUM REQUIREMENTS

- A recognized teaching qualification which includes professional teacher education
- At least 5 years' experience of classroom teaching
- Specific experience using proven strategies to improve learner attainment and outcomes
- Specific experience in instructional development of teachers and school leaders
- Knowledge of the CAPS Curriculum in Primary and High school
- Expert knowledge of literacy and numeracy skill development including knowledge on teaching resources and techniques
- Excellent personal teaching and learning practices
- Ability to create instructional strategic plans and support plans to foster teacher development
- Ability to create academic strategic plans and support plans to advance teaching and learning
- Proven knowledge and practice of teacher coaching and professional development facilitation
- Outstanding skills in the analysis of data related to learner outcomes, and teaching practice
- Proven skills in the writing of reports and high-level organisational documents
- Own transport is essential, as you will be travelling between locations regularly

COMPETENCIES

- Highly proactive with strong self-leadership
 - Advanced problem-solving and decision-making skills
 - Advanced strategic planning and program design
 - A pioneering and resilient spirit that is open to working with various personalities within potentially challenging school contexts
 - Competent and skilled communicator with high levels of emotional intelligence
 - Approachable and trustworthy
 - Excellent facilitation skills and the ability to lead both training and development sessions for colleagues, as well as school-based staff
 - Excellent interpersonal skills & the ability to develop positive working relationships with individuals & teams
 - Strong belief in the power of coaching to develop educators and coaches to their fullest potential
 - Passionate about the mission of Common Good across the organisation and our connection to the local church
 - Mature and responsible attitude towards work with the ability to take ownership of outcomes
 - Highly adaptable to the ever-changing education landscape
 - Excellent attention to detail
 - Excellent time management & organisational skills
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APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to:
Stacey Calvert (stacey.calvert@commongood.org.za) by **15 November 2018**.

NB: Indicate the position title in the subject line

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within two weeks of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.