



SP Co-Ordinator Post

South Africa
Johannesburg
Inspired

Reporting into:	Head of Campus
Full Time/Part Time:	Full Time
Fixed Term Contract Length:	Permanent
Closing Date for Applications:	15 October 2021
Languages Required	English

Inspired is seeking to appoint a SP Coordinator to join us from 01 January 2022 on a permanent, full-time basis.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant, and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operate across Europe, Asia-Pacific, Africa, the Middle East, and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](http://inspirededu.com)

Directors: NM Nsouli, D Colley, RL Rostas, R Nadasen

Inspired Schools (Pty) Ltd 2014/226909/07

Blue Hills Estate, 5 Mopani Road, Blue Hills, 1685
Postnet Suite #266, Private Bag X11, Halfway House, 1685

Telephone:
0100 600 761

Email:
info@bluehills.reddford.co.za

REDDFORD.CO.ZA



OUR SCHOOL

Reddford House Blue Hills is a premium private School situated in Blue Hills, Kyalami, Midrand. Overlooking the rolling hills of the Blue Hills Country and Equestrian Estate in Blue Hills, Kyalami, Midrand, Reddford House Blue Hills is set among beautiful, natural, and established indigenous trees in this premier lifestyle estate.

Lateral thinking, comprehension and innovative application of skills and concepts form the three pillars of the Reddford House approach to education. The professionally designed interiors enhance this vibrant, joyful Reddford House educational approach. Our dynamic teachers strive to shape inquiring minds and develop young talent and are selected for their specialist knowledge, excellent qualifications, outstanding reputations, and rapport with students.

At the Reddford House Blue Hills we strive to create well balanced students, who are happy and confident in themselves, ready to take on the future.

We extend an open invitation to book a tour of the school. Come and explore our campus and its world-class educational facilities first-hand. Meet the dynamic teachers, handpicked to inspire exceptional learning experiences. At Reddford House Blue Hills we are committed to inspiring academic, cultural, and sporting excellence.

<https://www.bluehills.reddfords.co.za/>

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking
- A culture of excellence
- Network of opportunities
- Competitive package

ROLE SUMMARY & JOB PURPOSE

- Assist Head of Prep and Head of Campus with Academic, Disciplinary and management requirements for phase
- To adopt a holistic view to students in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them
- To create a positive learning environment and motivate students to achieve their full potential

ROLE RESPONSIBILITIES

This position will be responsible for the following:

- Ability to teach Mathematics is essential
- Plan, prepare and present interesting and exciting lessons
- Establish a teaching environment that is nurturing, and which promotes engaged learning.
- Behave in a professional manner regarding punctuality, behaviour, standards of work and students' homework
- Evaluate, reflect on, and refine teaching practice
- Be willing to continuously develop ones teaching through personal and school wide professional development
- Teach extra lessons, when required, on two afternoons per week
- Produce resources of a high standard for students
- Respond to e-mails and telephone messages from parents within 24 hours
- Show loyalty to all facets of Reddford House
- Attend all special occasions at the discretion of the relevant Head
- Set and mark exams and all other forms of student evaluation
- Write report comments
- The post holder is required to undertake any other reasonable tasks that the School Head determine

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL
<p>Inspired Required Teaching Standards</p> <p>A full outline of <i>Teaching standards</i> is available on request</p>	<ul style="list-style-type: none"> • Able to set clear expectations and stretching goals • Adaptable teaching style incorporating feedback • A depth of understanding in the relevant subject area • Ability to judge learning effectiveness • Excellent preparation and planning • Assessment of student outcomes and feedback to enhance performance • Genuine care and attention for the highest standards of student welfare
<p>Skills and previous experience</p>	<ul style="list-style-type: none"> • A minimum of 5 years' experience with students within the SP phase of school • Experience in teaching Mathematics essential • Confidence with use of ICT in teaching
<p>Qualifications and Accreditations</p>	<ul style="list-style-type: none"> • University degree in appropriate subject • Certified Teaching Status / SACE • Appropriate right to work
<p>Personal Competencies and Attributes</p>	<ul style="list-style-type: none"> • An unwavering commitment to the development of students • A demonstrable passion for the profession • Excellent organizational skills • A positive attitude to change • An excellent classroom practitioner • A continuous improvement mindset

HOW TO APPLY

- Please send a covering letter and copy of your resumé to the following email address: **careers@bluehills.reddfords.co.za**
- Your resumé will be reviewed and if you meet the criteria, we will contact you for an interview

Due to the current COVID environment, interviews may place via Zoom or another virtual platform.

All applicants will be expected to provide the following

- (i) a supporting statement clearly outlining why they are interested in the position and school
- (ii) a CV with their details and history of employment and achievements
- (iii) at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.



EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

Reddford House, 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 the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

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