

## **Head of Department: Early Childhood Development**

Arrow Academy is looking for a highly organized, self-driven individual with fantastic communication skills to manage the Early Childhood development department. The successful candidate must be able to ensure that all key performance areas of the department are achieved.

### **Requirements:**

- Relevant Early Childhood Development Qualification
- Leadership experience in the education space
- Computer Literate in Excel, Word, Outlook, and Web browser
- Fluent in English: Native Fluency
- Must be SACE registered

### **Responsibilities:**

- Planning for the Phase Budget
- Drawing up time schedules for the ECD phase including daily routines
- Administration of leave application and approval
- Evaluating teacher's planning and being consistent with classroom visits
- Managing staff problems and concerns
- Track, organise & arrange for Teacher training
- Planning and supervising class projects
- Ensure ECD teachers are good teachers and foster a caring and nurturing environment
- Keep staff motivation up and ensure staff are professional at all times
- Assist ECD practitioners to prepare developmental progress reports
- Finalize reports and observation sheets
- Plan and execute teacher induction programme with Foundation Phase HOD
- Attend to parent concerns
- Being involved in the recruitment process for positions in the ECD.
- Manage the aftercare programme and the aftercare staff
- Plan, manage and execute the aftercare programme

The position is based in Centurion and offers a market-related salary.

Please note that preference will be given to EE candidates with the required experience.

Kindly send your CV stating the job title in the subject line to [recruitment@optimi.co.za](mailto:recruitment@optimi.co.za)

Should you not receive a call from us in 14 days, please consider your application unsuccessful.