

## POSITION AVAILABLE

# NORTHERN CAPE SCHOOLS LIAISON

CONTRACT TYPE: 1 YEAR FIXED-TERM EMPLOYMENT CONTRACT (PROJECT-BASED)

LEVEL: SENIOR

LOCATION: NORTHERN CAPE, HYBRID WITH OBSERVATORY, CAPE TOWN

AVAILABILITY: IMMEDIATELY

REMUNERATION RANGE COMPENSATED ON EXPERIENCE: R38000 TO R41000 (BASIC SALARY)

## THE OPPORTUNITY

The Common Good Education Team seeks an inspiring leader for the Northern Cape Schools Liaison role. This pivotal position is designed for a dynamic, motivated individual with a deep passion for education and a proven history of driving impactful educational initiatives. As a cornerstone of our Northern Cape Education Team, you will play a key role in training and mentoring Educator Coaches and School Management Teams within our Collaboration Schools. This is an exciting chance to shape the future of education in the region, emphasising academic excellence and fostering strong community relationships.

We are looking for someone who truly embodies the values of Common Good, both in personal and professional life. In this role, you'll need to take a relational approach to management, building strong, trust-based relationships with school leaders and School Governing Bodies (SGBs). Our team uses a coaching model that aligns with our Theory of Change and developmental methodology. This approach means guiding from the sidelines and empowering school Principals and staff to be the main drivers of their success. At the same time, you provide the support, encouragement, and strategic insights they need.

The ideal candidate will either be based in the Northern Cape or willing to relocate there. Regular travel to Cape Town, Western Cape, will be required for meetings with the Common Good Education Team.

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

- You have strong interpersonal, written, and oral communication skills and excel at multi-tasking with a strong work ethic and entrepreneurial spirit to manage high levels of responsibility.
- You are highly proactive, a self-starter, self-disciplined, and have a strong work ethic.
- You're adaptable and capable of adjusting strategies, goals, or tactics based on the situation and others' responses.
- You use analytical techniques to evaluate multiple solutions, anticipate obstacles, and consider the next steps.
- You effectively delegate responsibilities and provide necessary resources for team success, and you adapt quickly to program changes.
- You maintain high levels of confidentiality and are skilled in building rapport with a diverse range of people, stakeholders, and communities.

## KEY RESPONSIBILITIES

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

- **NORTHERN CAPE EDUCATION TEAM LEADER**
  - Lead the Northern Cape Education team by overseeing recruitment, training, and performance management of Educator Coaches to ensure the effective implementation of teaching strategies aligned with program goals. Collaborate with senior leadership to set objectives, foster a high-performance culture, and support professional development within the team. Regularly meet with school-based staff to provide ongoing guidance and support.
- **NORTHERN CAPE EDUCATION PROGRAMME MANAGEMENT**
  - Communicate Common Good's educational philosophy to stakeholders, manage the program's budget, and maintain strong relationships with partners, including the Northern Cape Education Department and other key stakeholders, ensuring a healthy collaboration within the school network.
- **COACHING AND MENTORING OF NORTHERN CAPE COLLABORATION SCHOOL(S) LEADERSHIP TEAM**
  - Conduct regular visits to schools to mentor principals on leadership, assist in data analysis, and support School Improvement Plans. Engage with School Governing Bodies (SGBs), attending meetings as a coopted member and providing training to enhance their effectiveness.
- **MONITORING AND EVALUATION OF NORTHERN CAPE COLLABORATION SCHOOLS SCHOOL IMPROVEMENT PLAN**
  - Contribute to monitoring, evaluating, and reporting on school improvement efforts, collaborating with instructional and operational leaders to ensure continuous progress and effective measurement of goals.
- **COLLABORATION SCHOOLS CURRICULUM AND ASSESSMENT ADMINISTRATION AND COORDINATION**
  - Oversee the feedback and intervention planning for Collaboration Schools Assessments (CSA), support annual documentation, and coordinate CSA logistics alongside the team.
- **EDUCATION PROGRAMME TEAMING AND SUPPORT**
  - Provide on-site support to the Common Good Operations team as needed and maintain accurate financial records, effectively managing the project's budget.

## 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.

## SKILLS AND KNOWLEDGE

- Strong interpersonal, written and oral communication skills
- Ability to multi-task, with a strong work ethic and an entrepreneurial spirit to accommodate high levels of responsibility and multiple priorities

## COMPETENCIES AND ABILITIES

- Highly Proactive, self-starter, and self-disciplined.
- Has a high standard of work ethic.
- Able to adapt own strategies, goals or programmes to the situation.
- Able to adapt tactics to situations or others' responses.
- Able to Use several analytical techniques to identify several solutions and weigh the value of each.
- Able to anticipate obstacles and think ahead about the next steps.
- Able to effectively allocate responsibilities to team members while providing the necessary resources to complete assignments.
- Able to adapt quickly to changes within the programme internally and externally.
- Able to maintain high levels of confidentiality.
- Able to build rapport with a wide demographic of people, stakeholders, and communities.

## MINIMUM REQUIREMENTS

- Bachelor's degree or Diploma in Education or related field
- PL3 Level Teacher
- 5 years of proven management experience
- Experience as a School Principal is highly recommended
- Driver's Licence with own transport is essential
- MS PowerBI experience (advantageous)
- English (both written and spoken)
- Setswana and Afrikaans (advantageous)

---

## 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.*

## 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





**CONSENT BY JOB APPLICANT**

APPLICANT FULL NAME AND SURNAME:

("Candidate")

\_\_\_\_\_

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:

.....

(signature above)

.....

Date