

**POSITION AVAILABLE**

# COLLABORATION SCHOOLS ASSESSMENT IMPLEMENTER

CONTRACT TYPE: PERMANENT  
LEVEL: MID  
LOCATION: OBSERVATORY, CAPE TOWN  
AVAILABILITY: IMMEDIATELY  
REMUNERATION RANGE COMPENSATED ON EXPERIENCE

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**THE OPPORTUNITY**

Are you passionate about improving educational standards through effective assessment strategies? The Common Good Education Team is seeking a dedicated Collaboration Schools Assessment Implementer to drive impactful assessment projects within our diverse Collaboration Schools network.

You will work closely with the Curriculum and Assessment Specialist, playing a vital role in aligning assessments with curricular goals, supporting data-driven improvements, and enhancing the overall quality of education.

This is your opportunity to lead meaningful change, ensuring every assessment contributes to our students' successful learning journeys. Are you ready to make a difference? Join us in transforming educational outcomes, one assessment at a time!

**YOU'LL THRIVE IN THIS ROLE IF...**

- You are an excellent communicator, able to convey ideas clearly and build strong relationships with team members.
- You're a natural multitasker who effectively manages time and resources to meet deadlines.
- Being detail-oriented is second nature to you, and you take pride in staying organised and on top of all project requirements.
- You bring proven leadership skills and can inspire and guide others toward common goals.
- You enjoy solving complex problems with a critical-thinking approach and can adapt strategies when faced with challenges.

**ADDITIONALLY, YOU'LL STAND OUT IF:**

- You're calm under pressure and able to handle crises effectively as they arise.
- You value collaboration and are eager to work closely with Common Good team members.
- You're self-motivated and resilient, always maintaining a positive, mature attitude towards your work.
- You bring an approachable and supportive energy to the team and excellent interpersonal skills.

## KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

- **PROJECT PLANNING AND EXECUTION**
  - Work closely with the Curriculum and Assessment Specialist to turn project plans into actionable steps, ensuring alignment with curriculum standards and timelines.
- **ASSESSMENT COORDINATION**
  - Oversee all stages of assessment administration, including formatting, printing, delivery, moderation, marking, and data capture.
- **TEAM ENGAGEMENT**
  - Work with team members through clear communication and organised systems to track tasks, deadlines, and project progress.
- **BUDGET MANAGEMENT:**
  - Identify and mitigate potential project risks to ensure smooth project execution.
- **RISK MANAGEMENT**
  - Identify and mitigate potential project risks to ensure smooth project execution.
- **MONITORING AND EVALUATION**
  - Assist in analysing assessment data and preparing reports on findings and project outcomes.
  - Participate in evaluations of project outcomes to identify areas for enhancement in future assessments.

## SKILLS AND KNOWLEDGE

- Excellent communication skills
- Proficient at managing time and resources
- Detail-oriented
- Organisational skills
- Proven leadership skills
- Critical thinking and problem-solving skills
- Advanced Computer skills

## ABOUT COLLABORATION SCHOOLS

The Collaboration Schools initiative aims to improve educational outcomes in our non-fee-paying government schools by providing increased educational and operational support and strengthening governance, leadership, and management. To spark innovation and enable solutions for complex problems, the initiative also provides these schools with increased flexibility to change elements of the educational model to drive improved teaching and learning.

As a school operating partner, Common Good is involved in a school's systemic transformation, working in partnership with the SGB, SMT, teaching staff, non-teaching staff, and learners to drive progress and improvement. School challenges are tackled systemically rather than in isolation.

Our vision is that every learner within our school network has the opportunity to achieve above-grade-level expectations and a bachelor's pass for matric.

## OUR MISSION

Common Good is a **faith-based development organisation** that supports grassroots transformation. At the heart of our mission is the belief that **God cares deeply for South Africa** and desires to see a groundswell of mercy and justice in action here. Through **strategic alliances** with churches, NGOs, organisations, schools and government, we cultivate **ecosystems of hope** that show that a shared, brighter future is possible for South Africa. We don't just build solutions; we craft **sustainable, research-driven initiatives** at **critical life stages** that are both **scalable** and **replicable**, with **proven impact**.

## OUR PURPOSE

Empowering South African communities through collaborative partnerships and evidence-based initiatives, guided by our faith-driven commitment to mercy, justice and the realisation of a shared brighter future.

## OUR VALUES



## COMPETENCIES AND ABILITIES

- Capable of managing crises as and when they arise
- Collaboration (Work with Common Good members and SOP leads)
- Self-motivated and resilient
- Positive and mature attitude towards work
- Approachable Excellent intrapersonal skills
- Able to build rapport with a wide demographic of people, stakeholders, and communities.

## MINIMUM REQUIREMENTS

- NQF Level 7, 8 or 9
- A recognised teaching qualification (e.g. BEd, PGCE)
- 5 years of proven classroom teaching experience
- Head of Grade or Head of Curriculum/Subject (advantageous)
- Demonstrate advanced knowledge and familiarity with the CAPS Curriculum
- Driver's Licence with own transport is essential
- Proficient in MS Office Suite
- MS PowerBI experience (advantageous)
- English (both written and spoken)
- Afrikaans or another additional language (advantageous)

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## APPLICATIONS

To apply, please send a **motivational cover letter**, your **CV** and **two recent work references**, along with the **"consent by job applicant"** form by the **7<sup>th</sup> of November 2024**.

To: [applications@commongood.org.za](mailto:applications@commongood.org.za)

REF: Indicate the job title in the subject line.

*NOTE: An application does not entitle the applicant to an interview or appointment. Late applications will be automatically disqualified. Applicants who fail to meet the minimum job and application requirements will also be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application unsuccessful. We reserve the right not to fill the position.*



**CONSENT BY JOB APPLICANT**

APPLICANT FULL NAME AND SURNAME:

("Candidate")

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This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013 (POPIA)*. The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

Protection of Personal Information

1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively, Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
3. Processing may include the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

SIGNED by Candidate:

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(signature above)

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Date